

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

NARST POLICIES & PROCEDURES MANUAL

Approved 11 December 2023

Table of Contents

Contents

NARST Mission Statement	11
Criteria for Advancing the Mission of NARST	11
NARST Conflicts of Interest Policy	11
Introduction	11
Definition of a Conflict of Interest	12
Disclosure.....	13
Procedure Upon a Disclosure	14
Confidentiality.....	14
Violations of This Policy.....	14
Records of Proceedings	15
Compensation Committees	15
Policies and Procedures for Behaviors Defining Negligence of Duty	15
Behaviors Defining Negligence of Duty	15
Procedures for Action	15
Board Members	15
Strand Coordinators	16
Committee and Sub-Committee Leadership	16
Committee Members.....	16
Members of NARST	16
Policy Statement for Harassment	16
The NARST Code of Ethical Conduct.....	17
A. Professional Competence	17
B. Integrity	17
C. Professional and Scholarly Responsibility in Science Teaching, Learning, and Research..	18
D. Respect for People’s Rights, Dignity, and Diversity	18
E. Social responsibility	19
NARST Membership Categories	19
Regular Membership.....	19
UNDP Membership.....	19
Student Membership	19

Emeritus Membership	19
Post-Doc Membership	19
Non-Collegiate Educator Membership.....	19
Board of Directors.....	21
Orientation of New Board of Directors	22
Committees: General Purposes of NARST Board and Standing Committees	22
Committees of the NARST Board.....	22
Audit Committee.....	22
Executive Committee.....	22
Finance Committee	22
Governance Committee	23
Personnel Evaluation Committee.....	23
Philanthropy and Giving Committee.....	24
NARST Standing Committees Overview.....	27
Awards Committee	27
Elections Committee.....	27
Equity and Ethics Committee.....	27
External Policy and Relations Committee	28
Graduate Student Committee	28
International Committee	28
Membership Committee.....	28
Program Committee	28
Publications Advisory Committee	28
Research Committee	28
Social Media, Website, and Communications Committee.....	29
Committee Appointment Timeline.....	29
Time Frame	29
Task.....	29
June	29
July - August	29
September.....	29
• Email list of prospective nominees to Board Liaisons.....	29
October.....	29
November - December	29
December	29
Electronic Voting Procedures	29
NARST Electronic Voting Policy and Procedure	30

Electronic Voting Conditions.....	30
Policy on Creation, Dissolution, and Renaming of Strands	31
Procedures.....	31
Strand Creation	31
Strand Dissolution.....	32
Strand Renaming.....	32
Research Interest Groups (RIGs)	32
RIG Funds and Administrative Sessions.....	33
Policy for Affiliates and Organizational Memberships	34
NARST Affiliation Policy.....	34
Purpose and Overview	34
Qualifications to Become an Affiliate.....	34
Types of Affiliations	35
Procedures for Becoming an Affiliate of NARST	35
Rights and Responsibilities of NARST.....	35
Rights and Responsibilities of the Affiliate	36
NARST Description for Affiliate Materials.....	36
Avoiding and Remediating Conflict of Interest	37
Procedures for Disaffiliation	37
Policy for NARST Membership in Professional Organizations	37
Requirements for Considering a NARST Membership.....	38
Procedures for Creating and Dissolving Memberships	38
Procedures for Creating Memberships.....	38
Procedures for Dissolution	38
Rights and Responsibilities of Membership.....	38
Executive Committee Duties	38
Presidential Duties	38
Establishing new Partnerships	40
President-Elect Duties	40
Immediate Past President Duties	41
Responsibilities and Procedures for NARST Secretary- Treasurer.....	42
Executive Director Duties	44
General responsibilities:.....	44
Conference Scheduling Responsibilities	46

