

**NARST: A Worldwide Organization for  
Improving Science Teaching and Learning  
through Research**

**NARST  
POLICIES &  
PROCEDURES  
MANUAL**

**Approved 16 October 2020  
Posted 26 January 2021**

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Note: NARST Bylaws can be located on the Web at this URL: <http://www.narst.org/about/mission.cfm>

This manual details the policies and standard operating procedures for NARST. One responsibility of the Board of Directors is to change the policies and procedures as needed and where permitted under the NARST Bylaws. In the cases in which a change in policies and procedures requires Board approval, the Director or committee authoring the approved motion must submit the motion and corresponding changes to enable the Immediate Past President to update the master copy of the manual. Revisions of NARST Policies and Procedures manual will be made by the Immediate Past President and presented to the Board for approval at its October Board meeting, and the updated version will be posted on the NARST website by the end of December the same calendar year. Additionally, a more extensive review of the manual will be carried out every three years..

## **NARST Mission Statement**

NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. Since its inception in 1928, NARST has promoted research in science education and the communication of knowledge generated by the research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by: 1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policymakers; and 3) cooperating with other educational and scientific societies to influence educational policies.

NARST also assists members through the annual conference and other activities to meet its mission. Through its structure, NARST provides opportunities to develop leadership within the organization that is useful in other domains. For example, one leadership progression may resemble the following: serve as a member of Committee (or Sub-Committee where applicable) then as appointed co-chair and chair followed by an elected Director, President-elect, President, and Immediate President.

## **Criteria for Advancing the Mission of NARST**

To advance the mission of NARST, members engage in and report on professional activities that contribute (but are not limited) to one or more Strand themes pertaining to the following outcomes:

1. Improvement of science teaching and learning through research;
2. Communication of research to researchers, practitioners, and policy makers pertaining to the improvement of science teaching and learning;
3. Promotion of universal scientific literacy; and/or
4. Cooperation with other educational and scientific societies to influence educational policies.

# NARST Membership Categories

The Finance Committee is responsible for recommending membership categories to the Board and for reviewing and recommending annual membership dues NARST membership categories include:

## Regular Membership

- 1 Regular with *JRST*

- 1 Regular e-*JRST*

## only UNDP Membership

- 1 UNDP HDI .700 and below countries with *JRST*

- 1 UNDP HDI .700 and below countries with e-*JRST*

## only Student Membership

- 1 Student with *JRST*

- 1 Non-collegiate Educator with *JRST*

- 1 Non-collegiate Educator with e-*JRST*

## only Emeritus Membership

- 1 Emeritus with *JRST*

- 1 Emeritus with e-*JRST* only

- 1 Emeritus without *JRST* (*no charge*)

Membership categories will be reviewed at least every three years (beginning in 2013). Dues structures may also be reviewed during the budgeting process at any Fall NARST Board meeting.

An individual requesting to become an Emeritus member should send a letter to the Executive Director and current President, in which s/he notes the desire to become an Emeritus member and also includes in the letter the date of full retirement. The individual will receive a letter back from NARST, signed by the Executive Director and current President, offering congratulations on retirement and encouraging continued participation in NARST for years to come. In the conference program each year, new Emeritus members will be noted with a \*.

# Board of Directors

The total number of Directors shall be established from time to time by the Board, but in no event shall there be fewer than eleven (11) or greater than fourteen (14) Directors. The Board shall include the (i) four (4) Officers, (ii) one (1) International Coordinator, (iii) one Graduate Student Coordinator, and (iv) at least five (5) other Directors. All elected members of the Board have full voting rights. NARST covers Hotel, meals, and transportation for Directors to attend the Fall Board meeting (see Handbook for specific procedures) and one night hotel stay to attend the board meetings held in conjunction with the annual conference. The Board will extend financial support for the Graduate Student Board Member for



conference attendance in the following way: hotel and meal expenses while a member of the Board; transportation to and from the Annual Conference.

The term of office for the Graduate Student Coordinator is two years. The Graduate Student Coordinator may not serve additional terms as the Graduate Student Coordinator but is eligible to serve as a Director-at-Large or other elected Board member, provided the terms are nonconsecutive.

The Board may from time to time designate ex officio representatives to attend Board meetings; ex officio representatives shall not be considered Directors. Ex-officio representatives may generally be designated by virtue of serving in other Association positions (e.g., Executive Director, Editor(s) of NARST publications) or by virtue of representing an affiliated organization. Ex-officio directors may participate fully in Board discussions and deliberations, but they do not possess voting rights.

The Board transacts all official business for NARST. The Board appoints Editors and Editorial boards to NARST's publications and determines their terms of office. The Board determines external organizations with which NARST is affiliated; although the affiliation review process is managed by EPRC.

The Board shall meet at least three (3) times a year at an agreed upon time and place. Any meeting of the Board may be conducted solely by means of remote communication technology through which all participants may communicate with each other on a substantially simultaneous basis. A Director may participate in any Board meeting by means of conference telephone or, if authorized by the Board, any other means of remote communication technology. Each Director shall be given notice of each meeting by electronic communication, postal mail or courier service at least twenty-four hours (24) in advance.

All Board Directors agree to comply with all NARST policies and serve in capacities needed for the effective functioning of the organization. For example, Directors serve as members of Board Committees and affiliate as a facilitator (e.g., Liaison) with NARST Standing Committees.

## **Orientation of New Board of Directors**

Conflicts of interest and confidentiality, along with other policies, are discussed each year at the orientation of new Directors.

# **Committees: General Purposes of NARST Board and Standing Committees**

## **Committees of the NARST Board**

There are five committees within the NARST Board. These committees operate internally in the Board and stand apart from NARST's other standing committees.

### **Audit Committee**

The committee shall be chaired by the President-elect. There shall be at least 3 members of the Committee, at least one of whom will be a Director. Active NARST members or non-members with financial background may be members. The Committee is responsible for ensuring that appropriate financial controls and policies are maintained, for developing the process to select the auditors periodically for approval by the Board, and for meeting with the auditor to review the audited financial statements prior to the official presentation by the auditor to the Board.

### **Executive Committee**

The purpose of this Committee is to serve as the NARST Board's think tank and as a forum for conversation and discussions. The Executive Committee will consist of the President, President-elect, and Immediate Past President.

### **Finance Committee**

The Finance Committee shall be chaired by the Secretary-Treasurer. The members shall be the President and Immediate Past President. The Finance Committee shall have charge and oversight of the finances of the Association. Its responsibilities include developing the process for budgeting and the annual budget, reviewing financial statements prior to submitting them to the Board, working with the outside investment advisor in managing the Association's investments, and reviewing the Association's annual tax filings prior to their submission to the Board and ensuring that such filings and other corporate reports are made in a timely manner.

The annual budget process includes preparation of a draft budget. This includes review of the previous fiscal year, and estimations of expected expenses. The draft budget shall be prepared by the Association staff, with assistance from the Executive Director and Secretary-Treasurer, and presented to the Finance Committee for its approval. The draft budget approved by the Finance Committee will be presented at the annual Fall NARST Board Meeting for review, modifications, and approval by the NARST Board. Financial statements, investment portfolio, and tax returns will be shared by the Association staff with the Executive Director and the Finance Committee in a periodic manner no fewer than once each calendar quarter.

The Finance Committee is responsible for developing the process to select the investment advisor periodically for approval by the Board.

The Committee shall also have responsibility for reviewing the compensation of the Executive Director in accordance with the Association's Compensation Policy. The Finance Committee is also responsible for recommending membership categories to the Board and for reviewing and recommending annual membership dues.

## **Governance Committee**

The purpose of the Governance Committee is to advise the Board about the people, structure, guidelines, and resources to accomplish the NARST mission. The charge of the committee will be as follows: (a) to further investigate policy and procedure related to the organizational issues deemed important by the Board and (b) to develop recommendations and/or action plans for the Board's deliberation and vote. The committee composition includes the Immediate Past President (Chair); the Secretary-Treasurer; the Board Directors affiliated with the Membership Committee, Equity and Ethics Committee, and Research Committee, and the International Coordinator.

## **Personnel Evaluation Committee**

The President-elect (Chair), Immediate Past President and Board Liaisons affiliated with the Elections and External Policy and Relations committees comprise the committee. The purpose of the Personnel Evaluation Committee is to recommend to the Board evaluation procedures and timelines for non-temporary, contracted personnel financially compensated by NARST. Additionally, the purpose of the Committee is to implement, facilitate, or oversee Board approved evaluation measures. Non-temporary personnel include entities whose employment spans seven or more consecutive months. The charge of the committee is to recommend evaluation plans that address, at a minimum, the following:

- who evaluates which personnel;
- when evaluations should occur (e.g. every three years prior to October Board meeting);
- what the evaluation guidelines or procedures should be that are appropriate for the position(s) being evaluated (e.g., correspond with job responsibilities and Board expectations for performance);
- how the evaluation results will be presented to the Board; and
- what categories of action may be available to the Board in response to an evaluation (e.g., contract renewal, letter to acknowledge achievements and identification of concerns)

## **NARST Standing Committees**

### **Awards Committee**

The Awards Committee oversees the work of the individual Award Selection Sub-Committees. The Sub-Committees solicit nominations and identify recipients for each of the NARST awards. In addition, the Sub-Committees discuss issues related to equity and efficiency in the selection process, and the

appropriateness of each award considering the NARST mission. The Awards Committee shall recommend changes in awards or procedures to the Board of Directors.

### **Elections Committee**

The committee develops recommended slates for the organization's elections. The Committee also organizes nominations made by the membership and evaluates potential candidates in order to develop recommended slates of candidates to be approved by the NARST Board. These slates should reflect the diversity of the NARST membership.

### **Equity and Ethics Committee**

The Equity and Ethics Committee provides leadership and guidance to NARST on issues of equity and ethics including, but not limited to, race, gender, ethnicity, socioeconomic status, disabling conditions, sexual orientations, language, national origin and religion.

### **External Policy and Relations Committee**

The External Policy and Relations Committee reviews existing and/or controversial educational policies and works to inform NARST members about these policies. The committee commissions position papers based on research. The Committee also fosters the development of partnerships and collaborations with professional organizations/societies concerned with the quality of science teaching and learning. EPRC will review the affiliation requests from other organizations and make a recommendation to the NARST Board of Directors.

### **Graduate Student Committee**

The Graduate Student Committee membership consists of up to twelve student members including a Chair. The President-elect appoints all members of the committee, with four members rotating off every year from their two years of service. The Chair of the Graduate Student Committee is the Graduate Student Coordinator, a voting member of the NARST Board.

### **International Committee**

The International Committee (IC) coordinates a series of scholarships to support international participation in NARST events including, the Linking Science Educators Program (LSEP), scholarships for doctoral students to attend research summer schools (e.g. ESERA, SAARMSTE), and travel awards to support international attendance at NARST events held in the United States of America.

. The IC seeks to actively participate at international association conferences by organizing, selecting, and coordinating presentations made by NARST members. In addition, the Committee offers recommendations to the Board regarding issues of interest to the IC related to awards, procedures, or other NARST programs.

### **Membership Committee**

The Membership Committee examines the membership of NARST as an organization and reports on the membership as dictated by the NARST Board; generates plans to recruit more members to NARST;

and ascertains and responds to the ongoing needs and interests of the membership as a way to retain members.

### **Program Committee**

The Program Committee consists of Strand Co-coordinators (with a chair and co-chair for each Strand). It assists the program chair in planning and conducting the Annual International Conference. The Chair is the President of NARST and the Co-chair is the President-elect. Ex officio members include the Executive Director. Each strand coordinator serves for two years, first as a Co-chair and the following year as the Chair of the Strand. The Program Committee is responsible for the theme of the conference, organizing the call for proposals, the review process, and the organization of a program. Strand Coordinators assign assessors to proposals submitted for the Annual International Conference, facilitate the review of proposals, recommend accepted papers, and form groupings for conference sessions.

### **Publications Advisory Committee**

The Publications Advisory Committee (PAC) serves in an advisory capacity for all NARST-sponsored publications, including *JRST*, position papers, and research-practice documents. The PAC coordinates publication efforts with the External Policy and Relations Committee and the Research Committee, which involves recommending policy, as well as overseeing the development and dissemination of publications specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations.

### **Research Committee**

The Research Committee develops, organizes and/or implements various professional development activities for the NARST membership. Such activities include selecting the Pre-conference Workshops to be offered at the Annual International Conference; identifying presenters for the allocated sessions at the NSTA conventions by selecting and coordinating presentations made by NARST members at these international conferences; conceptualizing, developing, and/or disseminating reviews of research and white papers on appropriate topics for diverse audiences; and facilitating the review process for the submission of proposals and recommending to the Board the hosts for the Sandra K. Abell Institute for Doctoral Students.

### **Website Committee**

The NARST Website Committee provides leadership and guidance to NARST regarding the organization's website and social media presence. The responsibilities include advising about the creation, curation, and modification of the website and other digital identity assets. This may include periodic evaluation of the website with input from the NARST membership. The Website Committee shall recommend changes to the website and offer suggestions about other digital identity assets to the Board of Directors.

### **Committee Appointment Timeline**

Time Frame	Task
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Within one month of the conclusion of the annual conference	-Circulate call for committee volunteers to complete on-line form with May 31 <sup>st</sup> deadline for submission -Include reminder that membership must be current to serve on committees
June	-Notify committee candidates of process -Check membership status of committee candidates -Notify committee candidates if membership has lapsed
July and August	-Review committee candidates -If and where necessary, recruit volunteers (e.g., elicit names from Board liaisons, committee chairs, former committee members, etc.)
September	-Email list of prospective nominees to Board Liaisons
October	-Present committee nominees to Board
November/ December	-Notify committee candidates of decisions -Communicate committee requirements (stay financially current and engage committee), encourage attendance at NARST conference, and attach NARST Policies and Procedures
December	-In consultation with the current Board Liaison and Board Liaison who worked with committee members under consideration for chair leadership, select committee leadership. Leaders of a committee must have completed one year of service on the committee they will lead.

## Electronic Voting Procedures

The NARST attorney provided the language for electronic voting procedures for the Board of Directors; the language complies with Minnesota corporate statutes.

*Below is language that can be used in a cover email for an electronic vote*

The motion in the email framing the issue must be clearly stated, requiring a yes or no vote

The email asking for the vote must clearly state the following conditions for the vote:

- The vote must be concluded within a reasonable timeframe (typically, no less than 3 days; no more than 5 days).
- Every Board Director must vote. If anyone does not vote, the vote is null and void.
- Every Board Director must vote yes or no. If anyone votes yes or no that splits the vote, the vote is null and void.
- If any Board Director indicates they are abstaining from voting, the vote is null and void.

If any Board Director indicates they feel the issue is too important for an electronic vote, has any reservation about an electronic vote, or feels it is important that Board Directors actually “discuss” the issue so that they can hear each other at the same time (not read a thread of emails), then the electronic vote must not proceed.

NOTE: If any of the above conditions exist, the President will need to decide if the issue needs to be resolved before the next scheduled official Board meeting. If yes, then a special Board meeting via conference call should be called at the minimum number of days in advance to constitute “appropriate note.”

The President may decide at the time the email is drafted and sent that the vote must be decided quickly. If so, the email should then state:

It is essential that NARST makes a decision as soon as possible. As of the date of this email, if any of the conditions make the vote null and void, I am announcing that there will be a Board conference call scheduled 25 days from the date of this email. This email constitutes appropriate notice. I will inform you all if such a call is necessary as the vote proceeds and at that time, I will give you the call-in information. Thank you in advance.

## **NARST Electronic Voting Policy and Procedure**

The legal principle behind the conditions around electronic voting is that Board Directors should discuss or debate issues at a face-to-face meeting or via conference call so that all members of the Board can hear each other’s comments at the same time. This enables Board Directors to consider their own views within the context of a group discussion.

For non-electronic voting, the Board meeting or conference call must be appropriately noticed. There must be quorum present for the meeting or call to take place. Not all Board Directors must be present.

The vote must be a majority vote.

Electronic voting via email does not allow those participating in the vote to hear each other’s comments at the same time.

### *Electronic Voting Conditions*

The motion in the email framing the issue must be clearly stated, requiring a yes or no vote.

The email asking for the vote must clearly state the following conditions for the vote to ensure that Board Directors understand what is required:

- The electronic vote must not proceed if any Board Director indicates that they feel the issue is too important for an electronic vote, has any reservation about an electronic vote,

or feels that it is important that Board Directors actually “discuss” the issue so that they can hear each other at the same time.

- The vote must be concluded within a reasonable timeframe (typically, no less than 3 days; no more than 5 days).
- Every Board Director must vote. If anyone does not vote, the vote is null and void.
- Every Board Director must vote yes or no. If anyone votes yes or no that splits the vote, the vote is null and void.
- If any Board Director indicates that they are abstaining from voting, the vote is null and void.

## **Policies and Procedures for Behaviors Defining Negligence of Duty**

Because NARST relies on volunteers to conduct its business, there must be a level of commitment on the part of the members to fulfill their obligations. For the most part, members are dedicated and responsible, with many devoting numerous hours to assigned tasks. The policy and procedures outlined here are designed for the small number of individuals who interfere with Committee or Board functions due to negligence of duty. In ALL cases, the first step should be for the Committee leadership (e.g., Board Liaison, Committee Chair) or a member of the Executive Committee (President, President-elect, Immediate Past President) to confer with the individual and determine what is creating the situation. Every effort should maintain open lines of communication among involved parties.

### **Behaviors Defining Negligence of Duty**

These behaviors include, but are not exclusive to, a pattern of:

1. consistently missing meetings, or not attending meetings for their entirety, without a valid reason;
2. not responding to a written, voicemail and/or email request made by Committee or Sub-Committee leadership, Strand Coordinator and/or an Executive Committee Member;
3. failing to complete an assigned task in a timely manner; and/or
4. engaging in acts of discrimination or intolerance.

### **Procedures for Action**

If a Board Member, Strand Coordinator, Committee or Sub-Committee leadership or Committee member is negligent in duties, the following actions will be taken:

#### **Board Members**

1. The Executive Committee, led by the President, will discuss the matter with her/him to determine if there are extenuating circumstances involved.



2. If the situation does not improve, the individual will be asked to resign. This request for the individual's resignation will be determined by a two-thirds majority vote of the Board.
3. His/her replacement would normally be the individual who would have been the next person to be elected by the membership. Nevertheless, with the approval of the Board, the President will appoint an individual to the vacant post. In certain circumstances, the Board may determine that a replacement is not necessary.

### **Strand Coordinators**

1. The Executive Committee, led by the President, will discuss the matter with her/him to determine if there are extenuating circumstances involved.
2. If the situation does not improve, the President will ask the Strand coordinator to resign, and then she/he will replace this individual with another person.

### **Committee and Sub-Committee Leadership**

1. The President will discuss the matter with the Committee Chair to determine if there are extenuating circumstances involved. The Director affiliated with the Committee will perform a similar process if the situation involves the leadership of a Sub-Committee.
2. If, in the President's judgment, the problem cannot be resolved, then the President will ask the Committee Chair to resign as Chair. The President will then appoint another Chair from the membership of the committee. The President may also appoint an additional committee member from the membership if the former Chair declines to continue to participate as a member of the committee. The Director affiliated with the Committee will perform a similar process if the situation involves the leadership of a Sub-Committee with the President appointing a new member, if needed.

### **Committee Members**

1. The Committee Chair will report the matter to the Board Liaison or directly to the President in the absent of a Board Liaison and ask what steps should be taken, e.g., work with the person, replace the person.
2. If the committee member is to be replaced, the President or President-elect, depending on the timing, will write a letter of thanks to the individual and then appoint a new individual to the committee.

### **Members of NARST**

1. Acts of discrimination or intolerance should be reported to the Board Liaison/chair of the Equity and Ethics Committee and/or the President.
2. If, in the President's judgment, the problem sufficiently breaches the NARST code of conduct for discrimination and intolerance, then the Executive Committee will seek evidence of intolerance or discrimination, and will engage in formal dialog with all involved parties, including both the accused and the accuser. The Executive Committee, in collaboration with the involved parties, will then decide upon a course of action.

## Policy Statement for Harassment

NARST is committed to the personal and professional development of all its members and encourages dialogue that will foster growth, well-being, and dignity. The Association is dedicated to maintaining an environment that places the highest value on collegial relationships, mutual respect, and sensitivity. It must be ensured that any person who acts in an official capacity for NARST, including members of NARST who represent the organization at conferences, is free from, and not a party to, discrimination and acts of intolerance such as those based on race, gender, sexual orientation, religion, national origin, ancestry, age, marital status, or physical challenge. The principle of freedom of expression that might otherwise protect even the most offensive public speech does not protect the actions of threatening the dignity or privacy of an individual. Such personally directed behavior, or any verbal or physical act of harassment, will not be tolerated. It is antithetical to academic values, debilitates its victims, and undermines the Association's fundamental commitment to individual freedom and respect for all its members. *[This policy is adopted from the American Educational Research Association (AERA) Policy on Harassment adopted by the AERA Executive Board, October 1997 and is reproduced with the permission of AERA.]*

## Policy on Creation, Dissolution, and Renaming of Strands

NARST encourages its members to engage in research that is consistent with and advances its mission. Members' research topics are grouped into broad, general categories of similar interest called Strands. Each year NARST announces a "call for proposals" for the Annual International Conference. Proposals are submitted to Strands for review and presentation on the program. A count of the presentations and publications of Strand members that advance NARST's mission is a measure of member activity in an existing Strand. The Strands also provide an informal forum for the interaction of conference attendees who are drawn together by a common interest in a unique field of study, teaching, or research.

### Procedures

1. The Board creates, dissolves, or renames a Strand.
2. The Board Liaison to the Research Committee recommends to the Board that a Strand be created, dissolved, or renamed. The majority vote of members of the Research Committee determines the recommendation.
3. The Research Committee is charged with the responsibility of reviewing and recommending that a Strand be created, dissolved, or renamed.

4. Members of NARST may petition the Research Committee to create, dissolve, or rename a Strand.

## **Strand Creation**

1. The Board Liaison of the Research Committee recommends to the Board that members of the Research Committee wish to create a Strand.
2. A sponsoring member of NARST recommends that a Strand be created through petition to the members of the Research Committee.
3. A sponsor who submits a petition to the Research Committee for its consideration must demonstrate that the proposed Strand contributes to and advances NARST's mission and must document sustained interest for a minimum of two years by at least 5% of NARST's members.
3. Examples of sustained interest may include, but are not limited to, research publications, presentations, and meetings in Research Interest Groups (RIGs) by NARST's members.
4. On approval of the Board, the President-elect appoints the Strand Coordinator(s).

## **Strand Dissolution**

1. The Board Liaison of the Research Committee recommends to the Board that members of the Research Committee wish to dissolve a Strand.
2. Members of the Research Committee review periodically the activity level to determine that existing Strands reflect the research interests of NARST's members and advance NARST's mission.
3. A Strand may be recommended for dissolution by majority vote of the Research Committee, when members of NARST fail to support it - as reflected by lack of sustained interest for at least two years - and/or the interests of its members no longer advance NARST's mission.
4. A Strand may be recommended for dissolution by a majority vote of its active members.
5. Lack of sustained interest as reflected by participation on the program of the Annual International Conference and contribution to NARST's mission is established in consultation with the Strand Coordinator(s) and/or member(s).

## **Strand Renaming**

1. The Board Liaison of the Research Committee offers the Committee's recommendation to the Board to rename a Strand.
2. A Strand Coordinator or member petitions the Research Committee to rename a Strand.
3. A Strand Coordinator or member who submits a petition to the Research Committee must demonstrate support for renaming the Strand by a majority vote of the members who are active in the existing Strand.

## Research Interest Groups (RIGs)

When the existing Strand structure does not facilitate such activity, members may form a Research Interest Group (RIG). Time is specifically allocated on the program of the Annual International Conference for Strand and RIG members to meet. Each Strand represents a common category of research interest of its members, and each RIG reflects a unique research interest. The number of RIGs is independent of the number of Strands.

RIGs are dedicated to member interests and commitments. RIGs serve the interests of the membership. RIGs are proposed by means of a petition of the members to the Research Committee. The Research Committee offers a recommendation through the Board Liaison to the Board to approve, deny, maintain, or dissolve a RIG. The Board acts upon the Research Committee recommendations at the Fall NARST Board Meetings.

To create a RIG, a petition of 10 NARST members must be forwarded to the Research Committee. The deadline for the submission of a petition is August 15<sup>th</sup> each year. The petition should include the following: Name of the RIG; purpose; name of a long-term contact person; description of chair selection and rotation; the administrative structure of the RIG; and potential plans of action.

Each RIG needs to be reviewed every three years. Submission deadline for reviews is August 15<sup>th</sup> of the RIG's third year. Review documents should include all of the information in the original petition and a list of accomplishments since the RIG's creation. The Research Committee may recommend to dissolve the RIG if it has limited membership (less than 10), has accomplished few goals, or has inconsistently submitted RIG reports to the Board.

RIGs are responsible for the recruitment and maintenance of their own membership; for communication among members; and for selecting their own projects, goals, and activities. Each RIG will hold a minimum of one RIG meeting at the Annual International Conference (space, time, and advertisement of location to be provided by the Program Committee) and may meet as needed throughout the year using alternative formats.

Established RIGs may access all NARST support structures by following the *NARST Policies and Procedures*. For instance, RIGs may make recommendations to the Board through the Board liaison to the Research Committee, such as recommending speakers for the Plenary Sessions, suggesting changes to conference Strands, proposing NARST-sponsored publications, etc. through appropriate committees.

Each RIG is expected to provide a written report to the Research Committee, due 8 weeks in advance of the Fall and Spring NARST Board Meetings. The written report should be submitted to the leadership of the Research Network Subcommittee of the Research Committee. The written report should address the following:

1. Please provide information about your current RIG leadership team (name/role/email):
2. Please summarize the election results if an election took place. Please also provide contact information (email) for either the RIG Chair/Co-Chair for the following year:

3. Please provide a brief overview of your annual membership, and any recruitment or outreach efforts:
4. Please provide a short summary of your annual meeting, including business items and estimated attendance. Also, note any other contributions of your RIG to the NARST annual conference:
5. Please describe any spending by your RIG over the past year, if applicable, and the purpose for these expenditures. You may upload a supplemental document describing your RIG activities in greater detail (optional).
6. Please describe any plans for the RIG moving forward. This may include specific action items, and/or a brief summary of ideas.

Each RIG will be provided time during the Board Meeting immediately following the Annual International Conference to present updates of actions or initiatives.

### **RIG Funds and Administrative Sessions**

Funding is available from NARST to support the activities of established RIGs. RIGs may request funds to contribute to RIG activities such as guest speakers. See NARST budget posted on website for allocation amount for each RIG. In addition, RIGs may receive contributions and gifts. RIGs chairs will receive quarterly reports about the NARST annual allocation to the RIG and any additional the contributions and gifts to the RIG.

Requests for funding allocated from NARST should include a detailed budget and justification linked to the purpose of the RIG. The deadline for such requests is typically in early September. Receipts should be submitted to the Executive Director.

Requests for uses of gift funds may occur at any time and should include a detailed budget and justification. These funds have fewer restrictions than the NARST allocated funds, but serve the mission of the RIG. Requests need to be made at least 30 days before the expected expenditure of gift funds. Receipts should be submitted to the Executive Director.

RIGs also have the ability to request an administrative session in the NARST program. The deadline for administrative session proposals is early September. Funding is available from NARST to support the activities of established RIGs. RIGs may request funds to contribute to RIG activities such as guest speakers. See NARST budget posted on website for allocation amount for each RIG. In addition, RIGs may receive contributions and gifts. RIGs chairs will receive quarterly reports about the NARST annual allocation to the RIG and any additional the contributions and gifts to the RIG.

Requests for funding allocated from NARST should include a detailed budget and justification linked to the purpose of the RIG. The deadline for such requests is typically in early September. Receipts should be submitted to the Executive Director.

Requests for uses of gift funds may occur at any time and should include a detailed budget and justification. These funds have fewer restrictions than the NARST allocated funds, but serve the mission of the RIG. Requests need to be made at least 30 days before the expected expenditure of gift funds. Receipts should be submitted to the Executive Director.

RIGs also have the ability to request an administrative session in the NARST program. The deadline for administrative session proposals is early September.

# **Policy for Affiliates and Organizational Memberships**

## **NARST Affiliation Policy**

### **I. Purpose and Overview**

The NARST Affiliation Policy is directed towards establishing and developing productive working relationships with organizations interested in policy, practices and research in science education. The aim is to encourage substantive projects in science education that extend beyond existing activities and are made possible and enriched by the joint approaches of the affiliates. Such projects might involve members of the affiliated organizations in joint organization of conference sessions, co-authorization of position/policy statements, research studies, joint or co-sponsored publications, joint events for graduate students, co-sponsored professional learning communities, and so on. The Affiliation Policy seeks to contribute to a heightened mutual appreciation of and engagement in the perspectives and practices of science education organizations.

NARST Statement of Purpose: NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. Since its inception in 1928, NARST has promoted research in science education and the communication of knowledge generated by the research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by: 1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policy makers; and 3) cooperating with other educational and scientific societies to influence educational policies.

### **II. Qualifications to Become an Affiliate**

An organization may become an affiliate of NARST if the organization:

1. Demonstrates through its mission and actions a dedication to promoting quality science education;

2. Represents a major national or international organization whose goals are congruent those of NARST;
3. Has an articulated purpose (e.g., in its Constitution or Bylaws) that is in concert with the Bylaws of NARST;
4. Has elected officer(s);
5. Endorses the affiliation with NARST;
6. Is a not-for-profit or non-governmental organization (e.g., in the US, is a 501 (c) (3) organization);
7. Agrees to be signatories of a protective exclusion clause, as outlined in the Affiliation Agreement; and
8. Signs a mutually beneficial Memorandum of Understanding.

### **III. Types of Affiliations**

A. NARST Affiliates are of three main types. The type of affiliation will be determined in part through characterizing the membership profile and goals of the Affiliate organization. These categories are intended to reflect a primary focus, not an exclusive focus, of the Affiliate. Some Affiliations may reflect multiple types.

1. **Research Affiliations**

The goal for Research Affiliations is to promote productive collaboration between NARST and the Affiliate toward the goal of sharing and fostering high-quality science education research worldwide.

2. **Policy and Research Affiliations**

The goal for Policy and Research Affiliations is to promote productive collaboration between NARST and the Affiliate toward the goal of using research to inform science education related policy, in addition to promoting the broader reach of science education research.

3. **Practice and Research Affiliations**

The goal for Practice and Research Affiliations is to promote productive collaboration between NARST and the Affiliate toward the goal of using research to inform science education related practice, in addition to promoting the broader reach of science education research.

B. All types of affiliations will engage in appropriate collaborative work as described in Sections above.

C. The type of affiliation and associated collaborative work guide the contents of a Memorandum of Understanding.

### **IV. Procedures for Becoming an Affiliate of NARST**

The following procedure must be followed for a petitioning organization to become an affiliate of NARST:

The President, Executive Director, or equivalent of the petitioning organization will provide a *Letter of Request* to the NARST Executive Director 3 months prior to a Fall or Spring NARST Board Meeting. (The NARST Board meets at the NARST Annual International Conference, and during the third weekend of October.) Documentation indicating adherence to the Affiliate requirements cited in Section II should be included. The appropriate committees will review the request. This review will be followed by a discussion and vote of the NARST Board. The NARST President will inform the petitioning organization of the outcome of the vote. If the affiliation is approved, a Memorandum of Understanding must be signed. In the case of denial, a rationale will be outlined to the petitioning organization, and after a period of joint reworking of the request, the petitioning organization may resubmit a Letter of Request.

Reciprocally, NARST will follow any of the petitioning organization's procedures for becoming an affiliate of that organization.

## **V. Rights and Responsibilities of NARST**

NARST maintains certain rights and responsibilities with regard to the affiliations. NARST will:

1. Designate a liaison to be the point of contact to the affiliate to coordinate or facilitate joint activities.
2. Fulfill all responsibilities to the Affiliate as identified in a Memorandum of Understanding.
3. Extend to Affiliate President or designee all rights and privileges of an Affiliate as specified in a Memorandum of Understanding.
4. Organize and host an annual Affiliates meeting (or meetings) for Affiliate representatives and NARST leadership, to address issues of importance to the NARST Affiliates.
5. Review the Memorandum of Understanding and the Affiliation Report (required every two years; collaboratively generated by the designees from the Affiliate and NARST), and adjust the Memorandum of Understanding and the structures for support as necessary and as mutually agreed upon.
6. Inform the Affiliate of all newly elected officers and Board Members, of any changes in Bylaws, and of all relevant conferences, seminars, etc. that are being conducted by or in conjunction with NARST in a timely manner.
7. Abide by the Affiliate's policies or statements regarding conflict of interest.

## **VI. Rights and Responsibilities of the Affiliate**

The Affiliate organization maintains certain rights and responsibilities. The Affiliate organization will:

1. Designate a liaison to be the point of contact from the affiliate to NARST to coordinate or facilitate joint activities.
2. Fulfill all responsibilities to NARST as identified in a Memorandum of Understanding.



3. Extend to NARST all rights and privileges of Affiliates as specified in a Memorandum of Understanding.
4. Represent the affiliate in an annual Affiliates Meeting.
5. Submit an Affiliation Report every second year describing what the affiliation has accomplished and how the affiliation is being fostered. This report should discuss how the affiliation could be better fostered or strengthened. The Affiliate designee and the NARST designee for that Affiliation should collaboratively write this report.
6. Inform the NARST Executive Director of all newly elected officers and Board Members, of any changes in Constitution or Bylaws, and of all relevant conferences, seminars, etc. that are being conducted by or in conjunction with the Affiliate in a timely manner.
7. Abide by NARST's statements regarding conflict of interest.

## **VII. Avoiding and Remediating Conflict of Interest**

NARST is guided by The National Academies' definition of conflict of interest: "any financial or other interest which conflicts with the service of the individual because it (1) could significantly impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization" (<http://www.nationalacademies.org/coi/index.html>; retrieved July 21, 2009). Specifically, with regard to NARST Affiliates, conflict of interest will be defined as an instance in which a member of the NARST Board has a vested interest in a particular Affiliate organization, or when an Affiliate organization board member (or equivalent) has a vested interest in NARST. Conflicts of interest and potential conflicts of interest will be remediated with involvement from the potentially conflicted individual and members of the leadership groups of NARST and the Affiliate organization.

## **VIII. Procedures for Disaffiliation**

Disaffiliation will be accomplished through written notice and Board action.

### **A. Written notice by initiating organization**

1. An Affiliate may disaffiliate from NARST at any time by submitting a letter to the NARST Executive Director citing the Affiliate's Board action to initiate disaffiliation and the reasons for this request. It is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.
2. NARST may move to terminate an Affiliation relationship by submitting a letter from the NARST President to the Affiliate President citing related NARST Board action to initiate disaffiliation and the reasons for this request. In the case of disaffiliation, it is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.

### **B. Board Action**

1. The NARST Board of Directors must act on any disaffiliation request and on the resolution of any related business issues in order to confirm and effect disaffiliation.
2. The governing body of the disaffiliating organization must confirm such disaffiliation, and accommodate for this action in their records. Upon confirmation, the affiliation will be terminated. If confirmation does not occur within six months, then confirmation will be assumed and the affiliation will be terminated.

### C. Re-affiliation

The disaffiliated organization may request to re-affiliate through the processes described in the NARST Affiliation Procedures can be found in the NARST handbook

## Policy for NARST International Science Education Recognition (ISER) Events

### Purpose and Overview

International Science Education Recognition (ISER) is designed to recognize international events that demonstrate science education research and that would benefit from NARST recognition. The aim is to build relationships across organizations and increase awareness of NARST in international contexts. The ISER Events program is meant to act as a catalyst to extend NARST's interests and collaboration efforts with other science education researchers in different countries. Furthermore, it is expected that NARST will be able to attract more regional scholars to become NARST members through this expanding social network. Finally, NARST anticipates that the countries that apply to the ISER Events program will experience local benefits with long-term impact on local needs.

NARST is a worldwide organization for improving science teaching and learning through research. The ultimate goals of NARST are to help all learners achieve scientific literacy and to promote cooperation between educational and scientific societies to influence science education policies. The International Science Education Recognition events program is designed to recognize international cooperation around research in science education. The program aims to recognize the impact of NARST members' contributions to promoting science education research and practice through a variety of activities throughout the world.

NARST ISER Events are designed to include participants from any of at least three different countries in order to ensure an international focus.

The term "event" includes conferences, symposia, workshops, or other related activities. In particular, the ISER events intend to support research organizations by recognizing their initiation of collaborative events and implementation of new ideas in terms of science educational across the globe.

The ISER Events program aims to achieve the following purposes:

1. Provide recognition to organizations that are interested in holding international science education events for improving science education regionally by involving NARST members in the proposed activities.

2. Demonstrate the commitment of NARST to improving science education research in different cultures and countries.
3. Promote active interaction among science education associations globally.
4. Encourage NARST members to contribute their expertise and experiences in theory and practice to different regions of the world and countries.
5. Share responsibilities for improving scientific literacy of global citizens in the 21st century.
6. Attract more international science education scholars to become NARST members.
7. Produce local benefits for the organizations participating in the ISER Events program.

### **Eligibility for ISER Event Recognition**

Organizations that are interested in promoting science education research are eligible to submit a completed application for the ISER Events program either via the president (or chairperson) of their science education association or other internally recognized bodies that are associated with the improvement of science education. ISER events should include participants from at least three countries.

### **Procedures for Obtaining Recognition**

Organizations that are involved in science education research are encouraged to submit a completed application for the ISER Events program via (only) the president (or chairperson) of their science education association or other recognized bodies in their country to the NARST International Committee for review.

The following procedures are recommended for those interested in applying to the ISER events program:

1. Review the descriptions of the ISER events program from [www.narst.org](http://www.narst.org) (the official website of NARST).
2. Contact the international coordinator of NARST for assistance with preparation of the application (program submission form available from [http://www.narst.org/NARST\\_ISER\\_Application.pdf](http://www.narst.org/NARST_ISER_Application.pdf))
3. Submit the completed application to the NARST international coordinator via e-mail – email address available at NARST website – 6 months prior to the date of the ISER event.
4. Review comments from the NARST international coordinator and make revisions within one month for re-submission, if necessary. The International Coordinator will communicate the results of the review of the application.
5. If application is accepted, NARST will issue a letter of recognition of ISER event to the applicant of the science education association or other recognized body.

### **Review Process**

ISER Review Process. Recognition of an event will be decided by the International Committee and the External Policy and Relations Committee. The process will be managed by the International Coordinator. The application will be reviewed first by the International Committee and then the External Policy and Relations Committee. Decisions regarding recognition will be decided by a simple majority vote of both committees based on the strength of the application. Application review forms are available at

[http://www.narst.org/NARST\\_ISER\\_Review.pdf](http://www.narst.org/NARST_ISER_Review.pdf)). Final recommendations will be forwarded from the International Coordinator and forwarded to the NARST President with a draft letter of recognition. The NARST President will sign the letter of International Science Education Recognition (ISER) and return it to the applicant.

### **Rights and Responsibilities of NARST**

The NARST international committee will post procedures, application form, and review form on the NARST website.

The application and review process will be managed by the International Coordinator.

The International Coordinator will provide initial feedback, if needed, to applicants in a timely manner, and then provide the decision to the applicant regarding the application for ISER. In the case of a favorable review, the NARST President will provide a letter of Recognition of International Science Education Events to the applicant (President or Chairperson of the science education association or other recognized body).

The International Coordinator will coordinate the review process and report to the applicant in a timely manner.

### **Rights and Responsibilities of the Affiliate**

All applicants must follow NARST procedures regarding ISER and complete an application according to the guidelines and deadlines provided. Applicants must also take any initial feedback from the International Coordinator into consideration in the process of preparing a revised application.

### **Avoiding and Remediating Conflict of Interest**

NARST is guided by The National Academies' definition of conflict of interest: "any financial or other interest which conflicts with the service of the individual because it (1) could significantly impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization" (<http://www.nationalacademies.org/coi/index.html>; retrieved October 21, 2015). Specifically, with regard to NARST ISER, conflict of interest will be defined as an instance in which a member of the NARST Board has a vested interest in a particular ISER applicant, or when an Affiliate organization board member (or equivalent) has a vested interest in NARST. Conflicts of interest and potential conflicts of interest will be remediated with involvement from the potentially conflicted individual and members of the leadership groups of NARST and the Affiliate organization.

## **Policy for NARST Membership in Professional Organizations**

Definition of Organizational Membership: NARST, as a professional society, registers as a member, and in some cases pays membership dues, to certain organizations to allow participation on matters related to science education. Typically, Organizational Membership includes sending a NARST representative to meetings of the organization.

## **Requirements for Considering a NARST Membership**

NARST considers membership as an organization in societies that share some part of their mission with NARST. NARST membership in that society must promote the NARST mission and benefit NARST members.

## **Procedures for Creating and Dissolving Memberships**

### **Procedures for Creating Memberships**

1. The NARST External Policy and Relations Committee will evaluate all nominations for NARST to become an Organizational Member and make a recommendation to the NARST Board. Nominations should include a letter from the governing body of the nominated society indicating that society's mission, their reasons for seeking association with NARST, and specific ways such association will benefit the respective societies.
2. The NARST Board will vote on the nomination.

The NARST President will discuss the results of the vote with the appropriate governing body of the society.

### **Procedures for Dissolution**

1. A society may dissolve NARST membership at any time by submitting a letter to the NARST President, who will inform the Board of the intents of the society.
2. NARST may dissolve membership in a professional society via deliberation and action of the NARST Board. The NARST President will inform the society of the results of such deliberation.

## **Rights and Responsibilities of Membership**

The NARST, as an organizational member in a professional society, will:

1. Support travel by a NARST representative to meetings of the society;
2. Pay dues as required; and
3. Fulfill other responsibilities associated with the membership.

The NARST representative to the professional society will:

1. Fulfill responsibilities to the society associated with their representation and
2. Submit a written report biannually to the NARST Board.

## Executive Committee Duties

As stated in the NARST Bylaws, “The President shall serve as the senior elected officer of the Association and shall in general supervise and have charge of all the affairs of the Association. The President shall preside at all meetings of the Board and membership and serve as Chair of the Board.” A few duties are featured in the table below.