Responsibilities of NARST Executive Director Concerning Conference Scheduling	46
The Program Data Manager Duties	46
The Management Company’s Duties	46
Membership inquiries	46
Administrative.....	46
Legal	47
Annual International Conference	47
Finances	48
Website	48
Board of Directors.....	48
JRST/Science Education Publications.....	49
Evaluation of Management Company	49
Journal of Research in Science Teaching	49
Responsibilities of the Position of Editor(s).....	49
High Levels of Organization and Management	49
Vision.....	49
Personal Qualifications	49
Journal Production and Responsibilities.....	50
Institutional Commitments.....	50
Wiley-Blackwell and NARST Commitments	50
Transition Policy to New Editors	50
Solicitation Phase.....	50
Transition	50
Masthead Change.....	51
Budget for JRST from NARST	51
JRST Editor Search Committee	52
The NARST Liaison to NSTA.....	52
Duties and Responsibilities:	52
NARST Sponsored Sessions at NSTA Conference(s):	53
NSTA Research Worth Reading:.....	53
NARST Standing Committees.....	53
Committee Leadership: Roles and Responsibilities	54
General Duties of Board Liaison	54
General Duties of Committee Leadership.....	54
General Duties of Sub-Committee Leadership	54
Committee Funds and Administrative Session.....	55
Procedures and Limitations.....	55
Awards Committee	55

Charge.....	56
Membership/Term of Service	56
Procedure for Changing Award Selection Committee Procedures	56
Code of Conduct for Award Subcommittee Members.....	57
Duties of the Awards Board Liaison.....	58
Duties of the Awards Selection Sub-Committee Chairs/Co-Chairs.....	59
Criteria for Service on Award Selection Committees	59
Distinguished Contribution to Science Education through Research Award Selection Sub- Committee.	60
Early Career Research Award (ECRA) Selection Sub-Committee.....	63
Outstanding Doctoral Research Award Selection Sub-Committee.....	65
NARST Fellow Award sub-committee.....	67
Elections Committee	69
Charge of the Committee	69
Committee Composition	70
Avoiding and Remediating Conflicts of Interest for the Elections Committee.....	70
Election Activities	71
Article IV: Governance and Responsibilities.....	71
In the event of a tie	77
Graduate Student Coordinator.....	79
Application Process	79
Qualifications.....	79
Position Description.....	79
Duties.....	80
NARST Election Campaign Policy.....	80
Equity and Ethics Committee.....	80
Avoiding and Remediating Conflicts of Interest for the Equity and Ethics Committee	80
Committee-Activity Procedures.....	81
Timeline	82
Pre-Conference Workshop Sub-Committee.....	82
Jhumki Basu Scholars Program and Symposium Sub-Committee.....	82
Symposium Sub-Committee	82
Equity Dinner Sub-Committee.....	82
External Policy and Relations Committee.....	83
Committee Charge	83
Avoiding and Remediating Conflicts of Interest for the External Policy and Relations Committee	83
The Policy Sub-Committee	83
Graduate Student Committee	87
Committee Scope.....	87
Committee Composition	87
Avoiding and Remediating Conflicts of Interest for the Graduate Student Committee (GSC)	87
Volunteering with the Graduate Student Committee	88
Committee Member Commitments.....	88

Graduate Student Forum Sub-Committee	90
Graduate Student Communications and Networking Sub-Committee	91
Graduate Student Research Symposium Sub-Committee	91
The Graduate Student Scholarship and Awards Sub-Committee.....	91
International Committee.....	93
Committee Charge	93
Avoiding and Remediating Conflicts of Interest for the International Committee	93
Committee Activities	94
NARST Scholarship Program Sub-Committee.....	94
Linking Science Educators Program Sub-Committee.....	94
Mentor Program for ESERA Summer School Sub-Committee	95
Doctoral School Program Sub-Committee.....	95
Procedures.....	95
NARST International Committee Scholarships	95
Linking Science Educators Program (LSEP).....	97
Membership Committee	99
Charge of the Committee	99
Committee Composition	99
Avoiding and Remediating Conflicts of Interest for the Membership Committee	99
Committee Member Commitments.....	99
Program Committee	100
Avoiding and Remediating Conflicts of Interest for the Program Committee.....	100
NARST Annual International Conference	101
Procedures.....	101
NARST Auxiliary Event Policy	103
Purpose and Overview	103
Eligibility for an Auxiliary Event	103
Procedures for Hosting an Auxiliary Event.....	103
Review Process.....	103
Rights and Responsibilities of NARST.....	104
Avoiding and Remediating Conflict of Interest	104
Publications Advisory Committee.....	104
Committee Charge	104
Avoiding and Remediating Conflicts of Interest for the Publications Advisory Committee	104
Research for Practitioners and Policymakers.....	106
Teacher / Informal Educator Scholarships	106
NARST pre-conference workshops / conference administrative sessions / virtual events	107
Committee Activities.....	107
Guideline for NARST endorsement of publications	108
Research Committee	108
Committee Charge	109
Research Committee Activities.....	109
Procedures and Timeline.....	109