### Presidential Duties

Month	Duty
April	<ul style="list-style-type: none"> <li>· Work with personnel to ensure online system is ready for upcoming proposal submissions</li> </ul>
May	<ul style="list-style-type: none"> <li>· Work with President-elect and the Program Committee to:               <ul style="list-style-type: none"> <li>· finalize the conference theme</li> <li>· finalize call for proposals</li> <li>· update directions for Strand coordinators</li> </ul> </li> </ul>
June	<ul style="list-style-type: none"> <li>· Call for Proposals goes out</li> </ul>
August	<ul style="list-style-type: none"> <li>· Invite speakers for conference keynote sessions</li> <li>· August 15, proposals due</li> <li>· Call for Board and Committee Sponsored Proposals</li> </ul>
September	<ul style="list-style-type: none"> <li>· Write President’s report for Fall Board Meeting</li> <li>· Prepare report of the annual international conference for Fall NARST Board Meeting</li> <li>· Oversee entire proposal review process</li> <li>· Strand Coordinators to post accept/reject proposals</li> </ul>

October Early	<ul style="list-style-type: none"> <li>· Strand Coordinators post to the conference Web site the recommended Strand sessions (President can do final check of accepts/rejects)</li> <li>· Work with President-elect and the Program Committee to finalize preliminary program</li> </ul>
November through Early December	<ul style="list-style-type: none"> <li>· Send thank-you letters to Strand Coordinators and Proposal Reviewers</li> <li>· Begin advertising conference special sessions and keynotes of the conference</li> <li>· Ensure that election is organized</li> </ul>
January	<ul style="list-style-type: none"> <li>· Finalize scheduling of the program and begin working with the Management Company on the program book</li> </ul>
February	<ul style="list-style-type: none"> <li>· Communicate with membership and committee members regarding upcoming conference</li> <li>· Ensure Executive Committee communicates Elections results to the NARST membership</li> <li>· Communicate with Poster Presenters about poster guidelines</li> </ul>
Four weeks prior to the annual NARST conference	<ul style="list-style-type: none"> <li>· Ask Strand Coordinators to write summary for their Strand and post it online before the conference</li> <li>· Prepare announcements for listserv to highlight conference themes, etc.</li> <li>· Prepare agenda for 1<sup>st</sup> Spring Board meeting</li> </ul>
Three weeks prior to the annual NARST Conference	<ul style="list-style-type: none"> <li>- Prepare introductions for the various general session speakers at the Annual International Conference and work, as necessary, with other NARST leaders to develop introductions for their sessions</li> <li>· Prepare brief speech on the state of NARST</li> <li>· Visit all committee meetings and thank members for serving</li> </ul>

## President-elect

The President-elect will work in close collaboration with the President on developing the Annual International Conference, its theme and the submissions for the conference. The President-elect will undertake duties as delegated by the President with particular responsibilities as follows:

Entire Year	<ul style="list-style-type: none"> <li>Shadow Current President in preparation for Presidential year</li> <li>Co-Chair Program Committee</li> <li>Prepare reports for the Fall and Spring NARST Board Meetings.</li> </ul>
February  Early/Late	The President-elect will write Thank You letters on NARST letterhead signed by the Executive Committee to members rotating off committees.

Within one month of the conclusion of the annual conference	<ul style="list-style-type: none"> <li>-Circulate call for committee volunteers to complete on-line form with May 31<sup>st</sup> deadline for submission</li> <li>-Include reminder that membership must be current to serve on committees</li> </ul>
June	<ul style="list-style-type: none"> <li>-Notify committee candidates of process</li> <li>-Check membership status of committee candidates</li> <li>-Notify committee candidates if membership has lapsed</li> </ul>
July and August	<ul style="list-style-type: none"> <li>-Review committee candidates</li> <li>-If and where necessary, recruit volunteers (e.g., elicit names from Board liaisons, committee chairs, former committee members, etc.)</li> </ul>
September	-Email list of prospective nominees to Board Liaisons
October	-Present committee nominees to Board
November/ December	<ul style="list-style-type: none"> <li>-Notify committee candidates of decisions</li> <li>-Communicate committee requirements (stay financially current and engage committee), encourage attendance at NARST conference, and attach NARST Policies and Procedures</li> </ul>
December/January	Develop the theme for the conference held during the year of Presidency



	<p>Write the commentary for the theme for posting in the call for proposals</p> <p>Write a short synopsis of the theme commentary for posting on the website</p>
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## Immediate Past President Duties

- Serve as a non-voting member of the Elections Committee and provide advice when needed.
- Work with the Co-Chairs and Board liaison of the Elections Committee to solicit nominees for new Board members and President-elect.
- Help recruiting nominees and contact nominees running for President-elect
- Prepare reports for the Fall and Spring NARST Board Meetings.
- Coordinate an update of the *NARST Policies and Procedures, Handbook*, and, when necessary, Bylaws and oversee revisions made by the Executive Director.
- Consult with Executive Committee on issues as they arise.
- Every 5 years, chair the search committee to identify new JRST editors.

## Responsibilities and Procedures for NARST Secretary- Treasurer

<u>Secretary-Treasurer responsibilities from proposed Bylaws</u>	<u>Proposed Processes</u>
An annual meeting of the members shall take place, the specific date, time and location of which shall be determined by the Board. The agenda for meeting shall be published no less than one month (30 days) in advance of the date of the meeting. The President and Secretary-Treasurer shall report on the activities and financial condition of the Association.	<p>Under the direction of the Secretary-Treasurer, the Executive Director will publish the approved FY budget on the NARST website in the members only section by January 30 of each year.</p> <p>The President and Secretary-Treasurer shall report on the activities and financial condition of the Association at the annual NARST membership meeting.</p>

The Secretary-Treasurer shall be responsible for the integrity of the meeting records of the Association as required by applicable law and the Bylaws.	This task may be delegated to the Association staff (NARST management) under the direction of the Executive Director.
In conjunction with the Association staff, the Secretary-Treasurer shall provide for notification of meetings of the members and meetings of the Board of Directors in accordance with these Bylaws, and shall ensure that attendance, actions and proceedings of the meetings are recorded and maintained in the permanent records of the Association.	This may be delegated to the Association staff under the direction of the Executive Director.
The Secretary-Treasurer shall maintain these Bylaws, all policies of the Board of Directors and a minute book and shall ensure that such records as may be required by applicable law or the Association are maintained.	Delegated to the Association staff under the direction of the Executive Director.
The Secretary-Treasurer shall be responsible for the integrity of financial matters of the Association as required by applicable law and the Bylaws.	<p>The Secretary-Treasurer shall participate in annual preparation of draft budget by the Finance Committee and present the budget to the NARST Board at the annual NARST Fall Board Meeting.</p> <p>Budget items approved by the Board shall be processed by the Executive Director. Routine items in the bi-monthly check runs will be approved by the Executive Director.</p> <p>Expenditures within the scope of the Board-approved budget may be incurred by the Executive Director only following review and approval of proposed expenditures by the Secretary-Treasurer. Expenditures outside the</p>

<u>Secretary-Treasurer responsibilities from proposed Bylaws</u>	<u>Proposed Processes</u>
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	<p>scope of the Board-approved budget may be incurred by the Executive Director only following review and approval of proposed expenditures by the Finance Committee.</p> <p>Payment of vendor invoices relating to properly approved and incurred expenditures may be made by the Executive Director only following review and approval of such invoices by the Secretary-treasurer.</p>
<p>In conjunction with the Association staff, the Secretary-treasurer shall ensure that the Association maintains accurate financial records, review the Association's financial status on a regular basis, and ensure that regular financial reports are submitted to the Board of Directors and, annually, to the membership.</p>	<p>Financial records will be kept by the Association staff. Annual budgets will be presented and reviewed at the NARST Fall Board meetings. Current annual budget will be kept on the NARST members only website.</p>
<p>The Secretary-Treasurer shall ensure that a financial report is presented to the Board of Directors. The Secretary-Treasurer shall arrange for a periodic audit of the financial records as specified in the <i>NARST Policies and Procedures</i>.</p> <p>The duties in whole or in part of the Secretary-Treasurer may be delegated by the Board of Directors to the Executive Director or a designated member of the Association's staff.</p>	<p>With assistance of the Executive Director, the Secretary-Treasurer shall ensure that a financial report is presented to the Board of Directors on a quarterly basis.</p> <p>The responsibility for arranging for a periodic audit of NARST's finances, as specified in the <i>NARST Policies and Procedures</i>, will be delegated to the Association staff under the direction of the Executive Director and the Audit Committee.</p> <p>Once the audit has been received and approved by the Audit Committee, the Secretary-Treasurer will ensure that it is presented to the NARST Board at the earliest convenience of the board.</p>
<p>The Secretary-Treasurer serves on the Governance Committee.</p>	<p>The Secretary-Treasurer shall serve ex-officio with vote as the Chair of the Finance Committee. See charge of the Finance Committee above. The Secretary-Treasurer shall not serve on the Audit Committee.</p>

## Executive Director Duties

The Executive Director is a key management leader of NARST – A Worldwide Organization for Improving Science Teaching and Learning through Research. The Executive Director reports directly to the Board of Directors and is responsible for the administration and operations of the organization. The Executive Director (ED) is expected to develop a deep knowledge and understanding of all programs, operations, bylaws, and policies and procedures of NARST. Other key duties include fundraising, participating in strategic planning, and conducting outreach to other professional educational and scientific organizations.

### General responsibilities:

- (1) Board Governance: The ED works with the Board of Directors to fulfill the organization's mission and is responsible for:
  - Supporting and guiding the organization's mission as defined by the Board of Directors.
  - Supporting the Board of Directors' operations and management (serving as ex-officio of relevant committees; providing strategic direction and support for ongoing operations, as well as for new initiatives).
  - Communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- (2) Leadership & Management: The ED works with both the Board of Directors and management company to ensure that the organization is run effectively and efficiently by:
  - Monitoring ongoing programmatic excellence and ensuring a consistent quality of finance reporting and administration, communications, and systems; recommending timelines and resources needed to achieve strategic goals.
  - Working with management company and leadership to ensure effective systems to track membership, communications, updates to published NARST policy and procedures, and all financial transactions of the organization.
  - Working with NARST's legal representative (as directed by the Board of Directors), the management company, and other relevant professionals as needed to ensure the health of the organization and compliance with respect to fiscal, legal, and insurance regulations.
- (3) Financial Performance and Viability: The ED manages and monitors records on the financial health of the organization, in conjunction with the NARST Secretary-Treasurer and the management company by:
  - Submitting to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

- Operating the organization programs and services within the Board of Directors approved budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.
  - Participating in fundraising and developing other resources necessary to support programs and services addressing NARST's mission.
- (4) Communications: The ED communicates effectively and regularly with the Board of Directors, the management company, and the membership by:
- Representing NARST and its policies, both within the organization and to external bodies, as required by the Board of Directors.
  - Communicating with the management company, board members, committee members, the publishing company, and other service providers to conduct the business of the organization.
  - Working with web providers to deepen and refine all aspects of communications—internally and externally-- including the web presence for the organization.
- (5) Planning & Coordination: The ED provides support to the Board of Directors by assisting with Board meetings, annual conferences, and elections by:
- Working with the management company and Board of Directors to arrange two annual meetings of the Board of Directors (as well as any virtual meetings, as needed).
  - Coordinating with the management company and Board of Directors to arrange the Annual International Conference, assisting with the submission and review of proposals, development of the conference program, and negotiation of contracts and other meeting logistics.
- Coordinating the election process and voting on behalf of the organization in compliance with the Bylaws and Policies & Procedures.

## Executive Director Performance Evaluation

The Executive Director's performance is evaluated in five areas of responsibility: Board Governance, Leadership & Management, Financial Performance & Viability, Communications, and Planning & Coordination. A formative evaluation conducted annually and a more comprehensive evaluation performed every three years constitute the performance evaluation.

Type:	Formative
Occurrence:	Annually
Period of Evaluation:	Conclusion of on-site NARST Fall Board meeting to Sept. 1 <sup>st</sup> the year in which the evaluation materials are due
Submission of Packet:	By Sept. 15 <sup>th</sup> the year in which the evaluation takes place

## Procedures:

The Executive Director provides an accounting of activity in the areas of Board Governance, Leadership & Management, Financial Performance & Viability, Communications, and Planning & Coordination. The packet guidelines contained in the NARST Handbook facilitate the organization of the materials submitted for review.

1. The packet guidelines address five areas: Board Governance, Leadership and Management, Financial Performance and Viability, Communications, and Planning and Coordination. The Executive Director self-evaluates (e.g., commendable, satisfactory, and unsatisfactory) and provides samples of evidence to support self-evaluation. In the packet guidelines, PEC designates the maximum number of evidentiary pieces for each area.
2. Approximately 6 weeks prior to the submission deadline, PEC asks the Executive Director to identify one person in the areas of Communications and Planning & Coordination with whom s/he has worked closely and provide contact information for the identified individuals. PEC or a PEC designee elicits information from these individuals about the performance of the Executive Director in the areas of Communications and Planning & Coordination (e.g., conversation, elicit one-page letter, etc.) and documents this information as part of the evaluation process.
3. PEC reviews and discusses the packet submitted by the Executive Director and generates an initial assessment independent of feedback provided by the Board of Directors.
4. Each Board member independently sends a rating to the PEC chair. The rubric is included in the NARST Handbook. PEC or PEC designee compiles the quantitative and qualitative data from the independent evaluations of Directors.
5. PEC writes an executive summary (approximately one page) that captures information provided by the Directors' evaluations and the initial assessment of the Executive Director's packet conducted by PEC.
6. PEC circulates the executive summary with a compilation of the independent evaluations of Directors as well as the evaluation packet submitted by the Executive Director by way of the secure Board workspace to Board members for their review prior to the Board meeting.
7. At least 1.5 hours are set aside at the on-site fall Board meeting to conduct the annual review of the Executive Director. At this time, PEC summarizes the information and facilitates the Board's discussion of the Executive Director's performance in each area with the intent of providing feedback for improvement and with an overall evaluation on performance (commendable, satisfactory, and unsatisfactory).
8. PEC or the PEC chair summarizes in writing the Board's evaluation in a letter or a memo and discusses the evaluation with the Executive Director at the end of the fall Board meeting and asks the Executive Director to respond in writing within two weeks. If there are areas in need of improvement, then the Executive Director states what would be done over the next year to improve. The Executive Director's response is uploaded to the secure Board workspace for the Board to read.

Type:

Summative

Occurrence:	Every Three Years
Period of Evaluation:	Time since contract renewal
Submission of Packet:	By September 15 <sup>th</sup> the year in which the evaluation takes place

#### Procedures:

The summative evaluation follows the same procedures as the formative evaluation **except** for the following:

1. An email is sent by PEC to pertinent parties in NARST (e.g., program coordinator strand coordinators for the planning & coordination area) to elicit their feedback on the Executive Director's performance. These parties include a combination of individuals identified by the Executive Director and PEC. The parties are asked to complete an evaluation survey (see NARST Handbook). PEC compiles the results of the survey and summarizes them for the Board as part of the Executive Summary described in the formative evaluation of the Executive Director section.

2. PEC elicits feedback from the Management Company. The feedback is presented as a 1-2 page letter describing what the Executive Director has done in leadership and management, communications, and planning and coordination and rating the performance as "commendable" "satisfactory," or "unsatisfactory" with clear justification for each rating. The Management Company is required to include supporting evidence for unsatisfactory ratings.

3. PEC elicits feedback from the Secretary-Treasurer. The feedback is presented as a 1-2 page letter describing what the Executive Director has done in financial performance & viability and rating the performance as "commendable" "satisfactory," or "unsatisfactory" with clear justification for each rating. The Secretary-Treasurer is required to include supporting evidence for unsatisfactory ratings.

4. PEC elicits feedback from other pertinent parties whose responsibilities require them to work closely with the Executive Director as identified and deemed necessary by PEC (e.g., Technology/ Communications employee).

## Conference Scheduling Responsibilities

### Responsibilities of NARST Executive Director Concerning Conference Scheduling

The following list indicates the roles and responsibilities overseen by the Executive Director.

- .
- .
- Work with Executive Committee, Program Manager and Management Company on program editing resulting in the final NARST Annual International Conference program.

## The Program Data Manager Duties

- Communicate regularly with NARST Executive Committee, Management Company, and membership about annual conference proposal submissions and scheduling.
  - Manage Program Committee members as they go through the conference proposal submissions, peer-review, proposal decision making and grouping processes in the online system.
  - Works with the website hosting company to set up the process including testing before opening
  - Prepare online system for upcoming proposal submissions
- Build database for the Research Committee of NARST accepted proposals that may possibly be presented at NSTA sessions on behalf of NARST.
- Create database of NARST Annual International Conference presentations (Excel).
- Generate conflict-free schedule for annual NARST meeting (TTMaker or equivalent).
- Provide NARST association with draft program (Microsoft Word) for graphic design work.

## The Management Company's Duties

Currently, NARST contracts with a Management company to undertake the following duties:

### Membership inquiries

Handle day to day association communications by email, telephone and fax from officers, directors, committee chairs, members, prospective members and the general public from various countries around the world.

- Renewal of memberships
- New memberships
- Cancellation of memberships
- Receipt of money
- Update to member records (Organization, address changes, etc.)
- Answer inquiries for login and passwords

Maintain the accuracy of the NARST iMIS database. Reviewing records for duplicates and combining files as necessary.



## Administrative

Daily interaction with the Executive Committee, committee chairs and members via email and telephone.

Interaction could include (but not limited to) new or existing projects, Calls for Proposals, Awards, Scholarships etc., statistical reporting or other administrative items as assigned by the Executive Committee.

## Legal

Arrange for Resident Agent services.

Coordinate the filing of all required legal reports in a timely manner.

Maintain NARST's official documents – e.g., *NARST Policies and Procedures*, vendor contracts, board minutes and motions.

File Federal, State and County tax documents in a timely fashion.

## Annual International Conference

Work with the Executive Director to solicit hotel proposals for his/her site selection for the purpose of negotiating contracts.

Within the context of contractual obligations, the NARST Board in conjunction with the NARST Executive Director take into account the following guidelines when searching for future NARST Annual International Conference venues:

- Be located in a large vibrant urban area where there are many options for dining and cultural activities, and places to walk and run;
- Be located in the same or a nearby geographic area as the AERA and NSTA Conferences (every other year for each), as has been NARST's custom, and continue to be scheduled during the March- May time frame to coincide with AERA or NSTA;
- Be held either before or after the NSTA or AERA meetings, doubling the possibilities for booking a suitable venue in any given year;
- Continue to avoid religious holidays;
- When circumstances allow, be held outside of the continental USA and Canada;
- Consider projected total costs to conference participants (conference registration, room, food, local transportation and incidental costs), in addition to the total cost to the NARST organization.
- Coordinate meeting room setups, menus, audio-visual, etc. with the conference venue.
- Work with the Executive Director on the development of the conference budget in conjunction with the program chairs and monitor income and expenses in compliance with established budget.

- Provide administrative support to the Program Committee and other various NARST committees.
- Serve as the primary representative of NARST in authorizing charges to the master account based on number of attendees, menus, meeting rooms and audio-visual requirements.
- Maintain master registration list of all attendees, keynote/plenary speakers and support staff.
- Format, print and distribute promotional materials (e.g., flyers, registration packages, nametags, sponsor signs).
- Produce a conference program (including editing and printing) for the Annual International Conference.
- Provide on-site coordination.
- Coordinate annual awards with Awards Committee Board Liaison and Executive Committee, including ordering awards and plaques.
- Process all registration and exhibitor payments to ensure that all funds are paid prior to the start of the conference.

Following conference:

- Finalize accounting and distribute profit/loss to Executive Director for review.
- Compile final list of attendees.
- Post updated information on the website.
- Finalize all A/P for vendors, Board member reimbursement as well as scholarship payouts.

## Finances

Responsible for accounts receivable

- Responsible for bank deposits and monthly bank reconciliation, credit card processing and receipt of incoming wires.
- Responsible for accounts payable, including receipt and verification of vendor invoices and preparation of checks twice monthly for the Executive Director's approval.
- Responsible for preparing financial reports as directed by the Executive Director.
- Prepare financial reports (bank statements, financial statements, ledger reconciliation, etc.) for the organization's reporting cycle (e.g., quarterly).
- Work with the Executive Director to prepare the draft annual budget before the Fall NARST Board Meeting.
- Responsible for ensuring that association tax reports are filed with IRS each year and coordinating with the Association's CPA.
- Maintain Officers & Directors (O&D) insurance as directed by the Board.
- Cooperate with reviews/audits conducted by the Executive Committee as requested.

- Responsible for the maintenance and accuracy of the PayPal account.
- Weekly review of charges and systems processing.
- Work directly with Management Company accounting staff on any misallocations and problematic charges.

## Website

- Maintain the NARST website and undertake revisions, as necessary.
- Troubleshoot web hosting problems.
- Maintain the two NARST listservs (public and members-only) and circulate messages as required by the NARST leadership:
- Download current NARST members' emails on the members' listserv on a regular basis.
- Post messages/files as directed by the NARST Board of Directors.
- Organize a system for proposal submission and peer review for the Annual International Conference.
- Organize/maintain the electronic payment system for the online annual dues and conference registration fees.

## Board of Directors

- Work with NARST Executive Director to solicit hotel proposals and negotiate contracts.
- Organize the three Board Meetings per year: one just before the Annual International Conference; one immediately after the Annual International Conference, and one in October (the third weekend of each October).
- Organize submitted agenda and reports from the NARST board of Directors.
- Produce an electronic board book in advance of the meeting for distribution one-week prior.
- Work with leadership and Management Company staff to prepare membership reports, and other exhibits in support of the agenda.
- Coordinate meeting room set-up, sleeping room reservations, menus, audio-visual, etc. with the hotel and serve as primary contact between NARST and the venue.
- Following the board meeting, prepare the minutes and distribute to the Executive Director for preliminary review.
- Maintain the official minutes to meet legal corporation requirements.

## JRST/Science Education Publications

- Provide Wiley-Blackwell with a list of addresses of members on a monthly basis\

- Undertake address corrections with Wiley and complete in the NARST iMIS database.
- Provide Wiley-Blackwell with new members throughout the year to ensure the delivery of back- orders of *JRST* and *Science Education*.

## **Evaluation of Management Company**

The Executive Director conducts both formative (annual) and summative (every third year) evaluations of the Management Company and presents the outcome of these evaluations, along with the supporting documentation, to the Board for review. This evaluation process should be similar to the process established for evaluating the Executive Director and in alignment with the scope of responsibilities of the management company as approved by the NARST Board of Directors.

## **Journal of Research in Science Teaching**

The *Journal of Research in Science Teaching* is the official journal of NARST. Currently, a contract exists with Wiley-Blackwell through the year 2020 for its publication. Editors appointed by the Board edit the journal for a period of five years. Editors of *JRST* are Ex officio members of the Board.

## **Responsibilities of the Position of Editor(s)**

### **High Levels of Organization and Management**

- Show evidence of being able to administer a large flow of manuscripts each year and to process them in an effective manner.

### **Vision**

- Indicate very clearly the vision they have, not only for ensuring that *JRST* continues to be a premier journal, but also for moving *JRST* forward through innovative and creative leadership. This vision should be consistent with the published vision of NARST.
- Be committed to a diversity of styles of research and ensure that the review process remains international so as to reflect multiple perspectives and diversity.

### **Personal Qualifications**

- Be an active member of NARST with high visibility within the organization.
- Be a respected scholar in science education, have a strong research record of publications in high- quality journals, and possess excellent writing and editing skills.
- Have a strong commitment to maintaining the high quality of manuscripts that are published in the Journal.

## **Journal Production and Responsibilities**

- Be responsible for producing 10 issues of *JRST* per year.
- Attend NARST Board Meetings: one just before the Annual International Conference; one immediately after the Annual International Conference, and one in October (the third weekend of each October).

## **Institutional Commitments**

- Office space for accommodating journal production activities.
- Computers to process the journal, including electronic communication.

## **Wiley-Blackwell and NARST Commitments**

- Financial support is provided by Wiley-Blackwell in accordance with the contract with NARST to support the activities of the Journal and to defray the necessary and direct expenses of the Editors and the Editors' staff in rendering relevant services connected to the Journal (2015: \$46,540; 2016: \$51,329; 2017: \$53,688; 2018: \$56,116; 2019: \$58,618; 2020: \$60,376; 2021: \$62,187; and 2020: \$64,053).
- NARST will provide financial support, as it does for all Board Members, for the Editor(s) to attend the October NARST Board Meeting. With respect to the Board Meetings prior to and following the NARST Annual International Conference, up to 2 nights lodging is provided, if necessary, in the same manner as provided to all Board Members).
- Reasonable efforts by the NARST Board to facilitate the Editor's responsibilities, as directed by the Board from time to time.

## **Transition Policy to New Editors**

### **Solicitation Phase**

The solicitation for the new *JRST* editor(s) will be sent out in the fall of Year 4 of current editorship, with a deadline for submissions set for January 31 of Year 5 of the current editorship. Selection of the new *JRST* editorial team would be finalized at the spring NARST Annual International Conference during Year 5 of the current editorship. The new *JRST* editor(s) will:

- attend the *JRST* Board Meeting held at the Annual International Conference (in Year 5 of the current editorship); conduct the *JRST* Board Meeting the first year of editorship.
- assume editorial responsibilities for newly submitted and resubmitted manuscripts on January 1 following the 5th year of the retiring editors.
- Assume full editorial responsibilities according to a mutual agreement with the retiring editors, but no later than June 1 (responsibility for August issue).
- The retiring editorial team will continue to handle manuscripts submitted on or before December 31st of their 5th year until decision (Accept, Reject, or R&R).

## Transition

The transition to the new editorial team should be worked out between the outgoing and incoming editors to allow familiarization and training of the new editorial team and progressive transfer of responsibility.

It is suggested that the transition be thought of in three stages:

### Early Transition

#### Phase

The early transition period for the incoming *JRST* editor(s) would occur during Year 5 of the current editorship. During this time, the current *JRST* editor(s) would continue all editorial responsibilities for the journal while the incoming *JRST* editor(s) will

- engage in discussions with the current *JRST* editors on the editorial process as it is conducted in Manuscript Central;
- meet with representatives from Wiley-Blackwell to establish a working relationship;
- commence training in Manuscript Central; finalize the incoming editorial team (including associate editors and *JRST* staff);
- recruit graduate associate personnel, if needed (starting date, fall of transition year);
- draft editorials for *JRST* (with suggested publication dates of January and February during Year 1, respectively) that would delineate the new editor(s)' vision for the journal and introduce the new editorial team to the readership.

### Mid-Transition

#### Phase

The Mid Transition period would occur in the fall during Year 5 of the current editorship. During this time, the current *JRST* editor(s) would continue all editorial responsibilities for the journal while the incoming *JRST* editor(s) will:

- establish the incoming *JRST* Editorial Office;
- work with Wiley and the retiring editors to update journal contact information and guidelines on various websites (this would include the names and contact information of the editor(s) in the new *JRST* Editorial Office);
- orient any incoming associate editors to their roles and responsibilities in the *JRST* editorial process;

- commence associate editors' training of the electronic submission, review and communication system, ScholarOne Central (S1C);
- submit *JRST* proposals for upcoming NARST conference.

### Late-Transition Period

The Late Transition period would occur in winter and spring of the new editors' term. During this time, the retiring *JRST* editor(s) will continue editorial responsibilities for manuscripts in process, while the new editors assume responsibility for new submissions. The outgoing editors will remain available to assist and consult as needed. During this period the new editorial team will lead the process of recruiting new editorial board members to submit to the NARST Publication Advisory Committee for appointment consideration during the early part of Year 1 of new editorial team.

### **Masthead change**

The editorial masthead will transition to the new editorial team at the point when Editor(s) commence the 5- year term on the cover of the Journal (e.g., January of 2011, 2016, 2021).

### **Budget for JRST from NARST**

The transition budget for the incoming *JRST* editor(s) will be negotiated with the NARST Board of Directors.

### **JRST Editor Search Committee**

Every five years during the 4th year of the Editor(s') term, prior to or at the NARST Board Meeting concurrent with the Annual International Conference, NARST organizes a committee to advertise for NARST members to apply for the position of *JRST* Editor. The Chair of the committee is the Immediate Past President. The Board appoints other members of the committee.

## **The NARST Liaison to NSTA**

The NARST liaison to NSTA position was approved by the Board at the October 2010 Board Meeting. The person holding this appointed position serves as the Alliance of Affiliates (AoA) representative. The position is an appointed position, and the individual holding the position serves on the NARST Board as an ex officio member and the NARST representative on the NSTA Research Committee.

The NARST Liaison to NSTA serves a three-year term with the option of a consecutive second term appointment. The Liaison would reapply for consideration along with other candidates for the position should s/he wish to serve a consecutive second term. The Liaison appointment begins the final day of the

Annual International Conference and concludes August 1 of the third year in order to allow an overlap and coordination between the incoming and outgoing Liaisons.

The NARST Liaison to NSTA works closely with NARST Directors affiliated with the External Policy and Relations Committee, Research Committee, and Publications Advisory Committee and the NSTA Research Director to:

- Support NARST's visibility at NSTA
- Develop and disseminate research to a broader audience through publications, such as position statements and research–practice documents.

### **Duties and Responsibilities:**

The Liaison is expected to:

- Attend Fall and Spring **NARST Board meetings**.
- Attend **NARST Committee meetings** (Research, Publication, External Policy and Relations) at the NARST Annual International Conference and throughout the year via teleconference
- Attend **AoA meetings** annually in spring (during the NSTA national conference) and in summer (NSTA Board/Congress/AoA Retreat) and participate in monthly teleconferences of the AoA
- Attend **NSTA Research Committee meetings** at the annual NSTA conference

The Liaison also has responsibilities related to the following ongoing initiatives between NARST/NSTA, as well as any new collaborative initiatives undertaken during his/her term:

- **NARST Sponsored Sessions at NSTA Conference:**  
The Liaison coordinates the NARST Sponsored Sessions at NSTA as outlined in the MOU between the two organizations. The NARST Research Committee reviews and selects NARST-sponsored Sessions for the NSTA national and regional conferences each year. The NARST Liaison communicates selections to the NSTA Conference Planning Team to provide 10 hours of programming for the national conference and 2 hours of programming at each of the regional conferences.
- **NSTA Research Worth Reading:**  
The Liaison assists the NARST Publications Advisory Committee in selecting the *JRST* articles for NSTA's annual 'Research Worth Reading' initiative and communicates those selections to the NSTA Research Director/committee
- **AoA Sponsored Sessions at NSTA:**  
The Liaison works in concert with the AoA to plan and facilitate session(s) at the NSTA annual meeting.



# NARST Standing Committees

NARST Board of Directors establishes and approves any changes in the NARST Standing Committees. The Committees communicate to the NARST Board through an elected Director. Each elected Director affiliates with one or more Standing Committees.

NARST allocates funds to facilitate Committees' engagement in the annual conference. Additionally, one administrative session per Committee, upon request, for the annual conference is available. Committee leadership, subcommittee leadership in the cases in which subcommittees exist in lieu of one omnibus Committee, conveys requests to the Director affiliated with the Committee and the Director ensures the requests are made to the appropriate parties or appropriate actions are taken (e.g., upload session to proposal system) when necessary and permitted by policy.

## Committee Leadership: Roles and Responsibilities

The responsibilities of a NARST standing committee inform its structure. Due to the various tasks under their purview, some NARST committees consist of subcommittees approved by the Board; others do not. Consequently, leadership of committees can include Committee chairs, Committee co-chairs, Sub-Committee chairs, and Sub-Committee co-chairs. All NARST standing committees have a Board liaison and the Board liaison interacts with the committee leadership. If the committee consists of subcommittees then the Board liaison determines the extent to which it is necessary to interact with the subcommittee leadership.

### General Duties of Board Liaison

- Carry out the charge of their Committees as stated in the *NARST Policies and Procedures*.
- Ensure Committee and Sub-Committee leadership understand the responsibilities and related tasks of their Committees and Sub-Committees
- Motions from committees can only be submitted by the Board Liaison to the Board of Directors
- When a motion is submitted that requires a change to the P&P, the Board liaison making that motion must submit the corresponding changes and the motion to enable the Executive Director to update the master copy of the P&P for approval.
- Attend two board meetings annually, one in fall and one in spring; Go-To meetings; and meetings conducted through other modes as needed to discuss NARST business.
- Serve as a facilitator to assist Committee Sub-Committee leadership in accomplishing their responsibilities.
- Co-author the Committee report with the Committee leadership, who consult as needed with any existing Sub-Committee leadership. Submit to the Board motions from the Committee leadership and share the results of the motion with the Committee chairs.
- Report to NARST at the annual membership meeting during the international conference.

<sup>1</sup> For example, a Director may serve as a liaison to the Awards Committee and Membership Committee, and a Director may serve as a liaison to the Publications Advisory Committee and External Policy & Relations Committee. In this case, an elected Board member could be assigned to the Awards Committee and Membership Committee in odd years, and an elected Board member could be assigned to the Publications Advisory Committee and External Policy & Relations Committee in even years.

## **General Duties of Committee Leadership**

- Carry out the charge of their Committees as stated in the *NARST Policies and Procedures*.
- Oversee the work of the Committees and Sub-Committees.
- Attend Committee and Sub-Committee meetings during the NARST Annual International Conference and at other times, as needed.
- Assist the President-elect through communications with the Board liaison in identifying vacancies and appointing replacements on all committees.
- Field questions from the Committee and Sub-Committees and assist them in resolving procedural issues that cannot be resolved internally. Consult with the Board liaison as needed.
- Committee chairs appoint members to chair the subcommittees
- Contribute to, review, and compile Board reports from the Committee and Sub-Committees and provide these reports to the Board liaison for inclusion in the Board of Director report to the Board.
- Maintain the fairness and integrity of the Committee business.

## **General Duties of Sub-Committee Leadership**

- Carry out the charge of their Sub-Committees as stated in the *NARST Policies and Procedures*.
- Establish contact with and availability of Sub-Committee members soon after the conclusion of the Annual International Conference.
- Share criteria for service on Sub-Committees with all Sub-Committee members.
- Communicate problems or requests for member replacements to the Committee leadership or Board liaison, in the absence of Committee leadership.
- Submit Board reports to the appropriate party—committee chair if there is a chair for the committee or to the Board liaison in the absence of a committee chair.
- Follow stated procedures for changing Sub-Committees procedures.
- Maintain the fairness and integrity of the sub-Committee business.

## **Committee Funds and Administrative Session**

NARST Standing Committees may request funding from NARST to support activities conducted at the annual meeting, such as administrative sessions, workshops, or symposia. The NARST budget includes an allotted amount for each Committee, not for Sub-Committees but the NARST Standing Committee the Sub-Committees constitute (see NARST budget posted on NARST website).

Committee leadership should submit requests for funding to the appropriate Board Liaison, who communicates the request to the Executive Director, no later than the deadline for submitting an administrative session for the annual conference, typically during early September. Requests should include a detailed explanation of costs and a justification linked to the Committee's charge.

## **Procedures and Limitations**

Funding requests must be submitted to the Finance Committee for a review of its appropriateness for the request, typically in early September. Funds should include a detailed explanation of costs and a justification that is linked to the committee's charge.

If the Finance Committee approves the Committee's funding request, the Committee leadership should communicate with the Executive Director or designee in the event the requests require the involvement of individuals directly responsible for the conference (e.g., Program Committee, staff at conference meeting site).

## **Awards Committee**

The Awards Committee consists of Chairs and co-chairs of the subcommittees responsible for award selections and would be convened by the Board Liaison when work and communication is needed across the sub-committees. At least two members on each subcommittee should be international NARST members.

When needed to work or communicate across the Sub-Committees, the Board liaison may convene the Chairs and Co-chairs of the Sub-Committees as the Awards Committee. For example, the Board Liaison may convene the Sub-Committee leadership as the Awards Committee to decide how to use the one administrative session per Committee or to use the funds allotted per Committee.

## **Charge**

The Awards Committee, consisting of Sub-Committees, will:

- Oversee the work of the Awards Selection Sub-Committees that solicits nominations and selects recipients for each of the NARST awards.
- Discuss issues related to equity and efficiency in the selection process, and the appropriateness of the award considering the NARST mission.
- If necessary, recommend changes in awards or procedures to the Board of Directors.

## **Membership/Term of Service**

The Board Liaison is elected by the NARST membership. The President-elect appoints a Board member (except the Graduate Student Coordinator) to serve as the Co-Board Liaison during the last year of the Board Liaison's tenure on the Board. The Co-Board Liaison succeeds to the Board Liaison position upon the Board Liaison's retirement from the Board. The NARST President-elect, in consultation with the Board liaison of the Awards Committee, also appoints other members. One member will serve as Chair and another will serve as a Co-chair of each of the three Awards Selection Sub-Committees. Awards Selection Sub-Committees Chairs and Co-chairs, similar to Strand Coordinators, will serve two-year terms with a year of overlap. Thus

one new member for each Awards Selection Sub-Committee, who will serve as co- chair, will be appointed every year.

Awards Selection Sub-Committee members serve for three years, with 1/3 of the new members being appointed and 1/3 rotating off each year. The total number of members of each Awards Selection Sub-Committee (including the Chair and Co-Chair of each Sub-Committee in their year of appointment) is the following:

Outstanding Doctoral Research Award Selection Sub-Committee	15
Early Career Research Award Selection Sub-Committee	12
Distinguished Contributions in Research Award Sub-Committee	9
NARST Fellow Award Sub-Committee	7

Each Awards Selection Sub-Committee will include at least two international members.

### **Procedure for Changing Award Selection Committee Procedures**

Awards Selection Sub-Committees operate according to current procedures as specified in the *NARST Policies and Procedures*. However, the members or chairs of a NARST Awards Selection Sub-Committees or members of the overall Awards Committee or the Awards Committee Board Liaison can initiate requests for changes in procedures for justifiable reasons (such as improving diversity of nominees, making the review criteria more comprehensive, or clarifying eligibility criteria). In cases in which the overall Award

Committee, based on a majority vote, recommends a change in the awards proper (such as adding or deleting an award), or an individual subcommittee, based on a majority vote, recommends a change in the specific award (such as changing criteria or nomination materials), this change will be subject to approval by a majority vote by the Board of Directors. The following procedure should be followed:

1. The proposed changes as a motion should be thoroughly discussed and receive a majority vote at the level of the Awards Selection Committee or Sub-Committee before they proceed to the next level.
2. Approved changes at the Awards Selection Sub-Committee level will be brought as an approved motion from the Sub-Committee Chair to the Board liaison of the Awards Committee who will bring the proposal before the Awards Committee for discussion and subsequent vote.

3. At this point, the NARST Award Board liaison will inform the Executive Committee, about the nature of the proposed changes and invite them to share any comments/reservations they may have with the proposed changes(s).
4. After ample discussion and consideration, the Awards Sub-Committee members will vote on the proposed procedures. In order to pass, the proposal will have to be approved by a majority vote.
5. If the NARST Presidents disagree with the outcome of the vote, they can bring the issue immediately to the attention of the Board of Directors. The Board of Directors can direct the Awards Committee Chair to further action, but cannot repeal the procedural change unless a motion is presented to the Board to that effect and unless the motion passes by a majority vote.
6. The Board liaison presents the proposal approved by a majority vote of the Awards Committee to the Board of Directors as motion for Board approval.
7. Approved changes in procedures that cannot be accommodated in the year in which they are proposed will become effective the following year. Decisions about accommodations are judged by the nature of the proposed change.

## **Code of Conduct for Award Subcommittee Members**

### **Confidentiality**

All nominees and information about their work is to be kept in strictest confidence. Awards Selection Sub-Committee members must not copy, quote, or otherwise use or disclose to anyone, any material from any nomination materials. In all cases in which the identity of nominees is not routinely known (e.g., Distinguished Contribution through Research Award), such identities should be kept in strictest confidence.

### **Conflict of Interest**

#### **Members**

Members of NARST Awards Selection Sub-Committees charged with determining the recipient(s) of an award need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these conflicts of interest arise, an Awards Selection Sub-Committee member must bring the matter to the attention of the Selection Sub-Committee Chair who then informs the Board liaison of the Awards Committee.

- Employment at the same institution as the nominee
- Fellow candidate for an award
- Employment in an advisory capacity with the nominee or with his/her academic department
- Recent employment (within the last 12 months) with the nominee or with his/her academic unit
- Currently being considered for employment by the nominee or his/her academic unit
- Business associate of/or collaborated with the nominee on a professional project, research investigation, or scholarly publication/presentation

- Family relationship with nominee
- Close personal relationship with nominee
- Business association with nominee
- Past or present association as thesis advisor or advisee with nominee
- When a Chair, Co-chair or member of an Awards Selection Sub-Committee is in a conflict of interest situation, he/she will recuse him/herself from the committee work until this conflict of interest is resolved or defer her/himself from consideration for the award

### **Duties of the Awards Board Liaison**

- Oversee the work of the Award Selection Committees.
- Assist the President-elect in identifying vacancies and appointing replacements on Award Selection Sub-Committees.
- Field questions from Award Selections Sub-Committee chairs/Co-chairs and assist them in resolving procedural issues that cannot be resolved internally.
- Attend to issues of equity and efficiency in the nomination and selection process.
- Collect semi-annual reports from Awards Selection Sub-Committee leadership and report to the Board.
- Compile and forward all award recipient information and plaque inscription details to the Executive Director and copy the management company.
- After Sub-Committee chairs have contacted all award recipients of their award and invited them to the NARST Annual International Conference Awards Luncheon, Board Liaison reinforces congratulations on behalf of the NARST Board and encourage them to attend the NARST Annual International Conference Awards Luncheon or a special Awards Session.
- In addition to the Award Notification Letter sent out to the winner of each award by the co-chairs of the Awards Sub-Committees, the Board Liaison sends a second “NARST Press Release” letter to each award winner which each can use to forward to any agency they choose to announce their awards in a way that will benefit their professional status.
- Provide the names of the awardees to the Executive Director and copy the management company so their names can be in the program book with the awardees of earlier years, thereby making the names public information before the Awards Luncheon.
- Compile and submit a semi-annual report to be part of the NARST Board book for the spring board meeting at the Annual International Membership Meeting.

### **Duties of the Awards Selection Sub-Committee Chairs/Co-Chairs**

- Carry out the charge of their committees as stated in the *NARST Policies and Procedures*.
- Oversee the work of the Award Selection Sub-Committees.
- Assist the President-elect in identifying vacancies and appointing replacements on Award Selection Sub-Committees.
- Attend to issues of equity and efficiency in the nomination and selection process.
- Write semi-annual reports for Awards Selection Sub-Committee and submit to Board Liaison (mid- September and mid-February).

- Compile and forward all award recipient information and plaque inscription details to the Board Liaison.
- Provide the names of the awardees to the Board Liaison so their names can be in the program book with the awardees of earlier years, thereby making the names public information before the Awards Luncheon or the special Awards session.
- Contact all award recipients on behalf of the NARST Board to congratulate them and invite them to attend the NARST Annual International Conference Awards Luncheon or the special Awards session.
- In addition to the Award Notification Letter sent out to the winner of each award, a second “NARST Press Release” letter will be sent simultaneously to each award winner which each can use to forward to any agency they choose to announce their awards in a way that will benefit their professional status.
- Attend and chair meeting of their Award Selection Sub-Committee during NARST Annual International Conference.
- Work with Awards Committee Board Liaison to identify potential new subcommittee members.
- Establish contact and with subcommittee members soon after the Annual International Conference to orient them to their responsibilities.
- Share the Code of Conduct [Article IV] and Criteria for Service on Award Selection Committees [Article VI] with all committee members.
- Communicate problems in participation or requests for member replacements to the Board Liaison.
- Follow stated procedures for changing Award Selection Committees procedures [Article III].
- Maintain the fairness and integrity of the award selection process.

### **Criteria for Service on Award Selection Committees**

- Be a current NARST member.
- Attend the Award Selection Committee meeting when present at the Annual International Conference.
- Perform required tasks in a timely fashion and within set deadlines.
- Adhere to the Code of Conduct as specified in Article IV, in the Awards Committee procedures (i.e. maintain confidentiality and inform the committee chair of conflict of interest).
- Inform the Awards Selection Sub-Committees Chairs immediately about any foreseen or sudden events that might interfere with completing assignments on time.
- Preferably, award subcommittee members will be researchers with at least four years of experience as faculty members or researchers in non-university settings or other professionals with more than five years of experience in non-academic institutions.

### **Distinguished Contribution to Science Education through Research Award Selection Sub-Committee**

#### **Charge**

The Distinguished Contribution to Science Education through Research Award Selection Sub-Committee is responsible for selecting a nominated member or members of NARST whose lifetime research has made a significant impact in science education. Both the nominee and nominator need to be NARST members.

### **The Award**

NARST recognizes individuals who have made significant contributions to science education through research. The recipient of the Distinguished Contribution to Science Education through Research Award should have contributed over a period of at least 20 years since the award of his or her doctorate and should be at the pinnacle of his/her career. The award is made to an individual who over a period of at least 20 years has:

- Made a CONTINUING CONTRIBUTION to science education through research;
- Provided NOTABLE LEADERSHIP in science education through research; and
- Had SUBSTANTIAL IMPACT on science education through research.