Committee Resources	110
Social Media, Website, and Communications Committee	111
Charge of the Committee	111
Committee Composition	111
Committee Structure.....	111
Avoiding and Remediating Conflicts of Interest for the Social Media, Website, and Communications Committee	111
NARST Virtual Event Policy	112
Purpose and Overview	112
Eligibility for a Virtual Event	113
Procedures for Hosting a Virtual Event	113
Review Process.....	113
Rights and Responsibilities of NARST.....	114
Avoiding and Remediating Conflict of Interest	114
Gift Acceptance Policies and Guidelines	114
Purpose of Policies and Guidelines	114
Use of Legal Counsel	115
Conflicts of Interest.....	115
Restrictions on Gifts.....	115
Untenable Gifts	115
The Philanthropy & Giving Committee.....	116
Miscellaneous Provisions.....	117
Gift Acceptance.....	118
Gift Return	118
Confidentiality.....	118
Changes to Gift Acceptance Policies.....	118
Standard Gift Agreement	118
Recommendations for Procedures on Use of Standard Gift Agreement.....	121
Naming Policies and Procedures.....	122
Section I:General Principles	122
Section II: General Guidelines	122
Section III: General Scope	123
Section IV: Naming Committee	123
Section V: Charitable Gift Naming Opportunities.....	124
Section VI: Honorific Naming	124

Section VII: Determinations and Recognitions	124
Section VIII: Policy Revisions	125
NARST Investment Policy Statement	125
Purpose.....	125
Fiduciary Responsibility.....	125
Delegation of Authority	125
Conflict of Interest	125
Guiding Principles.....	125
NARST Funds.....	126
Risk Tolerance and Diversification	126
Investment Philosophy	126
General Procedures	127
Custody and Safekeeping.....	128
Benchmarks and Performance Management	128
Exceptions.....	128
Investment Policy Review.....	128
Acceptance and Authorization	128
Guidelines for the Selection of NARST’s Investment Advisor.....	128
Selection Process	128
Qualifications.....	129
Roles and Responsibilities	129
NARST Travel Expense Reimbursement Policy	131
Air transportation.....	132
Fees to reserve coach/economy seats ahead of check-in are allowed.	132
Ground Transportation.....	132
Lodging.....	133
Room Sharing.....	133
Meals and Incidentals	133
Spousal/Family/Guest Travel	133
Combined Business and Personal Travel	133
International Travel	133
Currency Exchange.....	134

Submitting Travel Reimbursements & the Payment Time Frame..... 134

NARST Policy on Public Statements 135

Statements about events external to NARST..... 135

Note: NARST Bylaws can be located on the Web at this URL: <https://narst.org/narst-bylaws>

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 annually 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 (example: December 2020 posting) to be in effect from January to December the following calendar year (example: effective January 2021 to December 2021). Additionally, a more extensive review of the manual will be carried out every three years.

NARST Mission Statement

NARST is a global 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 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 Conflicts of Interest Policy

(approved by the NARST Board October 2021)

Introduction

NARST acknowledges the value of professional activities external to it in which NARST members and staff engage. NARST also recognizes the likelihood that some outside activities may result in real or perceived

conflicts of interest. This Conflict-of-Interest Policy provides some guidance for managing such conflicts.

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.

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. That is, an independent observer might reasonably question whether the Interested Person’s judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. 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.

The list below is not exhaustive. It provides exemplars of a material financial interest which would activate conflict of interest concerns. A material financial interest would include, but is not limited to, 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) within the last 12 months.
- a financial ownership, partnership or substantial investment (equity or debt) interest which contributes to an Interested Person’s income in a material way within the last 12 months
- a significant honoraria or consulting fees within the last 12 months; or
- a position as proprietor, director, managing partner or key employee within the last 12 months.

For purposes hereof, "other interests" means any interest advancing or advantaging an Interest Person, including reputational, substantial enough that it would, reasonably could or be reasonably perceived by an independent observer to affect an Interested Person's judgment or actions with respect to decision-making on behalf of the Association.

The list below is not exhaustive. It provides exemplars of other interests which would activate conflict of interest concerns. Other interests would include, but are not limited to, the following:

A. Institutional Affiliations

- Employment, including consulting or compensated advisory roles, at an institution primarily involved in the decision of interest
- Previous employment at the institution primarily involved in the decision of interest within the last 12 months
- Under consideration for employment at the institution primarily involved in the decision of interest within the last 12 months
- Holding a current position of influence such as a seat on Board at the institution primarily involved in the decision of interest
- Recipient of an honorarium or an award from the institution primarily involved in the decision of interest within the last 12 months

B. Relationships

- Family members defined as spouse, domestic partner, parent, mother-in-law, father-in-law, child, spouse of child, brother, sister or spouse of a brother or sister
- Any close affiliations and relationships from familial ties in which an independent observer can reasonably perceive a connection among interests
- Past or present association as a thesis advisor or thesis student
- Collaboration on a project or publication within the last 12 months
- Co-editing (e.g., co-editor of a special issue of a journal, co-editor of a book) within the last 12 months
- Close personal friendships that may affect judgment or can be perceived as influencing judgment by a reasonable person familiar with the relationship

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.

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; for example, such actions may include, but are not limited to, recusal from discussions addressing the subject of the conflict of interest, using blinded or de-identified materials in decision, or other actions as appropriate.
- 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.

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.

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.

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.

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.

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.
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 as well as the NARST code of ethics, then the Executive Committee will seek evidence of breaches, 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. Courses of action may include, but are not limited to, the rescission of honors and awards; removal from committees or offices; and disqualification for future positions, honors, and awards.

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.*]

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 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 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

UNDP Membership

Student Membership

Emeritus Membership

Post-Doc Membership

Non-Collegiate Educator Membership

An individual requesting to become an Emeritus member should send an email request to the Executive Director and current President, in which s/he notes the desire to become an Emeritus member and also includes in the email the date of full retirement. The individual will receive an email response back from NARST, from 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 an *. Emeritus members can be active members by paying a one-time Lifetime membership fee or by paying a yearly amount equivalent to a graduate student membership.

To better understand who comprises the NARST membership, the following demographic information is electronically collected each year at the time of membership renewal.

Domain	Survey Question	
Gender Identity	I self-identify my gender as:	<ul style="list-style-type: none"> • Female • Male • non-binary • None of the Above: Please comment. • Prefer not to answer
Racial or Ethnic Identity	I self-identify as: (select all that apply)	<p>Using the broad classification system employed by the National Center for Education Statistics, please indicate your race/ethnicity. * If the below categories are deemed inappropriate, please choose "none of the above" and provide more information.</p> <ul style="list-style-type: none"> • American Indian / Alaskan Native • Asian • Black or African American • Latino, Latina, Latinx • Native Hawaiian or Other Pacific Islander • White • Two or more races • None of the Above: Please provide. • Prefer not to answer
Academic Degree	What is the highest level of academic degree that you have obtained?	<ul style="list-style-type: none"> • High school • Some college • Associate's degree • Bachelor's degree • Master's degree • Doctoral Degree <p>None of the Above: Please provide <open text response></p>
Academic Degree	In what year was the highest degree granted?	<drop down of years>
Current Role / Position	What is your current professional role?	<ul style="list-style-type: none"> • Graduate student • Postdoctoral student • Junior faculty (not tenured) • Senior faculty (tenured) • Undergraduate educator

		<ul style="list-style-type: none"> • P-12 educator • Educator/researcher at informal or nonformal institution • Nonacademic institution • Retired <p>Other role not listed here: <open text response></p>
Language	Select your primary language	<p>List of languages from a language bank</p> <p>None of the Above: Please provide. <open text response></p>

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), however funding for the Fall Board meeting is only provided for one JRST editor. For the board meetings held in conjunction with the annual conference, NARST pays two nights hotel stay for returning Board members and one night hotel stay for incoming/ outgoing Board members. International board members can request an additional night prior to the board meeting to accommodate the demands of international travel. The Board extends financial support for the Graduate Student Coordinator, President-Elect, President, Immediate Past-President, and Secretary-Treasurer for conference attendance in the following way: conference registration, hotel and meal expenses; transportation to and from the Annual Conference. The Board extends financial support for attendance at conference-connected BOD meetings to Directors residing in UNDP countries at or below the BOD-approved threshold for reduced membership fees in the following way: stipends for airfare (set cash amount) and hotel stays (designated portion of rooms compensated by the conference hotel). The amounts of these stipends will be determined on an annual basis by the Finance Committee.