Contributions may vary—including, but not limited to empirical, philosophical or historical research, evaluative studies, policy-related research, and studies reflecting new techniques to be applied in research. This award is the highest recognition NARST can bestow for contributions to science education through exemplary, quality research. The Distinguished Contribution through Research Award Selection Sub-Committee is responsible for soliciting nominations for this award, reviewing nominations, and recommending awardee(s) to the NARST Board of Directors.

### **DCRA Sub-Committee Membership**

Members of the Sub-Committee should be scholars who hold international reputations for quality in scholarship and leadership in science education. The overall Sub-Committee membership should represent the diversity of NARST members (such as, area of research; theoretical/conceptual and methodological expertise; nationality, type of institution; as well as gender, age, race, ethnicity, and sexual identity). At least two members should be international NARST members.).

### **Procedures**

The dates in the time line are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference and other extenuating circumstances.

<i><b>Approx. Date</b></i>	<i><b>Activity Description</b></i>	<i><b>Documents</b></i>
May 15	First call for nominees from Awards Committee Board Liaison to management company and Executive Director to be posted to the NARST website/listserv and sent out as a Distinguished Contributions to Research Award Announcement	Distinguished Contributions Award Announcement



June 15	Second call for nominees from Awards Committee Board Liaison to management company and Executive Director to be posted to the NARST website/listserv and sent out as a Distinguished Contributions to Research Award Announcement	Distinguished Contributions Award Announcement
Early July	Final call for nominees from Awards Committee Board Liaison to management company and Executive Director to be posted to the NARST website/listserv and sent out as a Distinguished Contributions to Research Award Announcement	
Approx. July 29-31	Deadline for submission of nomination letters	
Mid-August	Chair and co-chair make nomination letters available to committee members	
Late August	Initial committee virtual meeting. Agenda: <ul style="list-style-type: none"> <li>· Overview of procedures for selection process;</li> <li>· Proposed changes in procedures to submit as motions to Board Liaison for Fall Board meeting;</li> <li>· Initial discussion of candidates</li> </ul>	
September 1	<ul style="list-style-type: none"> <li>· If there are more than 10 nominees, the committee must vote to narrow the field down to 10 or fewer semifinalists; if fewer than 10 nominees but greater than four nominees, the committee may decide to narrow down to no less than four semifinalists if some candidates do not meet the criteria.</li> <li>· The list of semifinalists is sent to the Awards Committee Board Liaison.</li> </ul>	

<i>Approx. Date</i>	<i>Activity Description</i>	<i>Documents</i>
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Early September	Chair and co-chair send letters to nominators and semifinalists	Letter sent to nominators for candidates who are not semifinalists;  Letter to nominators and semifinalists
September 15	Deadline for semifinalists to submit CV's	
Mid-September	Second committee virtual meeting to discuss semifinalists	
Before October 1	<ul style="list-style-type: none"> <li>· Committee vote to narrow the field down to four finalists. Deadline is Oct 1.</li> <li>· Names of the finalists are sent to the Awards Committee Board Liaison.</li> </ul>	
Early October	Chair and co-chair send letters to all candidates and their nominators. Letters to finalists specify requests for additional information.	Letter to nominators and semifinalists who are not finalists.  Letter to nominators and finalists
Before November 15	<p>Nominators and candidates submit additional information, including:</p> <ul style="list-style-type: none"> <li>· Updated nomination letters and CV's to directly address DCA criteria</li> <li>· Letters of support from three additional people</li> <li>· Evidence of Impact as determined by the committee. For example: Google Scholar Profile</li> <li>· Two examples of finalists' writing that exemplify their contributions to the field.</li> </ul>	Reminder letters to finalists and nominators (if needed)
After November 15	Third committee virtual meeting to discuss finalists	

Late November	Committee vote on two questions: <ul style="list-style-type: none"> <li>· Ranking of finalists</li> <li>· Yes or no vote on each individual candidate</li> </ul>	
December 15	Chair and co-chair inform Board liaison, NARST President, and NARST Executive Director of committee decision	
January 15	Sub-Committee Chair and co-chair inform recipient(s) of award selection and inform other finalists and nominators that they have not been selected for the award. Award Board Liaison and Executive Director cc'ed.	Letter to finalists and nominators who are not selected for award;  Letter to award recipients and nominator(s)
Late January	Press release prepared by Sub-Committee Chair and co-Chair sent to award recipient(s)	Press release
January – February	Chair and co-chair draft award citation(s) and share with Award Board Liaison and award recipient(s)	

<i>Approx. Date</i>	<i>Activity Description</i>	<i>Documents</i>
8 weeks before conference	Final draft of award citation(s) sent to Executive Director	
Conference	Sub-Committee Chair and co-Chair read citation(s) and make presentation at the Awards Luncheon	

The Distinguished Contribution to Science Education Through Research Award call for nominations can be found in the NARST handbook.

### **Early Career Research Award (ECRA) Selection Sub-Committee**

#### **Charge**

The Early Career Research Award Selection Sub-Committee is responsible for selecting a nominated NARST member or members whose research in the seven years immediately following receipt of the doctorates is worthy of recognition by NARST. Both the nominee and nominator need to be NARST members.

### **ECRA Membership**

Members of the Sub-Committee should be senior scholars who hold national reputations for quality in scholarship and leadership in science education. The overall Sub-Committee membership should represent the diversity of NARST members (such as area of research; theoretical/conceptual and methodological expertise; type of institution, as well as gender, age, race, ethnicity, and sexual identity). At least two members should be international NARST members.

### **Procedures**

1. March/April NARST Annual International Conference. Obtain list of committee members and determine addresses including e-mail, fax, and phone.
2. August/September. First Call for Nominations sent by Board liaison to NARST management personnel and Executive Director for distribution to via the NARST listserv, to be posted on the NARST website, and sent out as an announcement to all members.

Nominations are to be sought from as wide a field of candidates as possible to be inclusive of gender, age, ethnicity and sexual identity. Self-nominations are not accepted.

### **Timeline**

The dates in the time line are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference and other extenuating circumstances.

<b>Timeline</b>	<b>Activity</b>
April	Call for Nominations for the upcoming year via E-NARST News.
Late August	Board liaison sends 1st call for nominations to NARST management personnel and Executive Director for distribution on the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members.

Mid-September	Board liaison send 2nd call for nominations to NARST management personnel and Executive Director for distribution on the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members.
Mid-October	Board liaison sends Final Call for nominations to NARST management personnel and Executive Director for distribution on the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members.
November 15	Nominations due. ECRA Chair reviews all packages for completeness and requests additional material where necessary.
November 20	When the packages are complete, they are organized with one copy of each package for each of the six reviewers along with a rating sheet for each nominee. An e-mail is also sent so that reviewers will be expecting the package. Send consolation letters to the other finalists.
January 1	The ratings and recommendations are received from committee members. The ECRA Chair reviews and summarizes the results. In the event of there being more than one worthy recipient the Sub-Committee can decide to make more than one award. ECRA sends consolation letters to the other finalists.
Before or by February 1	Notify Board liaison, Executive Director and President of results. This notification must be sufficiently informative for the Executive Director to prepare the Plaque. Include the candidate's name, institution, date and institution of Ph.D. award, and inscription of about 100 words.
By February 15	Submit report for spring NARST Board of Directors meeting to Board liaison.
March/April	ECRA Chair and Co-Chair announces recipient(s) at Awards luncheon or at the special Awards Session at NARST Annual International Conference.  Review and modify as necessary the procedure for managing this committee (summarized in this document). Submit any proposed changes to the Board liaison.

The Early Career Research Award Selection Committee Call for nominations can be found in the NARST handbook

## **Outstanding Doctoral Research Award Selection Sub-Committee**

### **Charge**

The Outstanding Doctoral Research Award (ODRA) Selection Sub-Committee is responsible for identifying a doctoral dissertation completed by a NARST member that is worthy of recognition by NARST. Both the nominee and the major advisor/ professor/ supervisor or chair of the dissertation committee should be NARST members. The dissertation must have been completed within 15 months prior to September 15<sup>th</sup> before the next NARST Annual International Conference. The cover sheet should be signed by the major advisor/professor/supervisor or chair of the dissertation committee (an electronic signature is acceptable) or the major advisor/professor/ supervisor or chair of the dissertation committee may send an e-mail to the Chair of the Outstanding Doctoral Research Award Selection Committee endorsing the application and attesting to the accuracy of the information provided in the application.

### **Procedures**

1. At the NARST Annual International Conference decisions relating to the following year's procedures are discussed and agreed by the committee.
2. The Board liaison sends the Call for Submissions for the Award to NARST management personnel for distribution to the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members. Nominations are to be sought from as wide a field of candidates as possible to be inclusive of gender, age, race, ethnicity and sexual identity.
3. Send a letter of introduction and timeline for the upcoming process to the Sub-Committee.
4. Acknowledge receipt of submissions as they arrive and check NARST membership of candidates and major advisor/ professor/ supervisor or chair of the dissertation committee.
5. Assign ID numbers randomly to submissions. Send packages containing abstracts, rating sheets, criteria for judging, and a cover letter (with deadline reminder) to the committee.
6. Receive and acknowledge ratings from committee. Combine the ratings, determine the average rank for each applicant and select the top three or four candidates as finalists. Inform the Sub-Committee of the results of judging.
7. Inform all candidates about the status of their abstracts, and request full dissertations from finalists.
8. Assign ID numbers to complete dissertations and send rating sheets, criteria for judging, and a cover letter (with deadline reminder) to the Sub-Committee.
9. Receive and acknowledge ratings from Sub-Committee members. Combine the ratings, determine the recipient and inform the Board liaison, Executive Director and President.
10. ODRA Sub-Committee Chair informs recipient(s) of the result.
11. ODRA Sub-Committee leadership sends consolation letters to the other finalists.
12. Prepare Spring Board report by February 15 and forward to Board liaison.

In the event of there being more than one worthy recipient. the Sub-Committee can decide to make more than one award.

## Timeline

The dates in the timeline are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference.

Date	Event
Mid-May	Board Liaison sends First Call announcement to NARST management personnel for distribution to NARST listserv, to be posted on the NARST website and sent out as an announcement to all Board members.
End of June	Board Liaison sends Second Call announcement to NARST management personnel for distribution to NARST listserv, to be posted on the NARST website and sent out as an announcement to all Board members.
Mid-August	Board Liaison sends Final Call announcement to NARST management personnel for distribution to NARST listserv, to be posted on the NARST website and sent out as an announcement to all Board members.
Sept 1	ODRA Chair sends email to Sub-Committee members reminding them of the upcoming process, and checks addresses for sending abstracts
Sept 15	Deadline for receiving abstracts. ODRA Chair sends letters/emails to candidates acknowledging receipt of abstracts as they arrive. ODRA Chair sends a report to the Board liaison
Sept 20	ODRA Chair sends packages of abstracts to committee members.
End Oct	Deadline for receiving ratings of abstracts from committee members
Nov 5	ODRA Chair informs committee members of outcome from first round of judging. ODRA Chair contacts all candidates regarding status of abstracts.
Nov 20	Deadline to receive unbound copy of dissertation from finalists

End Nov	ODRA Chair sends dissertations and cover letter to Sub-Committee members. Committee members acknowledge receipt of package by email ASAP
mid Jan	ODRA Chair sends a reminder to committee members that the deadline for dissertation ratings is end of January.
End Jan	Deadline for receiving final rankings
Early Feb	Declare award recipient(s) and inform Board liaison, Executive Director and President. The ODRA Chair contacts the recipient(s).
Mid Feb	ODRA Chair sends letter to Sub-Committee members notifying them of the recipient(s) and sends consolation letter to other finalists. ODRA Chair sends Sub-Committee report to NARST Board liaison by email.
March-April	ODRA Chair and Co-Chair announces recipient(s) at Awards luncheon at NARST Annual International Conference. ODRA Chair prepares agenda to enable discussion and agreement about judging process, timelines, etc., for the following year.

The Outstanding Doctoral Research Award call for submissions can be found in the NARST handbook

### **NARST Fellow Award sub-committee**

Members of the Sub-Committee should be scholars who hold national reputations for quality in scholarship and leadership in science education. The overall Sub-Committee membership should represent the diversity of NARST members (such as area of research; theoretical/conceptual and methodological expertise; type of institution, as well as gender, age, race, ethnicity, and sexual identity). At least one member should be an international NARST member.

### **Charge**

The NARST Fellow Award Sub-committee identifies individuals with acknowledged excellence in science education research and service that represents the full gamut of science education related work.

### **Procedure**

NARST Website Award Announcements can be found in the NARST Handbook

All the calls for nominations and awards announcements can be found in the handbook.



## **Elections Committee**

### **Charge of the Committee**

The committee develops recommended slates for the organization's elections. These slates should reflect the diversity of the NARST membership.

The Committee organizes nominations made by the membership and evaluates potential candidates in order to develop recommended slates of candidates to be approved by the NARST Board. The development of the slates occurs for the following NARST offices:

1. President-elect;
2. Directors-at-Large (hereafter referred to as "Director" or "Directors");
3. International Coordinator,
4. Graduate Student Coordinator, and
5. Secretary-Treasurer.

Criteria for the evaluations of candidates by the Committee include: (a) the candidates' research records, (b) their contributions to NARST to date, (c) their leadership in NARST, and (d) their expected contributions to and potential leadership in NARST serving in the mentioned offices. Expertise and experience is an additional criterion for Secretary-Treasurer.

The Committee also organizes the selection process for the Graduate Student Coordinator. The Committee organizes the nominations made by the membership and evaluates the potential candidates in order to recommend one candidate to the Board for approval. Criteria for the evaluations of candidates by the Committee include: (a) the candidates' record with respect to the NARST mission, (b) their past contributions to NARST, (c) their leadership in general and in NARST, and (d) their potential leadership of graduate students and contribution to NARST.

### **Committee Composition**

The Committee consists of 11 members. Seven of these members are voting members with four additional members in ex officio capacities. The voting membership of the committee must include at least one graduate student and two International NARST members at all times. With the exception of the inaugural year, the appointment term for committee members is 3 years with 2-3 members rotating out every year, replaced by 2-3 members appointed by the President -elect. The Committee members represent the diversity of the membership and their interests as a whole.

One representative from the International Committee and one representative from the Equity and Ethics Committee (E &E) will be appointed by their respective committee to serve as advisors (non-voting) to the

Elections Committee. Each appointed individual must have already served at least one year on his or her committee (E&E or International). These representatives will assist the Committee in addressing any questions or concerns. Each appointed individual will serve a one-year advisory term with the Committee, although each may be selected for multiple terms if his or her committee (E & E or International) so chooses.

The Immediate Past President and an assigned elected Board Liaison are non-voting members of the committee. The Immediate Past President is primarily responsible for securing nominations for President-elect and informing the committee of executive aspects of the Board as needed. The Board Liaison serves as the liaison between the Board and the Committee.

Two Co-chairs lead the committee. The President-Elect, in consultation with the Board Liaison working with the Committee, recommends Co-chairs to the Board for approval.

No member of the Elections Committee can be a nominee for an elected position during his/her full appointed term of service on the Committee.

## **Equity and Ethics Committee**

The Equity and Ethics (E & E) Committee provides leadership and guidance to NARST on issues of equity and ethics including, but not limited to, race, gender, ethnicity, socioeconomic status, disabling conditions, sexual orientations, language, national origin and religion.

E & E Committee consists of the Chairs and co-chairs of the sub-committees and is convened by the Board Liaison when work and communication is needed across the sub-committees as is the case for committee funding requests. The Board Liaison is appointed by the NARST President-elect. The President-elect appoints a Board member to serve as Co-Board Liaison during the last year of Board Liaison's tenure on the Board. The Co- Board Liaison succeeds to the Board Liaison position upon the Board Liaison's retirement from the Board. The President-elect also appoints the nine other members of whom at least two must be International NARST members, with three members rotating off every year from their three years of service. The President-elect and Executive Director serve as ex-officio members.

The Chair makes a report to NARST at the Annual Membership Meeting. Each member of this committee is expected to participate in collective committee work. Each is also expected to serve on one or more of the following Sub-Committees: (a) the pre-conference workshop committee; (b) the Jhumki Basu Scholars Program committee; (c) the symposium committee; and (d) the equity dinner committee. The work of these Sub-Committees is described below.

## **Procedures**

1. Compile data, communicate results, and suggest recommendations to the Board related to equity in all areas of the organization.
2. Recommend or sponsor strand coordinators, reviewers, and keynote speakers for the Annual International Conference.
3. At each Annual International Conference, conduct a pre-conference workshop, sponsor symposia, and organize a dinner.
4. Annually manage the Jhumki Basu Scholars Program, a program designed to encourage promising young scholars from underrepresented groups to attend, participate in, and learn from the NARST annual conference and other activities of the organization.
5. Promote the publication of periodic reviews of literature and conceptual or policy papers on equity issues.
6. Facilitate discussions among members about the organization's role in promoting equity within and outside the organization.
7. Contribute ideas related to equity issues for programmatic and publication related venues of the organization.
8. Promote research dealing with equity for all, especially underrepresented populations.

## **Timeline**

Most of the business of the Equity and Ethics Committee is conducted at the Annual International Conference, with follow-up by email and phone conversations.

## **Pre-Conference Workshop Sub-Committee**

The primary goal of the Pre-Conference Workshop is to promote the development of junior scholars (i.e., graduate students, postdoctoral fellows, and new assistant professors) from underrepresented groups and to help these new scholars become productive and active members within the science education community. Jhumki Basu Scholars are required to participate in this Pre-Conference Workshop their first year in the program. The Pre-Conference Workshop is a three-hour, interactive session that is scheduled prior to the start of the NARST Annual International Conference. Members are encouraged to participate in order to learn about the NARST organization and to have access to scholars of color in science education. Members at various levels within their career trajectory receive support and encouragement as scholars. The theme each year corresponds to the theme of the NARST Annual International Conference.

## **Jhumki Basu Scholars Program and Symposium Sub-Committee**

The purpose of the Jhumki Basu Scholars Program is to award and acknowledge the work of young US-based scholars from underrepresented groups within the NARST organization. Scholars participate in NARST events, including the pre-conference workshop, and contribute to science education research, scholarship, and leadership. Scholars who have received the award for one year are encouraged to return the following year to the NARST Annual International Conference and participate in a symposium to

present their work. This forum highlights the emergent work of scholars of color in their professional growth and initiation into academia.

The call and application for the Jhumki Basu Scholarships can be found in the NARST Handbook.

### **Symposium Sub-Committee**

The Equity and Ethics Committee sponsors two symposia during the NARST Annual International Conference. These E & E sponsored sessions range in format and presenters, as well as in topics and issues pertinent to equity and diversity goals. One of these two symposia is devoted to highlighting the research of our Jhumki Basu Scholars Program. The Jhumki Scholars from the previous year are invited to present their research in an interactive poster session. This is an opportunity for them to share their research and to receive feedback on their work. Typically, the second symposia highlight emerging methods, theoretical lenses, and other aspects of equity research that may be of interest to the NARST membership.

### **Equity Dinner Sub-Committee**

The Equity and Ethics Committee works with the NARST Executive Director to organize the Equity Dinner at the Annual International Conference. A restaurant is selected before pre-conference registration opens. The cost of the dinner is determined in advance. All interested in participating in the Equity Dinner are asked to sign up during the conference registration process. Members are encouraged to request a free meal if they cannot afford to attend, or members may donate to the cost of meals for others. The purpose of the annual dinner is to promote collegiality and to acknowledge both personal and professional success. This event is open to all NARST Annual International Conference attendees.

## **External Policy and Relations Committee**

The membership consists of nine voting members appointed by the NARST President-elect and three additional members in ex officio capacities. The nine voting members include chairs and co-chairs of the sub-committees. Three voting members rotate out every year from their three years of service. Given the function of this committee, senior researchers, NARST Past-presidents, past and/or current presidents of other organizations, policy-makers, and high-ranking administrators who are also members of NARST should be considered first for membership on this committee. All other aspects of equity (gender, sociocultural background, etc.) should also be considered in the selection of members.

The President-elect appoints a Board Director to serve as a liaison between the Board and the EPRC. The President, Executive Director, and the assigned Board Director are non-voting members of the committee. The Board Liaison makes a report to NARST at the annual meeting.

## **Committee Charge**

The External Policy and Relations Committee (EPRC) works to support increased awareness among NARST members about national and international policy issues relevant to science education. Committee also works on efforts related to fostering the development of partnerships and collaborations with professional organizations and groups concerned with the quality of science teaching and learning.

The committee is organized into two sub-committees. Each member of this committee is expected to participate in collective committee work. Each is also expected to serve on one or more of the following subcommittees: (a) the Policy subcommittee, and (b) the Collaborations and Conferences sub-committee. The work of these subcommittees is described below.

## **The Policy Sub-Committee**

### Activities include:

1. Develop and approve policy briefs.
2. Identify and pursue opportunities for NARST to impact policy related to science education.
3. Support NARST's meaningful collaboration on policy and research fronts with other organizations, toward the goal of impacting policy and supporting research.
4. Work with the Publication Advisory Committee and Research Committee for the development and dissemination of any other publications (other than policy briefs) specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations.

### Procedures and Timeline

The EPRC policy sub-committee leads the process for developing NARST position papers based on research. These position papers should be based on current and innovative findings and would be distributed to the membership, policymakers, and the community-at-large. Note that these position papers may not necessarily reflect a unified position for NARST, but they are meant instead to add information from various perspectives of science education research. In addition, the Committee explores other ways to communicate the work to a variety of audiences and stakeholders, such as through social media and the use of technology.

### **Policy Briefs: Procedure for generating and approving policy briefs**

- A. At the annual NARST meeting, EPRC policy sub-committee develops initial ideas for upcoming policy briefs.
- B. During the summer, a survey is sent out to the NARST membership to rate and provide feedback on the proposed topics and to suggest additional topics.