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. All voting board members also agree to step down from any other NARST leadership positions that could present an internal conflict of interest (e.g., RIG leadership, committee membership) for the duration of their term on the board.

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, in addition to the chair (president-elect) at least one of whom will be a Director. Active NARST members or non-members with financial background may be members. The NARST Executive Director and representative(s) from NARST's association management company may not be members of the Audit Committee but may be invited to attend meetings to answer questions as deemed necessary by the Audit Committee. 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. The Audit Committee will oversee a formal audit every three years (2023, 2026, 2029, etc.) and will conduct external financial reviews in years without an audit as deemed appropriate by the Finance Committee.

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 following persons: (a) the Finance Committee, (b) the President-Elect, (c) the Executive Director, and (d) appropriate representatives of the Association Management Company. These persons shall prepare the draft budget at an in-person budget preparation meeting held on an annual basis approximately two weeks prior to the Fall NARST Board Meeting. The draft budget 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. Additionally, the Committee is allotted a discretionary fund of \$4,000 to address organizational issues that arise and may need an immediate remedy.

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)

Philanthropy and Giving Committee

The Philanthropy and Giving Committee is charged with reviewing all restricted gifts and gifts greater than \$5,000 made to NARST, properly screening and accepting those gifts, and making recommendations to the NARST Board on gift acceptance and other gift-related issues (e.g., naming), when appropriate.

The Committee shall consist of:

1. the NARST President.
2. the NARST Treasurer.
3. Board of Director affiliated with the External Policy and Relations Committee.
4. Board of Director affiliated with the Social Media, Website, and Communications Committee.
5. a relevant staff person involved in development/ advancement efforts; and
6. ex-officio members shall include the Executive Director and personnel responsible for development (when the position exists).

Contracted Personnel Evaluation Plan

At present, the non-temporary, contracted personnel financially compensated by NARST include: (a) an Association Management Company, (b) an Executive Director, (c) a Program Data Manager, and (d) a Website Manager. For all such personnel, the **Personnel Evaluation Committee (PEC)** is responsible for overseeing the evaluation process.

The table below presents the **Overall Plan** for the evaluation of contracted personnel.

Non-Temporary Contracted Personnel	Evaluation Type	Evaluation Measures
Association Management Company (AMC)	Formative (annual) Summative (every 3rd year)	<ul style="list-style-type: none"> ● Annual Evaluation Form* ● Self-Assessment ● Evaluation Letters ● Confidential Interviews**
Executive Director (ED)	Formative (annual) Summative (every 3rd year)	<ul style="list-style-type: none"> ● Annual Evaluation Form ● Self-Assessment ● Evaluation Letters ● Confidential Interviews
Program Data Manager (PDM)	Formative (annual)	<ul style="list-style-type: none"> ● Annual Evaluation Form ● Self-Assessment
Website Manager (WM)	Formative (annual)	<ul style="list-style-type: none"> ● Annual Evaluation Form ● Self-Assessment

* Annual Evaluation Forms are specific to each category of Non-Temporary Contracted Personnel. Each form is aligned with the scope of work described in the contract for that position. Sample Annual Evaluation Forms are available in the Personnel Evaluation Committee’s section in the Membership Portal.

** Confidential Interviews are *optional* and would be conducted by an external Human Resources Consultant (HRC) hired by NARST.

The table below presents the **Recipients of the Evaluation Measures** listed above.

Evaluation Measure*	Recipients
AMC Annual Evaluation Form	<ul style="list-style-type: none"> ● Full Board of Directors (voting and non-voting members) ● ED ● PDM ● WM
AMC Self Assessment Form	<ul style="list-style-type: none"> ● AMC CEO
ED Annual Evaluation Form	<ul style="list-style-type: none"> ● Full Board of Directors (voting and non-voting members) ● PDM ● WM
ED Self Assessment Form	<ul style="list-style-type: none"> ● ED
PDM Annual Evaluation Form	<ul style="list-style-type: none"> ● Presidential Team ● ED ● AMC CEO ● Board Liaisons ● Strand Coordinators
PDM Self Assessment Form	<ul style="list-style-type: none"> ● PDM
WM Annual Evaluation Form	<ul style="list-style-type: none"> ● Presidential Team ● ED ● AMC CEO ● Board Liaisons ● Committee Chairs
WM Self Assessment Form	<ul style="list-style-type: none"> ● WM
External Letters	<ul style="list-style-type: none"> ● NARST members and others as determined by the PEC
Confidential Interviews	<ul style="list-style-type: none"> ● NARST President ● NARST President Elect ● NARST Immediate Past President ● NARST Secretary Treasurer ● Other individuals as determined by the external Human Resources Consultant

* Instructions for completing Evaluation Measures are embedded within each measure and further clarified in accompanying emails.

The table below presents the **Evaluation Products** from engaging in the overall process.

Non-Temporary Contracted Personnel	Evaluation Measures	Evaluation Products***
Association Management Company (AMC)	<ul style="list-style-type: none"> ● Annual Evaluation Form (AEF) ● Self-Assessment (SA) ● Evaluation Letters (EL)* ● Confidential Interviews** (CI) 	<ul style="list-style-type: none"> ● AEF Summary ● SA Summary ● EL Summary ● CI Summary (HRC) ● AMC Written Response**** (AMC CEO)
Executive Director (ED)	<ul style="list-style-type: none"> ● Annual Evaluation Form ● Self-Assessment ● Evaluation Letters ● Confidential Interviews (CI) 	<ul style="list-style-type: none"> ● AEF Summary ● SA Summary ● CI Summary (HRC) ● ED Written Response (ED)
Program Data Manager (PDM)	<ul style="list-style-type: none"> ● Annual Evaluation Form ● Self-Assessment 	<ul style="list-style-type: none"> ● AEF Summary ● SA Summary ● PDM Written Response (PDM)
Website Manager (WM)	<ul style="list-style-type: none"> ● Annual Evaluation Form ● Self-Assessment 	<ul style="list-style-type: none"> ● AEF Summary ● SA Summary ● CI Summary ● WM Written Response (WM)

* Summative Evaluations only.

** Confidential Interviews are optional and would be conducted by an external Human Resources Consultant (HRC) hired by NARST.

*** Evaluation Products are produced by the Personnel Evaluation Committee unless stated otherwise.

**** Written Responses (also known as “Improvement Plans”) are limited to a maximum of 5 pages. Guidelines for these documents are available in the Personnel Evaluation Committee’s section in the Membership Portal.

As appropriate, the contracted personnel evaluation process adheres to the following **Universal Evaluation Period**: From the Sunday following the annual Fall Board meeting to September 1 the following year.

The table below presents a recommended **Timeline** from engaging in the overall process.

DAY*	ACTION
Sept. 1	<ul style="list-style-type: none"> ● PEC updates and finalizes Evaluation Measures to be used
Sept. 5	<ul style="list-style-type: none"> ● PEC Chair sends Instructions and Evaluation Measures to designated recipients
Sept. 15	<ul style="list-style-type: none"> ● Recipients submit completed Evaluation Measures

Sept. 29	<ul style="list-style-type: none"> • PEC finalizes its analysis of recipient responses and prepares Summaries
Oct. 2-4	<ul style="list-style-type: none"> • PEC Chair shares and discusses Summaries with individual contracted personnel
Oct. 4-11	<ul style="list-style-type: none"> • Individual contracted personnel prepare Written Responses
Oct. 13-15	<ul style="list-style-type: none"> • PEC presents process, results, and recommendations to the Board during its annual Fall meeting • BOD makes decisions regarding contracted personnel

* Revise dates as needed based on scheduling of the annual Fall Board meeting.

NARST Standing Committees Overview

Much of the programmatic work of NARST is accomplished through NARST Standing Committees. A pool of volunteers results from NARST members’ completion of a brief application in response to an annually distributed call to the NARST membership (see Committee Appointment Timeline). From this applicant pool of volunteers, the President-Elect selects possible appointees, even those with special stipulations with respect to graduate students and international members (see details for specific committees). The President-Elect presents the selections to the NARST Board of Directors for final approval.

To ensure adequate representation, each standing committee has at least one graduate student and at least two international members appointed by the President-Elect. Appointed members to NARST Standing Committees have voting rights on committee matters, unless noted otherwise in the sections devoted to specific committees in these policies and procedures. New committee members serve a three-year term except for graduate student appointments. Graduate student appointments are for a two-year term.

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 (EPRC) 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.

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 awards to support international participation 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 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.

Social Media, Website, and Communications Committee

The NARST Social Media, Website, and Communications 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 Social Media, Website, and Communications Committee shall recommend changes to the website and offer suggestions about other digital identity assets to the Board of Directors. The Social Media, Website, and Communications Committee shall oversee and facilitate the NARST Virtual Event policies and processes.