- C. The sub-committee uses the results from the survey to select highly rated items for development.
- D. EPRC committee members draft policy briefs with interested representatives of the NARST community two weeks before the NARST meeting to share with the entire EPRC.
- E. NARST members will be invited to come to the EPRC meeting at NARST and discuss policy briefs that are currently under review.
- F. During the NARST meeting, the EPRC will vote on any new policy briefs to either be approved as is, approved with revision or rejected. In addition, any new topics for future development will be determined during the meeting (see Step A).
- G. Approved briefs will be posted on the NARST website stating that they had been approved by the NARST EPRC.

## **The Collaborations and Conferences sub-committee**

### Activities include:

1. Foster the development of official NARST affiliations with other organizations.
2. Evaluate all nominations for NARST to become an Organizational Member, consider all applications for organizations to become NARST affiliates, and make a recommendation to the NARST Board. Nominations should include a letter from the governing body of the nominated society indicating that society's mission, their reasons for seeking association with NARST, and specific ways such association will benefit the respective societies.
3. In collaboration with the Policy, Reform, and Program Evaluation Strand (15) co-sponsor one or more relevant policy sessions/workshops at the NARST annual meeting.

### Procedures and Timeline

1. EPRC members work with the EPRC Liaison and the NARST President to develop Affiliations (through writing memoranda of understanding with potential Affiliates, communicating with the potential Affiliate's leadership, pursuing the completion of paperwork, etc.). EPRC members work to identify meaningful connections between NARST and the Affiliate organization(s), as appropriate for the type of Affiliation. This work is ongoing as needed.
2. Participate in the evaluation of the International Science Education Recognition (ISER) event applications, a process managed by the International Coordinator.
3. EPRC members annually collaborate with members of the Policy, Reform, and Program Evaluation Strand (15) to co-sponsor one or more relevant policy sessions/workshops at the annual meeting. The sponsored sessions are due in September.

## Graduate Student Committee

### Committee Scope

The Graduate Student Committee charge is to provide leadership and guidance to NARST related to the educational and professional development of graduate student members. These efforts include planning and facilitating annual and ongoing programs aligned with the committee charge. The committee is organized into four sub-committees: (a) the Graduate Student Forum Sub-Committee, (b) the Graduate Student Research Symposium Sub-Committee, (c) the Graduate Student Communications and Networking Sub-Committee, and (d) the Graduate Student Scholarship and Awards Sub-Committee.

### Committee Composition

The Graduate Student Committee membership consists of up to twelve graduate student members including a chair and co-chair: up to eleven appointed committee members and one elected graduate student board member. The Graduate Student Coordinator serves as chair of the committee and is a voting board member elected by the members of NARST. The co-chairs are elected by Graduate Student Committee members from the remaining eleven members. The President-elect appoints members of the committee with five or six members rotating off each year from their two years of service. The President-elect and Executive Director serve as ex-officio members of the committee. The Chair makes a report to NARST at the Annual Membership meeting.

### Committee Member Commitments

Each member of the Graduate Student Committee is expected to participate in collective committee work. Each member is expected to serve as members on one or more of the following sub-committees: (a) the Graduate Student Forum sub-committee; (b) the Graduate Student Communications and Networking sub-committee; (c) the Graduate Research Symposium sub-committee, and the Graduate Student Scholarship and Awards sub-committee. The work of these sub-committees is described in the sections below. For details about general expectations and responsibilities of committee leaders (i.e., chair, co-chair, board liaison), refer to the *Committee Leadership: Roles and Responsibilities* section of the NARST Policies and Procedures.

Responsibilities of the Graduate Student Committee Chair (Graduate Student Coordinator) include the following:

1. Carry out general responsibilities as stated in the *General Duties of the Board Liaison* and *Committee Leadership: Roles and Responsibilities* sections of the NARST Policies and Procedures.
2. Work closely with Graduate Student Coordinator for two years to oversee the work of sub-committees; and co-author committee reports to NARST for the Membership Meeting at the Annual International Conference
3. Serve as ex-officio for all sub-committees

4. Provide orientation to the new co-chair or Graduate Student Coordinator selected during their two-year term.

Responsibilities of the Graduate Student Committee Co-Chair include the following:

1. Carry out general responsibilities as stated in the *Committee Leadership: Roles and Responsibilities* section of the NARST Policies and Procedures.
2. Work closely with the Graduate Student Coordinator to oversee the work of sub-committees; and co-author committee reports to NARST for the Membership Meeting at the Annual International Conference.
3. Serve as ex-officio for all sub-committees.

Responsibilities of the Graduate Student Committee include the following:

1. Compile data about graduate student participation in NARST, communicate results to the Board of Directors and greater NARST community, and suggest recommendations to the Board of Directors related to the educational and professional development of graduate students in the organization.
2. Plan, organize, and advertise Graduate Student Committee events.
3. At each NARST Annual International Conference, facilitate programs that support the educational and professional development of graduate students; sponsor symposia highlighting the work of graduate students; and lead the graduate student forum.
4. Recruit graduate student members and promote leadership development through participation in NARST committees and other leadership roles.

Timeline: The business of the Graduate Student Committee is conducted at the Annual International Conference and by video or phone meetings between conferences.

Committee Task	Deadline	Additional Notes
Graduate Student Coordinator and Graduate Student Committee Co-Chair co-author and submit Board Report summarizing GSC activities that have occurred since the October Board report	3 weeks before NARST conference	Submit board report



Attend 2 GSC committee meetings at NARST annual conference  During the first meeting, GSC will review past year and discuss ideas for improvement. At the second meeting will be dedicated to transition for new committee members.	NARST Conference March/April	Attend committee meeting
Graduate Student Coordinator and GSC Co-Chair co-author and submit Board Report summarizing GSC activities that have occurred at the NARST conference	Last Day of NARST Conference	Submit board report
Graduate Student Coordinator emails event evaluation surveys for GSC NARST conference events	Within 2 weeks of NARST conference	Send post-conference evaluation to GSC event participants
GSC summer meeting to review evaluation data from conference events and plan upcoming tasks.	July-August	Attend committee meeting
GSC prepares drafts of ideas for sponsored sessions.  Graduate Student Coordinator requests administrative session/workshop submission rights for the NARST website	August 15 <sup>th</sup>	GSC NARST sponsored sessions
The Graduate Student Coordinator submits GSC committee-sponsored session(s) abstracts.	September 15 <sup>th</sup>	GSC NARST sponsored sessions
The Graduate Student Research Symposium Sub-Committee sends Call for Abstracts for the Graduate Student Research Symposium to the NARST email list.	September 30 <sup>th</sup>	Graduate Student Research Symposium Sub-Committee

Graduate Student Coordinator and GSC Co-Chair co-author and submit Board Report summarizing GSC activities that have occurred since the Board report from the end of the NARST conference.	October 1 <sup>st</sup>	Submit board report
GSC meeting to discuss planning for NARST events, recruiting volunteers, and identifying mentors for the Graduate Student Research Symposium.	Fall/Winter, after Fall NARST Board Meeting (no later than December 15 <sup>th</sup> )	Attend committee meeting
Graduate Student Research Symposium Sub-Committee and volunteers review and select abstracts for the Graduate Student Research Symposium.  Graduate Student Research Symposium email mentor recruitment form to NARST email list and/or target list.	January 15 <sup>th</sup>	Graduate Student Research Symposium Sub-Committee
Graduate Student Communications and Networking Sub-Committee identifies off-site location for the Social.  Graduate Student Research Symposium Sub-Committee finalizes mentors for symposium participants.	February 15 <sup>th</sup>	Graduate Student Communications and Networking Sub-Committee Graduate Student Research Symposium Sub-Committee
Graduate Student Research Symposium Sub-Committee emails symposium participant proposals to assigned mentors.	3 weeks before NARST conference	Graduate Student Research Symposium Sub-Committee

### Graduate Student Forum Sub-Committee

The Graduate Student Forum aims to guide and encourage beginning researchers by discussing the various parts of a graduate career, e.g. getting involved in NARST, completing the dissertation, or searching for a position. Attendees of the forum are given the opportunity to participate in roundtable discussions with experienced colleagues on all matters of academic and professional interest.

### **Graduate Student Communications and Networking Sub-Committee**

The Graduate Student Committee organizes one planned social. A venue is selected and emailed to NARST membership in advance of the conference. The Graduate Student Social is an effort to promote the development of peer networks and collegiality among graduate students.

### **Graduate Student Research Symposium Sub-Committee**

The Graduate Student Research Symposium is a poster symposium is to provide mentoring and support for graduate students as they develop their research projects by providing an opportunity to present works-in-progress and receive feedback from scholars in the field. Students are matched with faculty based on research areas for individualized feedback at the NARST annual conference. Up to 20 graduate student submissions are accepted for this sponsored session.

### **The Graduate Student Scholarship and Awards Sub-Committee**

The subcommittee organizes a travel scholarship for graduate student attendance at the annual conference as well as an Excellence in Mentoring Award. These initiatives are efforts to aid new NARST graduate student members to be able to afford attending the conference and to recognize outstanding mentors of graduate students among the NARST membership.

## **International Committee**

The membership consists of 9-13 members including the International Coordinator serves as the chair and a co-Chair. The Board Liaison (the International Coordinator) is a Board Member elected by the members of NARST. The NARST President-elect appoints the other members of whom at least two must be International NARST members, with two to four members rotating out every year from their three years of service. The President and Executive Director also act as ex-officio members. In the third year of the International Coordinator's service on the Executive Board, a new International Coordinator is elected in the Board elections. We ask the exiting coordinator to serve as a liaison to the incoming International Coordinator for the next year as an ex officio, non-voting Board member.

### **Committee Charge**

The International Committee organizes various activities including, but not limited to, Committee sponsored seminars at the NARST Annual International Conference and at meetings of affiliate organizations, a scholarship program, a Linking Science Educators Program (LSEP), and doctoral program. In the event that an international affiliate of NARST requests that NARST identify representatives to serve as research school mentors, speakers, or in other professional roles, the International Committee should recommend NARST members in good standing with the appropriate expertise and rank.

### **Committee Activities**

The committee is organized into 5 sub-committees. Each member of the International Committee is expected to participate in collective committee work. Each is also expected to serve on one or more of the following sub-committees:

### **NARST Scholarship Program Sub-Committee**

The sub-committee reviews applications from international NARST members for travel scholarships that are offered to provide international graduate students and early career researchers with financial assistance to travel to and participate in the NARST Annual International Conference.

### **Linking Science Educators Program Sub-Committee**

The sub-committee reviews applications for the Linking Science Educators (LSEP) program, an initiative designed to contribute to improvement of science educators in countries interested in science education reform. In particular, the program intends to support, but is not limited to, representatives from countries that are either economically disadvantaged (i.e., UNDP Human Development Index 0.70 or below), or educationally disadvantaged (e.g., low financial support towards science education with respect to their gross national product for education) who will implement new ideas on science educational reform in their countries. The LSEP program supports the economy round-trip airfare for “resource experts” while the host country provides the cost for the resource expert’s stay and for expenses for the proposed activity (conference/workshop/seminar, or other activity).

### **Mentor Program for ESERA Summer School Sub-Committee**

The sub-committee reviews applications from professors who are interested in participating in ESERA’s summer program as a coach/mentor. The coach/mentor is expected to give lectures or carry out workshops during the summer school program. The mentor must have been member of NARST for at least 5 years and a full-time university faculty member at the institution. ESERA will cover on-site expenses (food and accommodation) and provide reimbursement for travelling costs to a maximum of EUR 500,00.

### **Doctoral School Program Sub-Committee**

The sub-committee reviews applications from doctoral students who are interested in participating in doctoral school programs and selects candidates to receive a stipend to support attendance at the doctoral summer school (e.g. ESERA, SAARMSTE). The committee coordinates with the relevant doctoral school. The main purpose of the funding is to support the learning experiences of science education doctoral students by providing an opportunity to meet with science education researchers and peers from other parts of the world.

### **International Science Education Recognition Program (ISER) Sub-Committee**

The sub-committee reviews applications from organizations who wish to have their events recognized by NARST. The International Science Education Recognition (ISER) program is designed to recognize international events that demonstrate science education research and that would benefit from NARST recognition. The aim is to build relationships across organizations and provide publicity for NARST in international contexts. The ISER Events program is meant to act as a catalyst to extend NARST’s interests and collaboration efforts with other science education researchers in different countries.

### **Procedures**

The International Coordinator chairs the International Committee; organizes and supervises the international activities of NARST, subject to review by the Board of Directors; and makes a report to NARST at the Annual Membership Meeting.

The International Committee hosts a symposium at each Annual International Conference.

The International Committee sponsors an ESERA Session at the NARST Annual International Conference, while ESERA sponsors a NARST Session at its conference. Similarly, we have a reciprocal agreement with ASERA, to sponsor one session with ASERA at our conference and we have a session at their conference in alternating years.

## **NARST International Committee Travel Scholarships**

### **Purpose**

The NARST international committee scholarships have been established to demonstrate NARST's commitment to excel as an international organization by financially supporting international science education scholars from various countries in order to encourage discussion on science teaching and learning from a global perspective. To achieve this goal, travel scholarships will be offered to provide international graduate students and early career faculty or researchers with financial assistance to travel to and participate in the NARST Annual International Conference.

### **Intent of Scholarships**

Scholarships are not meant to cover the full cost associated with attending the NARST International Annual Conference. They are rather intended to defray some of the cost of attending the conference. Therefore, a scholarship may be applied towards air travel, hotel, ground transportation, and/or conference registration fees. All applicants will need to register and pay for the fees before attending the conference. NOTE: *Reimbursement of expenses based on receipts submitted to the Executive Director will not be made until after the conference.*

### **Number of scholarships and scholarship amount**

We plan to offer scholarships ranging from \$300-\$1200 per scholarship on the basis of income-level category of the applicant's country of work. The total amount of scholarship monies granted per conference will not exceed a total of \$10,500.

### **Eligibility**

The following groups of individuals are eligible to receive a NARST International Committee scholarship includes:

1. NARST Membership: Members of NARST who are science education graduate students studying outside the USA.
2. Members of NARST who are science education scholars within 10 years since completion of their PhD and working outside the USA.

The following requirements must be met:

1. Recipients must have evidence that they will be participating in the conference by presenting a paper, participating in a seminar, or conducting NARST official business such as serving on the NARST board or chairing a NARST committee.
2. Applicants must demonstrate a need for the financial support of one of these scholarships in order to attend the conference.
3. First-time applicants are prioritized after the above criteria have been met. This being said, applicants may only receive a NARST IC Travel award twice in over a ten-year period.

*NOTE: Preference will be given to applicants from under-represented groups. Geographic location as well as per capita income level of an applicant's current country of residence will be a key consideration for determining the level of funding. An international graduate student studying within the US or an international faculty member/researcher working in the US, and members of the International Committee are not eligible for a scholarship.*

### **Scholarship application procedures:**

Applicants should

1. Fill in an application form.
2. Provide evidence for needing financial support.

Application materials should be combined into **one** Word or PDF file and submitted electronically to the Chair of the International Committee no later than December 15.

### **Selection process**

The Sub-Committee reviews and ranks the applications. Decisions are based on eligibility requirements stated above, the merit of the application and the evidence provided of financial need. Preference is given to applicants who will present papers at the NARST Annual International Conference.

To protect the anonymity and integrity of the selection process, Board Liaison of the International Committee (who is not eligible to apply for the scholarships) will:

1. Solicit, collect, and mask the applications.
2. Not engage in the review of the candidates or cast votes for recipients, including in the case of a tie.
3. Distribute and synthesize the recommendations of the Committee.
4. Report to the NARST Board of Directors and to the applicants regarding final awardees and alternates.

**Application deadline** for the scholarships is December 15.

Detailed information and the application form for the scholarships are posted on the NARST website.

Scholarship application procedures and rubric can be found in the NARST Handbook.

## Linking Science Educators Program (LSEP)

The Linking Science Educators (LSEP) program, initiated by International Committee of NARST, is an initiative designed to contribute to improvement of science educators in countries interested in science education reform. In particular, the program intends to support representatives from countries that are either economically disadvantaged (i.e., UNDP Human Development Index 0.80 or below), or educationally disadvantaged (e.g., low financial support towards science education with respect to their gross national product for education) who will implement new ideas on science educational reform in their countries. This program is available to countries interested in improving science education with support from experts who are members of NARST. The chairpersons of a science education association in these countries or other recognized bodies in the countries are eligible to submit project proposals.

The LSEP program supports the economy round-trip airfare for “resource experts” (who must be NARST members) while the host country provides the cost for the resource expert’s stay and for expenses for the proposed activity (conference/workshop/seminar, or other activity). Countries that are involved in science education reform are encouraged to submit a proposal for the LSEP program via the chairpersons of their science education association or other recognized bodies in the country to the NARST International Coordinator/International Committee Chair. LSEP program will act as a catalyst so NARST members may contribute their expertise and experiences in theory and in practice to people in different countries.

To qualify for a LSEP, the chairperson of a national science education association or other recognized body must submit an application to the NARST International Coordinator.

### Purpose

The *Linking Science Education Program (LSEP)* has been established for the following purposes:

1. Bring science educators to countries that are interested in improving science education, in particular, to economically disadvantaged or underrepresented countries, for implementing new ideas in science education reform.
2. Encourage NARST members to contribute their expertise and experiences in theory and practice to different regions and countries.
3. Demonstrate the commitment of NARST to improving science education research in different cultures.
4. Share responsibilities for improving scientific literacy of global citizens in 21st century.
5. Promote active interaction among science education associations.

### Eligibility

1. Countries that are willing to implement science education reform will be strongly encouraged to submit the proposal for the LSEP program either via the chairpersons of their science education association or from other internally recognized bodies that are associated with the improvement of science education.

2. LSEP program will act as a catalyst to encourage NARST members to contribute their expertise and experiences in theory and practice to different regions and countries.

### **Budget**

The maximum total amount of this program is \$7,000 per year.

**Submission deadline:** January 15

**Starting and ending time:** February 1, -December, 31

### **Procedures and requirements of application**

The following procedures are recommended to those who are interested in applying LSEP:

1. Download descriptions of LSEP from [www.narst.org](http://www.narst.org), the official website of NARST.
2. Contact the International Coordinator of NARST by email.
3. Search for potential resource experts who will agree to participate in the LSEP activity.
4. Interact with the NARST International Coordinator for preparation of the proposal (e.g., Project submission form).
5. Submit the proposal to the NARST International Coordinator via e-mail fax, or post signed document on institutional letterhead to the NARST office (see NARST website).
6. Receive review comments from the NARST International Coordinator and make revisions for re-submission, if necessary.
7. Wait for the results of the final reviews to be announced.
8. If the proposal is accepted, implement the proposed project.

### **Additional Requirements**

1. Write a one-page description of the project and submit it to the NARST International Coordinator. This description will be posted on the NARST website. Support will be provided by the International Coordinator in writing the report if needed.
2. After completing the project, write a one-page report for NARST and submit it to the NARST International Coordinator. Support will be provided by the International Coordinator in writing the report if needed.

### **Selection Process**

The Sub-Committee will decide on those receiving the LSEP awards by consensus based on the need of applicants and strength of the proposal. Preference will be given to applicants who demonstrate a strong case for science education reform in their country that would benefit from international expertise. Recipients are chosen through a review process (Project review form available at [http://www.narst.org/LSEP/LSEP\\_reviewform.doc](http://www.narst.org/LSEP/LSEP_reviewform.doc)), final nomination by NARST International Committee, and approval by the NARST Board of Directors.

The selection process will be as follows:

1. Distribute application documents for evaluation by the International Committee



2. Review and synthesize the recommendations of the Committee.
3. Make decisions based upon the consensus of the Committee
4. Report to the NARST Board of Directors and to the applicants regarding final awardees The LSEP Project application and reviewer form can be found in the NARST Handbook.

## **Membership Committee**

### **Charge of the Committee**

The Membership Committee examines the membership of NARST as an organization and reports on the membership as dictated by the NARST Board; generates plans to recruit more members to NARST; and ascertains and responds to the ongoing needs and interests of the membership as a way to retain members.

### **Committee Composition**

The Committee consists of 12 members. Nine of these members are voting members with two additional non-voting members serving as advisory and one non-voting Board Director working with the Committee. The voting membership of the committee must include at least one graduate student and two International NARST members at all times. With the exception of the inaugural year of the Committee, the appointment term for voting committee members is 3 years with 3 voting members rotating out every year replaced by 3 members appointed by the President-elect. The Committee members represent the diversity of the membership and their interests as a whole.

One representative from the International Committee and one representative from the Equity and Ethics (E & E) Committee will be appointed by their respective committees to serve as advisors to the Membership Committee. Each appointed individual must have already served at least one year on his or her committee (E&E or International). These representatives will assist the Committee in addressing any questions or concerns regarding the diverse needs of the membership. Each appointed individual will serve a one-year advisory term with the Committee, although each may be selected for multiple terms if his or her committee (E&E or International) so chooses.

Two Co-chairs lead the Committee and a designated elected Board Director serves as a liaison between the Committee and the Board. The President-Elect, in consultation with the Board Director, recommends Co-chairs to the Board for approval.

## **Committee Member Commitments**

### **Committee Activities**

The Committee, in isolation or in collaboration with other NARST entities, will implement appropriate data collection activities (e.g., surveys, focus groups) to ascertain the needs and interests of the

membership. The Committee, in isolation or in collaboration with other NARST groups, will seek to address these needs and interests through NARST constituency-specific activities (e.g., graduate student forums and early career conference sessions) that may occur at or outside the NARST Annual International Conference.

## **Election Activities**

### **Procedure for Nominating and Rating Candidates for President-elect, Secretary-Treasurer, Directors, Graduate Student Coordinator, and International Coordinator**

The following paragraphs of the NARST Bylaws (Approval by NARST Membership February 2016) apply:

## **Article IV: Governance and Responsibilities**

### **Section 5: Eligibility for Service on Board**

Only NARST members in good standing are eligible to serve as a Director or Officer of the Association.

A nominee for President-elect must have served previously on the Board and have been a member of the Organization for a minimum of ten years. A candidate for President-elect who has not served on the Board, but who has been a member of the Organization for a minimum of 10 years, must have the nomination endorsed by at least 10 NARST members.

### **Section 9A: Nomination – Election, Procedures, Nominations**

The Election Committee shall propose to the Board a slate of at least two nominees for each vacant position, except that the Committee may, should it choose so, propose only one candidate for the office of Secretary-Treasurer.

Association members may offer potential nominees for the consideration by the Election Committee by forwarding a petition to the Chair(s) of the Election Committee. Each petition must be signed by at least ten (10) Association members.

Any individual who is on the ballot for the same open position in consecutive election cycles will only be required to submit their cv. Other required supporting documents previously submitted as part of their nomination packet will be “moved forward” with the updated cv. The requirement to submit all materials will be waived for three consecutive years.

### Timeline of Nomination, Review, and Selection Process

Timeline	Activity
Early May	Call for Nominations
~6 weeks	Deadline to submit nomination packets to Chairs of Elections committee or Executive Director
Early July	Completed Nomination packet sent to Elections Committee and advisors
One month	Elections Committee reviews packets, discusses, and submits ratings of candidates
Mid-August	Elections Committee discussions and vote of final candidates to recommend to Board
One month	All nominees contacted by Elections Co-chairs about continued willingness to run for office
Late September	Elections Co-Chairs submit recommendation to Board for approval [included in Elections report]
Fall NARST Board Meeting	Board votes on recommended slate
January	NARST Elections open [Call with electronic ballot sent to membership by Executive Director]
February	NARST Elections closed

#### Step 1: Call for Nominations

##### Nominations from Elections Committee members:

After the NARST conference, the Co-Chairs of the Elections Committee (hereinafter called Co-Chairs) ask the members of the Elections Committee to nominate potential candidates for President-elect, Secretary-Treasurer, Board of Directors, and the International Coordinator. To submit a nomination for any open position, the Elections Committee member must submit a nomination packet consisting of:

- A letter of nomination describing the nominee's experiences and qualifications for the position.
- A brief statement (of some 300 words), *prepared by the nominee*, describing the focus of the nominee's research, the nominee's affiliation with NARST to date and how the nominee envisions contributing to NARST as President-elect, Secretary-Treasurer, a Board Director, or International Coordinator.

- A curriculum vita (*provided by the nominee*): Nominees for President-elect are asked to send a current curriculum vita. Nominees for positions on the Board of Directors, Secretary-Treasurer, and for International Coordinator are asked to send a five-page curriculum vita that includes their education, scholarship record, relevant experience and participation in local, national, and international organizations.
- With respect to the office of President-elect, the nomination of a member who has been a member of the Association for a minimum of ten (10) years, but has not served on the NARST Board must have the nomination endorsed by at least ten (10) NARST members (as required by NARST Bylaws, Article IV, Section 5).
- With respect to the office of Secretary-Treasurer, the nomination may be a member of the board, or elected independent of board membership, and following Section 7 of NARST Bylaws, may serve two (2) consecutive, full three-year terms. The Elections Committee may, should it so choose, propose only one candidate for the office of Secretary-Treasurer (following NARST bylaws Section 9A.).

Nominations of potential candidates from the Elections Committee members must be submitted directly to the Elections Co-Chairs by the due date. Nominees who do not have fully completed nomination packets by the due date will not be considered by the Committee.

#### Nominations from the general NARST membership:

The Co-Chairs also send a message to the NARST membership requesting nominations of potential candidates for the open positions by the above petition procedure (Bylaws, Article IV). To submit a nomination for President-elect, Secretary-Treasurer, the Board of Directors, or the International Coordinator the person making the nomination must submit a nomination packet consisting of:

- A letter of nomination describing the nominee's experiences and qualifications for the position.
- A brief statement (of some 300 words), *prepared by the nominee*, describing the focus of the nominee's research, the nominee's affiliation with NARST to date and how the nominee envisions contributing to NARST as President-elect, Secretary-Treasurer, a Board Director, or International Coordinator.
- A curriculum vita (*provided by the nominee*): Nominees for President-elect are asked to send a current CV. Nominees for positions on the Board of Directors, Secretary-Treasurer, and International Coordinator are asked to send a five-page curriculum vita that includes their education, scholarship record, relevant experience and participation in local, national, and international organizations.
- Nomination packets must contain additional, written endorsements from 10 NARST members (as required by NARST Bylaws, Article IV, Section 9); with respect to the office of President-elect, the nomination of a member who has not served on the NARST Board must also contain written endorsements from 10 NARST members (as required by NARST Bylaws, Article IV, Section 5).

Nominations of potential candidates from the NARST membership must be submitted to the Executive Director by the due date. Only fully completed nomination packets will be provided by the Executive Director to the Elections Committee Co-Chairs. Nominees whose nomination packets are not completed by the due date will not be considered by the Committee.

## Step 2: Contacting the Nominated Colleagues

All potential candidates must be contacted by the person submitting the nomination in order to collect the nominee's required written statement and CV. After all fully completed nomination packets have been received and forwarded to the Co-Chairs, the Co-Chairs contact the colleagues who are nominated for positions on the Board and for International Coordinator to acknowledge receipt of the nomination and request confirmation of the nominee's continued willingness to serve if elected. The Immediate Past President contacts nominees for President-elect and Secretary-Treasurer to address any questions they might have about the position(s) and to confirm their willingness to serve if elected.

All nominees are asked to confirm that they are current members of NARST in good standing. The nominees are advised to immediately inform the Co-Chairs if at any point in the nomination and election process they are no longer able, or no longer wish, to serve in the particular office for which they are under consideration.

All potential nominees agree to comply with all Board policies, including without limitation to the Conflict of Interest Policy.

## Step 3: Rating

The Co-Chairs provide the completed nomination packets to all Elections Committee members, each of whom rates each nominee based on the rubric set forth below. The members of the Elections Committee submit their ratings to the Co-Chairs within three weeks of receiving the nomination packets. The advisors from the Equity and Ethics Committee and the International Committee also receive the nomination packets and are invited to participate in all related discussions. The advisors do not submit ratings or vote.

The criteria for the rating are the following.

- A. The nominee's research record  
The nominee's scholarship as indicated by common indicators including publications, citations by colleagues, research funds raised, positions achieved, and awards received should be evaluated here.
- B. The nominee's participation in and contribution to NARST  
Merely being NARST member for a long time and attending NARST Annual International Conferences on a regular basis should be a less significant indicator than active participation such as serving as a member of Committees, a Strand Coordinator or a Reviewer of NARST Annual International Conference proposals or the NARST Journal *JRST*.
- C. The nominee's record of leadership in NARST

The nominee's consistent engagement in administrative and executive roles in NARST over the past five years should be evaluated..

D. The nominee's potential leadership in NARST as indicated in nominee's statement.

An additional criterion pertaining to specific experiences and expertise is considered for the position of Secretary-Treasurer.

For nominees for President-elect, the Committee should consider:

1. how the nominee's ideas, visions, scholarship, and leadership experience will advance the mission of NARST;
2. how the nominee demonstrates skills required to fruitfully collaborate with Board members, the Executive Committee, and committee members; and
3. the nominee's facilities and abilities to organize the large-scale annual NARST International Conference.

For nominees for Secretary-Treasurer, the Committee should consider:

1. how the nominee's ideas, visions, scholarship, and leadership experience will advance the mission of NARST;
2. how the nominee demonstrates skills required to fruitfully collaborate with Board Directors, the Executive Committee, and committee members; and
3. how the nominee demonstrates the ability to translate and communicate budgetary information to laypersons, understand budgets of organizations, and manage minutes according to Robert's Rules of Order.

For nominees for Directors-at-Large, the Committee should consider:

1. how the nominee's ideas, visions, scholarship, and leadership experience will advance the mission of NARST;
2. how the nominee demonstrates skills required to fruitfully collaborate with the other Board Directors and committee members; and
3. the diversity of NARST membership and whether this nominee would contribute to the Board reflecting that diversity.

For the International Coordinator additional criteria are applied:

1. The nominee must have familiarity with the current status and future development of international science education research.
2. The nominee can be a member from any country (including the US)

For each of the criteria a three-point scale is used. The final score of each Committee member's rating of each potential candidate is the sum of the scores achieved for the above four criteria A, B, C, and D.

#### **Step 4: Evaluation of the Ratings**

The Co-Chairs total each Committee member's rating of each potential candidate and then provide the confidential ratings and comments to the Committee and advisors from the International Committee and

from the Equity and Ethics Committee. Following discussion by the Committee and advisors, at least two recommended candidates for each open Board position, at least two recommended candidates for International Coordinator (when up for election), and at least two recommended candidates for President-elect will constitute a slate proposed to the Board. The Elections Committee has the option of selecting more than two recommended candidates for any position and only one candidate for the Secretary-Treasurer position.

A confidential ranked order list of all nominees for all offices and the Co-Chairs' proposed final slate of recommended candidates as determined by the previously described process is provided by the Co-Chairs to the members of the Elections Committee for approval. If the Elections Committee cannot come to agreement on the final recommended slate, the Co-Chairs decide on the final recommended slate of candidates to be sent to the NARST Board. Before the final slate goes to the Board for approval, the Immediate Past President shall obtain a final commitment from all the candidates for President-elect to ensure they are indeed willing to serve if elected. The Co-Chairs of the Elections committee likewise get final commitment from all the candidates for Board Directors, International Coordinator, and Secretary-Treasurer.

Upon the conclusion of the NARST election, nominee materials, rating sheets and any lists should be destroyed by committee members.

### **Step 5: Approval by the Board**

The slate of recommended candidates is presented to the Board for approval. If the Board does not approve the slate, the Co-chairs and the Immediate Past President revise the list and send the revised list to the members of the Elections Committee for approval. Once Committee approval of a revised recommended slate of candidates is obtained, the revised slate is submitted to the Board for its approval. This process is repeated until the Board approves a slate of candidates. Upon the conclusion of the elections, nominee materials, rating sheets, and any lists should be destroyed by committee members.

### **Step 6: Informing the Final Candidates**

The Executive Director contacts the candidates on the approved slate, informs them of the NARST Election Campaign Policy (see below) and requests that they send a final position statement of 200 to 250 words and a digital photograph that will appear with the election ballot. These materials should be sent to the Executive Director. The Executive Director informs those potential candidates whose nominations were considered by the Elections Committee but who were not selected for the final slate that they will not be on the ballot. After the election, the Executive Director informs each final candidate only whether he or she was or was not elected. No additional information is provided regarding either the election results or the Elections Committee ratings.

The Executive Director confirms with all those elected that they agree to comply with all Board policies, including without limitation to the Conflict of Interest Policy.

### **Step 7: Voting Tallies for NARST Elections**

The functionality of the election portal of the website is such that the annual election is linked to the member database. When each member casts his/her ballot the result is captured electronically and recorded. Each member is able to vote once and only once. At no time does any member of the NARST Executive Board or the Elections Committee ‘count’ election votes. Votes are tabulated electronically. Candidates receiving the highest numbers of votes are deemed the elected candidates. The Executive Committee informs the NARST membership of the elections results.

## **Graduate Student Coordinator**

The NARST Graduate Student Coordinator is an elected and voting member of the Board. The person holding this position will serve a two-year term. The NARST Elections Committee will conduct a process to identify the individual to be appointed to the position. The appointee will assume the position at the Board Meeting immediately following the NARST Annual International Conference in odd calendar years. The Election Committee follows the nomination process utilized for the NARST general elections.

### **Timeline of Nomination, Review, and Selection Process**

<b>Timeline</b>	<b>Activity</b>
Early September	Call for Nominations
~6 weeks	Deadline to submit nomination packets to Committee co-chairs
Late October	Completed Nomination packets provided to Committee and advisors
One month	Committee reviews packets and submits ratings of candidates
December	Committee discussions and vote for candidate to recommend to Board
One month	Selected candidate contacted by co-chairs about continued willingness to serve
Early spring	Co-chairs submit recommendation to Board for approval

### **Application Process**

Applicants for the NARST Board Graduate Student Coordinator should submit (1) an up-to-date curriculum vita, (2) completed application form (see below), (3) copy of most up-to-date



transcript, and (4) a letter of support from the graduate program advisor. Applications should be sent by email to the Committee Co-chairs by the stated deadline.

The Committee will use a rubric to evaluate candidates and recommend its choice of candidate to the Board, which will make the final decision and appointment. The following criteria are used to evaluate the packets:

(1) graduate student's record with respect to the NARST mission, (2) graduate student's past contributions to NARST, (3) graduate student's leadership potential and performance, and (4) graduate student's potential future contribution to NARST.

## **Qualifications**

Graduate student applicants must be current members of NARST, with sufficient knowledge of and leadership in furthering NARST's mission and improving science education through research.

## **Position Description**

The NARST Graduate Student Coordinator is a 2-year appointed position to serve on the NARST Board of Directors as a voting member. The graduate student holding this position will serve to ensure graduate student viewpoints are represented in the discussions leading up to decisions being made by the NARST Board. Responsibilities of the position involve soliciting graduate student concerns, reporting Board decisions to the graduate students, and working to further the goals of NARST. The purpose of this Board position is to ensure graduate student voices are heard by the organization and to contribute positively to the governance of NARST.

## **Duties**

- Serves as chair of the Graduate Student Committee
- Participates in NARST activities, including Board Meetings at the NARST Annual International Conference, the Fall NARST Board Meeting, and electronic communications with the Board throughout the year.
- Participates in the planning of the Graduate Student Committee activities at the NARST Annual International Conference.
- Serves as a liaison between the NARST Board of Directors and NARST Graduate Student Committee.
- Facilitates communication and interactions among NARST Graduate Student Members, including social media outreach.
- Works on behalf of NARST Graduate Student Members in organizational and NARST Board matters.

## NARST Election Campaign Policy

NARST prohibits campaigning for all elections. The NARST publication of each candidate's biographical data, photo, and position statement shall be the total extent to which NARST members are informed about candidates for office. Any communication—oral, written, or electronic—sent by the candidate to all or a subset of members may announce only the names of all candidates for each office and the details of how and when to vote. Candidates whom the Board of Directors has determined to have violated this policy will be disqualified with the right to appeal.

## Program Committee

The Chair of the Program Committee is the NARST President. The President-elect serves as co-Chair. The Program Committee includes the Executive Director, and each of the Strand Coordinators (typically two per Strand, each with a staggered two-year term).

The charge of the Program Committee is to assist the President in planning and conducting the Annual International Conference.

## NARST Annual International Conference

### Procedures:

#### 1. Advisory Nature of Strands

Final program decisions will be based on the advice and opinions of the Strand Coordinators. The Program Committee Chair has the ultimate responsibility for the program as a whole. Considerations such as the number of meeting rooms available at the conference hotel and the room setup will influence the number of proposals that can be accepted altogether and the number of sessions that will be possible. The Program Committee Chair is responsible for ensuring that fairness has been achieved across Strands. Consequently, the Strand Coordinators' recommendations about acceptance/rejection of proposals and session formats are **only** advisory to the Program Committee Chair. In addition, the President (and not Strand Coordinators) will report all decisions about acceptance or rejection of proposal submissions. Thus, please direct any questions regarding the status of a proposal to the President.

#### 2. Criteria to Be Used in Reviewing Proposals

Strand Coordinators and Assessors on each Strand team should be guided in their reviews by the criteria set out in the Call for Proposals. The Call for Proposals identifies the following criteria.

- a. *Subject/Problem.*
- b. *Design or Procedure* for empirical or non-empirical (e.g., conceptual or position papers, reviews of the literature)
- c. *Analyses and Findings.*
- d. *Contribution*
- e. *General Interest*

The complete rubric can be found the NARST Handbook.

### 3. Limits on the Number of Presentations

The number of first author proposed presentations will be limited. The person to upload the proposal for submission for the NARST program is the first author. The rules are that an author may be:

- a. First author on only one stand-alone paper or a paper within a related paper set,
- b. First author on only one “interactive poster paper,
- c. Presenter in only one special symposium, and
- d. Secondary author on any other stand-alone, related paper set, and/or interactive poster paper.

The on-line system will not allow a first author to make any more submissions than those that meet these guidelines. All papers (individual or paper sets) are identified with a P for the first part of the proposal number, and for related paper sets the letter code is R. So, individuals can be first author on either a P or R proposal. For posters the letter is a Q, and for special symposia an S. A person can be first author for one additional Q or S proposal.

The first author limitation applies only to member’s individually submitted proposals. Symposia, invited sessions, keynote speakers, and workshops sponsored by Strand Coordinators or Board Members are not limited by first author and do no impact a member’s ability to submit individual proposals in addition those they were invited to present at NARST.

### 4. Requirements for First Author

The first author of the paper or poster, or organizer of a symposium is the one to upload the proposal for submission for the NARST program. Note that all first authors need to present their paper or poster, and the first author needs to pre-register for the meeting by deadline announced. Otherwise, the submission will be deleted from the program.

### 5. Authors presenting either a paper *or* a poster are required to have a manuscript for distribution at the paper or poster presentation

### 6. Formatting for Proposal Submission

Adobe PDF is the only format that will be accepted for a proposal upload. Proposers can save a Microsoft Word file, for instance, in PDF by using the “Print” field and pressing the button, “Save as PDF,” being sure that the suffix at the end of the file name has “.pdf”.

For all proposal submissions, the first author will need to submit the abstract (maximum 200 words) into a textbox provided at the website. In addition, the first author submits one electronic abstract file for the proposal. This abstract will be used exactly as entered later in the program, if the paper is accepted.

The document should be single-spaced with 1” margins all around in font no smaller than 12 on US letter size. In the document, the author(s) should address the five criteria that are part of the review process: 1) subject/problem; 2) the design/procedure; 3) the findings and analysis; 4) the contribution

to the teaching and learning of science; and 5) the contribution of the paper to the interests of NARST members.

- For a *paper or poster* by individual authors or co-authors, there is a maximum of five pages (including references).
- For a *related paper set* by multiple author or co-author groups, each first author of a paper within the paper set submits an abstract and proposal for that paper, in a maximum of ten pages per proposal (including references).
- For a *special symposium* by multiple presenters, there is a maximum of 10 pages (including references). This should include a description of all the papers in one document (including the five features listed above) within the set and indicate the relationship of the findings to one another.

#### 7. Invited Strand Sessions

Each pair of Strand Co-coordinators may (optional) recommend one invited Strand session (entitled Admin Symposium on the online submission web page). Board members in some cases (e.g., Publications Advisory Committee) may have two invited sessions. These sessions do not go through the normal review process. Suggestions for invited sessions are **advisory** to the Program Chair, who is responsible for the overall balance of the Annual International Conference. Strand Co-coordinators are encouraged to assemble a session and invite participants. It should be clear to invited speakers, however, that the session is not confirmed at the time of invitation. Strand Co-coordinators enter the Admin Symposium into the website. These invited sessions will be scheduled as part of the regular program and will count toward the Strand's total number of sessions for the conference. **Invited Admin Symposia or invited sessions must be uploaded by August 31<sup>st</sup>.**

Specific coordinator steps in processing proposals can be found in the NARST Handbook.

### Summary of Deadlines in Proposal Review Process

Date	Tasks
June 15	Call for proposals.
Around August 15	Solicit assessors for the Strand.
August 15	Deadline for NARST proposals submitted to NARST website. The website will shut down; so new proposals may not be submitted after that time.
Around August 21	Revisions to already prepared proposal submissions can take place directly on the website.

September 15	Assessors post completed proposal ratings and documentation to NARST website.
September 30	Strand Coordinators submit Rating Summaries and grouping/format/title recommendations to NARST website.

## Publications Advisory Committee

The membership consists of one chair, one co-chair and 10-11 additional members, 1-2 of whom are graduate students and at least two of whom are International NARST members, and the Board Liaison. The Board Liaison and the additional committee members are appointed by the NARST President-elect, with three committee members rotating out after three years of service and graduate students rotating out after two years of service. The *JRST* Editor(s), Directors of other NARST publication efforts, along with the NSTA Research Director, the NARST Liaison to NSTA, and the NARST President and Executive Director serve as ex officio members. The chairs compile information for the report and submit it to the Board Liaison. The Board Liaison makes a report to NARST at the Board meeting.

### Committee Charge

The Publications Advisory Committee serves in an advisory capacity for all NARST-sponsored publications, including *JRST*, position papers, and research-practice documents. The PAC coordinates publication efforts with the External Policy and Relations Committee and Research Committee, which involves recommending policy, as well as overseeing the development and dissemination of publications specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations.

Each member of this committee is expected to participate in collective committee work to support the following PAC initiatives: (a) Research for Practitioners and Policymakers, (b) Teacher / informal educator scholarships, (c) NARST Conference workshops / administrative sessions. The main tasks for these initiatives are described below.

### Research for Practitioners and Policymakers

#### Tasks

- Collaborate with the Research Committee and the External Policy and Relations Committee on the development of policy, as well as documents related to policy, such as position statements and research-practice documents.
- Select *JRST* articles for the NARST/NSTA Annual Research Worth Reading Recognition..

#### Procedures and Timeline

1. Select articles from the last *JRST* volume, to be recognized at the Annual Conference (see below), completing this work towards the beginning of each year.

2. Collaborate in an ongoing way with members of other committees and with the NSTA Research Director to develop and publish documents that have broad appeal to multiple audiences, including teachers and policymakers.

## **Teacher / Informal Educator Scholarships**

### Tasks

- Provide scholarships for classroom teachers and/or informal science educators to attend the NARST Annual International Conference.

### Procedures and Timeline

In September of each year, a call goes out for scholarships for classroom teachers and informal science educators (see below).

#### Scholarship for classroom teachers and informal science educators

Each year in September, the PAC chairs send out a call to the NARST membership for up to 9 scholarships, each worth \$700. An application can only be made by a NARST member, on behalf of a collaborating classroom teacher or informal science educator. The scholarship is meant to facilitate attending the NARST Annual International Conference. Applications should be submitted by December 15. The PAC has developed a procedure and a rubric to review the applications. Each proposal is scored on the rubric by members of the PAC on the basis of the scores, a ranking is made, with only one application per NARST member/PI/adviser being considered in the first round of the selection process. The nine applicants with the highest scores are selected to receive the scholarship. Scholarship recipients are informed by the PAC chairs about the scholarship being granted to them. Throughout this procedure, the PAC chairs communicate with the chairs of the International Committee and the Equity and Ethics committee, the Graduate Students committee, and the Executive Director, to: (a) check for ‘double’ applications and (b) pool the different scholarships, if, for instance, the number of applications for one stipend is lower than the number of scholarships.

## **NARST Conference workshops / administrative sessions**

### Tasks

- Sponsor two Pre-Conference Workshops at the NARST Annual International Conference – one aimed at reviewing for *JRST* and the other to be determined by the committee.
- Sponsor two sessions at the NARST Annual International Conference - one by the Editors of *JRST* on publishing in the journal and the other to be determined by the committee.
- Coordinates the NARST/NSTA Annual Research Worth Reading Recognition session.

### Procedures and Timeline

- During the summer the PAC discusses, agrees upon, and organizes the committee-sponsored workshop and session for the next NARST Annual International Conference. An abstract for this session, for the

*JRST* Editors' session and for the NSTA's Annual Research Worth Reading Recognition, is submitted approximately October 1<sup>st</sup>. In the same time period, the PAC chairs contacts the *JRST* editors about the abstract for the pre-conference workshop aimed at reviewing for *JRST*. Workshop plans are submitted with the PAC report for the Fall NARST Board Meeting.

The committee as a whole undertakes additional responsibilities, as described below.

### **Committee Activities**

- Review the slate of nominees for *JRST* Editorial Board and Associate Editors, and make a motion for approval by the Board on the final version of the slate.
- Members of the *JRST* Editorial Board are appointed for a three-year term and may not be appointed to consecutive terms. Exceptions to this policy must be submitted to and be approved by the Publications Advisory Committee.
- Consider publications for endorsement by NARST (see below).

### **Procedures and Timeline**

1. In February prior to the NARST Annual International Conference, *JRST* Editors provide a slate of candidates for the Editorial Board and Associate Editors, as needed. PAC members review and discuss the slate, and then make a motion at the Board meeting during the conference to endorse the final version of the slate.
2. The PAC collaborates in an ongoing way with members of other committees and with the NSTA Research Director to develop and publish documents that have broad appeal to multiple audiences, such as NARST membership, teachers, and policymakers.

### **Endorsement by NARST of publications**

The PAC drafted guidelines for seeking NARST endorsement for publications developed by members. These guidelines have been applied in practice, evaluated by the PAC and approved by the NARST Board (March 2011).

#### **Items to submit:**

1. Cover letter that includes the following information – (a) request for NARST endorsement that includes a statement of how the publication will support or advance the (international) mission of the association; (b) author information, highlighting NARST membership; (c) publisher information; (d) involvement/endorsements of other associations (if applicable); (e) statement of commitment by the publisher to market the publication among NARST membership.
2. Book prospectus (prepared for the publisher).

#### **Process:**

1. Submit the request to Board liaison of the NARST Publications Advisory Committee.

2. If the application is complete, Board liaison will distribute to members of the PAC and request feedback/comments. Questions will be addressed directly to the applicant(s), so as to allow time for dialogue.
3. The PAC Board liaison will present the request to the NARST Executive Board with a recommendation regarding publication.
4. If approved, the applicant(s) will (a) work with the PAC to develop an agreement with the publisher; (b) provide periodic updates to the PAC Board liaison as designated in the approval letter, and (c) discuss with the PAC Board liaison how NARST endorsement will be made visible in the publication.
5. If the application for endorsement is not approved, applicants will be provided with a rationale and feedback from the PAC Board liaison.

## **Research Committee**

The Research Committee membership consists of 15 members (14 voting members, of whom at least two are International NARST members, and a graduate student as a non-voting member). A Board Member appointed by the NARST President-elect serves as Board Liaison. The NARST President-elect appoints the 14 voting members (and the non-voting graduate student) with five members rotating out every year after three years of service. The NARST Liaison to NSTA serves for three years and is appointed by the Board upon a search and recommendation by the Research Committee. The NARST Liaison to NSTA represents NARST on the NSTA Committee on Research in Science Education and as a part of the Alliance of Affiliates (AOA). The President, the Executive Director and the NSTA Research Director serve as additional ex-officio members. The President-elect appoints a Board member to serve as Co-Board Liaison during the final year of the Liaison's tenure on the Board. The Co-Board Liaison succeeds to the Board Liaison position upon the Board Liaison's retirement from the Board. The Board Liaison makes a report to NARST at the Annual Membership Meeting.

The Research Committee structure will consist of Leadership Team (Lead Chair, Co-Chair, and Secretary) with four subcommittees: 1) Researcher Development, 2) Research Impact, 3) Research to Practice, and 4) Research Networks (each with a Lead Chair, Co-Chair, and 1 member at large). The NARST Liaison to NSTA serves as the Lead Chair of the Research to Practice Subcommittee. The Graduate Student serves as an additional subcommittee member on one of the four subcommittees.

## **Committee Charge**

The Research Committee develops, organizes and/or implements various professional development activities for the NARST membership, including special research-focused pre-conference workshops at the Annual International Conference and research reviews and research-oriented documents specifically designed for internal use and member benefit; conceptualizes, develops, and disseminates reviews of research and white papers on appropriate topics; and supports the work of the NARST Liaison to NSTA. The NARST Liaison to NSTA is responsible for coordinating NARST-sponsored sessions at NSTA conventions. The Research Committee supports this work of the NARST Liaison to NSTA by helping to review and select presentations.



## **Research Committee Activities**

The committee is organized into four sub-committees. Each member of this committee is expected to participate in collective committee work. Each is also expected to serve on one of the following subcommittees:

### **Researcher Development Subcommittee**

Reviews, organizes, implements, and disseminates highlights of various research professional development activities for the NARST membership, including pre-conference workshops and recommending hosts for the S. K. Abell Institute.

### **Research Impact Subcommittee**

Convenes conference panels and develops and/or disseminates reviews of research and white papers on appropriate topics for diverse audiences to enhance the NARST mission to improve science teaching and learning through research.

### **Research to Practice Subcommittee**

NSTA & Practitioners: Organizes dissemination of research to practitioners (teachers, administrators, and policymakers) through synergistic partnerships, conference sessions, publications, and other initiatives that communicate science education research findings and foster cooperation with NSTA and other educational and scientific societies.

### **Research Networks Subcommittee**

Reviews and supports internal networks and organizational structures for members who are drawn together by a common interest in a unique field of study, teaching, or research. within the community (e.g., RIGs and Strands) to foster research, collaboration, and dissemination through the optimization of these professional connections.

Other activities of the Research Committee include:

- The revision of research areas included in the NARST Membership form;
- The support of commissioned papers on timely and important research topics;
- The vetting and promotion of new ideas for increasing the visibility of NARST research.

## **Procedures and Timeline**

1. NSTA representatives request that the NARST Liaison to NSTA provide names, titles and abstracts for two hours of programming at each of the three NSTA Annual Area Conferences. This communication takes place in December or January and NARST submissions are due in February. The NSTA Area Conferences take place in the fall of the same calendar year.

2. NSTA representatives will request that the NARST Liaison to NSTA provide names, titles and abstracts for ten hours of conference programming at the NSTA Annual National Conference. This communication takes place in early spring of the year that precedes the conference. NARST submissions are due in May (for the next year's Spring conference).
3. The call for pre-conference workshops goes out in mid-summer for the following year's NARST international conference. Research Committee members review proposals and return results in September.
4. Categories of research interest for the membership form are reviewed and updated by chairs of the Sub-Committee every few years
5. On a regular basis, research papers are commissioned as one means of disseminating NARST-related research to wider and more varied audiences.
6. The Chairs of the Sub-Committee regularly reviews new mechanisms of producing press releases, developing web pages, sponsoring workshops or other events related to the increased visibility and understanding of NARST-related research

NARST sponsors the Sandra K. Abell Institute for Doctoral Students every other summer on odd-numbered years. The chart below outlines a timeline that extends over three calendar years for this initiative.

Time	Activity
Yr 1 Summer	Research Committee solicits and reviews proposals to host the Abell Institute.
Yr 1 Fall	Research Committee recommends a host proposal to the Board.
	Board makes funding decision. The host team begins recruitment of participants.
Yr 2 Spring	Host team selects participants and finalizes plans.
Yr 2 Summer	Abell Institute is hosted.
Yr 2 Fall	The host team and the external evaluator provide reports to the Research Sub-Committee. Research Sub-Committee forwards reports to the Board liaison who communicates with the Board.

Yr 3 Spring	Research Committee and host team may collaborate on a culminating activity for the Abell Institute participants at the NARST Annual Conference (e.g. poster session).
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The NARST-NSTA Liaison meets with the AOA at the NSTA National Congress for Science Education held each year in July. AOA representatives also participate in conference calls that take place monthly or every two months. Four of the eight AOA representatives are elected by the AOA to serve on a leadership council. The AOA Leadership Council participates in the annual NSTA winter board meeting held in February

## Committee Resources

- Call for Preconference Workshop Proposals
- Preconference Workshop Proposal Review Sheet
- Preconference Workshop Acceptance Letter
- Preconference Workshop Declination Letter
- Solicitation Guidelines for NARST-Sponsored Presentations for the NSTA National Conference
- Solicitation letter for NARST-sponsored presentations at NSTA Area Conferences
- Supplemental Proposal Information for NARST-Sponsored Sessions at NSTA Area Conferences
- Request for Proposals to Host the Sandra K. Abell Institute for Doctoral Students
- Review Rubric for Sandra K. Abell Institute for Doctoral Students Proposals

The Call for NARST Pre-Conference Workshops, Preconference Workshop Acceptance Letter, and Preconference Workshop Declination Letter can be found in the NARST Handbook

Solicitation Guidelines and letter for NARST Sponsored Presentations at the NSTA National and Area Conferences can be found in the NARST Handbook

The Supplemental Proposal Information for NARST Sponsored Sessions at NSTA Area Conferences can be found in the NARST Handbook

The Request for Proposals to Host the Sandra K. Abell Institute for Doctoral Students can be found in the NARST Handbook

## Website Committee

### Charge of the Committee

The NARST Website Committee provides leadership and guidance to NARST regarding the organization's website and social media presence. The responsibilities include advising about the creation, curation, and modification of the website and other digital identity assets. This may include periodic evaluation of the website with input from the NARST membership. The Website Committee shall recommend changes to the website and offer suggestions about other digital identity assets to the Board of Directors.

### **Committee Composition**

The website committee composition should be designed to bring expertise and continuity to the discussion of the NARST website and digital assets on an ongoing basis. Two Co-chairs chosen from the NARST membership lead the committee. A member of the elected Board of Directors serves as a liaison and non-voting member. The President-Elect recommends Co-chairs to the Board for approval. In addition to the co-chairs, the committee membership consists five other voting members (two international). The President- elect appoints these members for a term of three years of service, renewable once. The co-chairs and appointed members' terms should be staggered to maintain continuity in membership.

## **The NARST Code of Ethical Conduct**

*(Approved by the Board 20 September 2018)*

The purpose of the National Association of Research in Science Teaching (NARST) Code of Ethical Conduct is to articulate a set of aspirational principles to guide and support members as they engage in professional activities—research, teaching, and service. NARST members are science education professionals who include researchers, practitioners, and graduate students from various cultures worldwide. These aspirational principles align with and support the mission of the organization to help all members achieve, develop, and contribute meaningfully to the improvement of science teaching and learning through research. NARST expects its members to adhere to the highest ethical standards. The Code of Ethical Conduct serves as a guide to the everyday professional conduct of science educators. Unfamiliarity with NARST’s Code of Ethical Conduct is not a valid defense for engaging in or failing to challenge observed unethical behavior. We accomplish this through our Code of Ethical Conduct where there is:

### **A. Professional Competence**

Science education professionals strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain professionally competent; and they utilize the appropriate scientific, scholarly, professional, technical, and administrative resources needed to ensure honesty and integrity. Science education professionals conduct research, teach, practice, and provide service only within the boundaries of their competence, based on their education, training, supervised experience, or appropriate professional experience. They consult with other professionals when necessary for the benefit of their students, research participants, and clients. They maintain awareness of current scientific, scholarly, and professional information in their fields of activity and undertake continuing efforts to maintain competence in the skills they use. Importantly, professional competence must also include a willingness to accept and integrate new information and experiences, regardless of the effect that process has on research outcomes.

### **B. Integrity**

It is the social responsibility of science education professionals to maintain integrity in all conduct, publications, and forums, and give due credit to the contributions of others. Adhering to this standard means science education professionals do not fabricate, falsify, or plagiarize. Public comments on matters of importance that are relevant to science education must be made with care and accuracy. Adhering to this standard means science education professionals do not use deficit language, deceptive statements concerning research data, or otherwise knowingly make false, misleading or deceptive statements in practicing and presenting research. Comment and debate within the bounds of collegiality and professionalism that keep the organization moving forward and current with emergent issues and perspectives are encouraged. Adhering to this standard means science education professionals do not use dismissive remarks or gestures, restrict multiple voices, or use derogatory language. In short, science education professionals conduct their professional activities in ways that engender trust and confidence.

### **C. Professional and Scholarly Responsibility in Science Teaching, Learning, and Research**

Science education professionals have a responsibility to use research practice and policy to advance NARST members’ understanding of the teaching and learning of science in all learning contexts— formal, informal, local, and global—through research, practice, and policy. They adhere to the highest scholarly and professional standards within their field of expertise and accept responsibility for adherence to those

standards. Science education professionals should regard the tutelage of graduate students and early career faculty as a trust conferred by the organization for which they work, as well as NARST, for the promotion of these individuals' learning and professional development.

Science education professionals understand that they form a community and show respect for other science education professionals even when they disagree on theoretical, methodological, or personal approaches to professional activities. In activities involving marginalized populations, it is essential that responsible science education professionals seek out the voices and experiences of members of these groups and treat them as critical to their scholarship. While always endeavoring to be collegial, science education professionals must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues, NARST's Equity and Ethics Committee, or organizational entities such as their institutional review board in order to prevent, avoid, or challenge unethical conduct.

#### **D. Respect for People's Rights, Dignity, and Diversity**

Science education professionals respect the rights, dignity, and worth of all people in their professional activities. They treat other professionals, students, research participants, and members of the organization fairly, respectfully, and without exploitation or harassment. Science education professionals acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own and take reasonable steps to avoid harm to others in the conduct of their work. They learn with others, share ideas honestly, give credit for others' contributions, and encourage others to contribute their unique skills, knowledge, and interests in professional environments. Science education professionals are sensitive to cultural, individual, and role differences in teaching, studying, and providing service to groups of people with distinctive characteristics, as well as the power differential that might result from such differences. Science education professionals carefully avoid discrimination and bias toward individuals and groups based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, presence of disabilities, educational background, socioeconomic status, or other personal attributes. They refrain from making biased assumptions about others and perpetuating demeaning attitudes and stereotypes. Science education professionals do not accept any forms of discrimination and actively challenge implicit and explicit forms of discrimination.

#### **E. Social responsibility**

Science education professionals are aware of their scientific and professional responsibility to the communities and societies in which they live. This awareness extends to their involvement and service to an increasingly diverse and international NARST community. NARST members are guided by the values and standards that reflect the professional literature. They strive to promote equity and the public good by advancing scientific and scholarly knowledge. Science education professionals are aware of the differences in society and culture that impact scholarly knowledge and academic work. They value and embrace the public trust in research and teaching and are concerned about their ethical behavior and the behavior of other science education professionals that might compromise that trust. Science education professionals should reasonably expect of themselves and others to be guided by a code of ethics that supports efforts to resolve ethical dilemmas.

### References

- AERA Council. (2011). Code of ethics: American Educational Research Association. *Educational Researcher*, 40(3), 145-146.
- American Sociological Association. (1999). Code of ethics and policies and procedures of the ASA committee on professional ethics. Retrieved from <http://www.asanet.org/membership/code-ethics>
- American Psychological Association. (2017). Ethical principles of psychologists and code of conduct. Retrieved from <http://www.apa.org/ethics/code/>

## NARST CONFLICT OF INTEREST POLICY

*Approved by the Board October 2015*

## **I. Introduction**

This Conflict of Interest Policy (“the Policy”) governs conflicts of interest involving (i) members of the Board of Directors and committees empowered to act on behalf of the Board of Directors of the National Association for Research in Science Teaching (“the Association”), and (ii) senior staff of the Association (collectively, “Interested Persons”). The purpose of the Policy is to protect the Association’s interests when it has entered into or is contemplating entering into a transaction or arrangement that might benefit a private interest of an Interested Person. The Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to the Association.

## **II. Definition of a Conflict of Interest**

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. Conflicts of interest may arise under numerous scenarios, including but not limited to the following:

- An Interested Person receiving or being considered to receive, directly or indirectly, compensation (e.g., consulting fees, speaking or writing honoraria, etc.) from, or having an actual or potential ownership or investment interest in, an entity offering or proposing to offer products or services to the Association;
- An Interested Person doing business or having a relationship with any entity doing business or wishing to do business with the Association; and
- An Interested Person also serving as an officer, director, employee or owner of another nonprofit organization or of a for-profit entity competing with the Association in the industry or profession served by the Association.

For purposes hereof, "family member" shall mean spouse, domestic partner, parent, mother-in-law, father-in-law, child, spouse of child, brother, sister or spouse of a brother or sister. Interests held by a family member shall apply to the extent such interests are known to the Interested Person.

For purposes hereof, "material financial interest" means any financial interest, including all forms of compensation, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person’s judgment with respect to decision-making on behalf of the Association.

A material financial interest would include the following:

- a financial ownership, partnership or substantial investment (equity or debt) interest in an entity of 5 percent or more (not minor shareholding in publicly-traded corporations);



- a financial ownership, partnership or substantial investment (equity or debt) interest which contributes to an Interested Person's income in a material way;
- significant honoraria or consulting fees; or
- a position as proprietor, director, managing partner or key employee.

### **III. Disclosure**

Interested Persons must disclose all conflicts of interest as defined in Section II. above, including those that *might* influence or be *perceived* to influence the actions or decisions of the Interested Person. Therefore, even if one believes that the relationship or other circumstance will not affect one's judgment or conduct, if it could do so or could reasonably be perceived as having the potential for improper influence, then it must be disclosed. This duty of disclosure extends to bids on or proposals for work solicited by or offered to the Association. Each Interested Person shall complete a Conflict of Interest Disclosure Form annually; such annual disclosures shall be supplemented by additional written disclosures as required by this Policy.

Disclosures of potential conflicts of interest by Association volunteers and the Executive Director of the Association shall be made immediately to the Association's Board of Directors. Disclosures by other senior Association staff shall be made immediately to the Executive Director of the Association, who shall consult with the Board of Directors on the matter, if necessary and appropriate.

All Interested Persons shall bring to the attention of the Association any actual or perceived conflict of interest involving any other Interested Person.

### **IV. Procedure Upon a Disclosure**

Upon making a disclosure of a possible conflict of interest, the Interested Person must make all requested information available to the Association's Board of Directors or the Executive Director, as applicable.

Possible actions that may be taken by the body or person reviewing the conflict of interest include, but are not limited to:

- prohibiting consideration of a proposal for providing products or services;
- permitting consideration of a proposal for providing products or services, but only as one of several competing proposals;
- determining, after exercising due diligence, whether the proposal related to the Interested Person is the most advantageous transaction or arrangement for the Association and, if so, whether it is fair and reasonable and in the best interest of the Association;

- requesting all necessary actions to eliminate the conflict of interest;
- determining that the Interested Person may not participate in discussion or determination of the matter to which the conflict of interest relates; and
- requesting the resignation of the Interested Person from the position with the Association.

#### **A. Disclosure to the Association's Board of Directors**

Upon receiving a disclosure of a possible conflict of interest concerning an Association volunteer leader or the Executive Director, the Association's Board of Directors shall consider appropriate action and decide whether a hearing is warranted. If a hearing is warranted, the Board of Directors shall provide for the due process rights of the Interested Person. If a vote is taken, that person must recuse and absent himself or herself from the vote. Any decision of the Board of Directors shall be final.

#### **B. Disclosure to the Association's Executive Director**

Upon receiving a disclosure of a possible conflict of interest concerning a senior staff member, the Executive Director shall consider appropriate action, which may include referral of the matter to the Board of Directors. Actions taken concerning Association staff members shall be final.

#### **V. Confidentiality**

Except to the extent that disclosure to members of the Board of Directors and the Executive Director is found to be necessary, all persons receiving a communication from a member or staff member pursuant to this Policy shall maintain the confidentiality of the contents of the disclosure, as well as any conclusions made as to whether there is a conflict of interest.

#### **VI. Violations of This Policy**

If the Executive Director or the Board of Directors has reasonable cause to believe that an Interested Person has failed to make a disclosure required by this Policy, the Interested Person shall be informed of the basis for such belief and shall be afforded an opportunity to explain the alleged failure to disclose. If, after hearing the Interested Person's response and making any further investigation warranted by the circumstances, the Executive Director or Board of Directors determines that the Interested Person has failed to disclose an actual or potential conflict of interest, appropriate disciplinary and corrective action, up to and including removal from an Association office or staff position and expulsion from the Association, shall be taken.

#### **VII. Records of Proceedings**

Minutes of meetings of the Board of Directors at which matters involving an actual or alleged conflict of interest under this Policy were discussed shall contain:

- the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed, and
- the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the matters discussed, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

#### **VIII. Compensation Committees**

A voting member of any committee (or the Board of Directors), the jurisdiction of which includes compensation matters, who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that compensation.