Committee Appointment Timeline

Time Frame	Task
Within one month of the conclusion of the annual conference.	Circulate call for committee volunteers to complete on-line form with May 31 st deadline for submission <ul style="list-style-type: none"> • Include reminder that membership must be current to serve on committee.
June	<ul style="list-style-type: none"> • Notify committee candidates of process • Check membership status of committee candidates • Notify committee candidates if membership has lapsed
July - August	<ul style="list-style-type: none"> • Review committee candidates • If and where necessary, recruit volunteers (e.g., elicit names from Board liaisons, committee chairs, former committee members, etc.)
September	<ul style="list-style-type: none"> • Email list of prospective nominees to Board Liaisons
October	<ul style="list-style-type: none"> • Present committee nominees to Board
November - December	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 vote, 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 a 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

As noted in the previous section, 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.

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.
4. 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.
5. 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 15th 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 15th 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 will be informed of their annual allocation by the Board Liaison to the Research Committee in October following approval of the annual budget. RIGs may request funds to contribute to RIG activities such as guest speakers. RIGs may not use their annual allowance to compensate current NARST members, including any members who are guest speakers or contribute to NARST related RIG work (includes honoraria, compensation for time, registration, travel, food/beverage). RIGs may not use their annual allowance to provide food or beverage for RIG events on site at the NARST Conference. In addition, RIGs may receive contributions and gifts. RIG 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 use 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 can request an administrative session in the NARST program. Requests for funding allocated from NARST for administrative sessions should include a detailed budget and justification linked to the purpose. The deadline for administrative session proposals and to request funding allocated from NARST to support these sessions is early September. RIGs submit by way of email the administrative session proposal with

corresponding budgets to the Board liaison to the Research Committee with a copy to the Program Data Manager and Executive Director and Executive Committee. The Finance Committee reviews the funding request. Receipts should be submitted to the Executive Director.

In addition, RIGs may offer virtual events throughout the year. The deadlines for completing requests for virtual events and associated funding requests are January 1, April 1, July 1, and October 1. Virtual event sessions are submitted through the NARST website Virtual Event form. Funding requests are submitted to the Finance Committee and copied to the Executive Committee and reviewed by the Finance Committee. Receipts should be submitted to the Executive Director. RIGs also can 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

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.

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.

Types of Affiliations

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.

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.

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.

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.

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

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

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.

Rights and Responsibilities of NARST

NARST maintains certain rights and responsibilities regarding 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.

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.

NARST Description for Affiliate Materials

If affiliates wish to describe NARST in their organizational materials and on their websites, the standard description below should be used:

NARST – A global organization for improving science education through research

Since its inception in 1928, NARST has promoted the improvement of science teaching and learning through 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 and make sustainable educational policies.”

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.

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. These procedures can be found in the NARST handbook.

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 participation 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

The Executive Committee consists of the President, President-Elect, and Immediate Past President.

Presidential 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." In addition, the president serves as the chair of the program committee and maintains external partnerships. A few duties are featured in the table

below. An \$8,000 discretionary fund, used within certain parameters, is available to support the President’s work.

The funds cannot be used for compensation in any form (e.g., stipend, paying for officer’s graduate student attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the President in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks, providing speaker honorarium for officer-designated conference sessions, and covering travel costs for NARST business (e.g., preview conference site, represent NARST at a conference) not subsidized by other NARST funds. The President must report the status and use of funds in Board reports for the October and conference Board meetings.

Month	Duty
April	Work with personnel to ensure online system is ready for upcoming proposal submissions
May	<p>Work with President-Elect and the Program Committee to:</p> <ul style="list-style-type: none"> • finalize the conference theme • finalize call for proposals • update directions for Strand coordinators <p>Work with the Executive Director to conduct an annual review of MOUs with external partners</p>
June	<p>Call for Proposals goes out</p> <p>Throughout the year, work to update any MOUs as needed</p>
August	<ul style="list-style-type: none"> • Invite speakers for conference keynote session(s) • August 15, proposals due • Call for Board and Committee Sponsored Proposals
September	<ul style="list-style-type: none"> • Write President’s report for Fall Board Meeting • Prepare report and budget for the annual international conference for discussion and approval at the Fall NARST Board Meeting • Oversee entire proposal review process • Strand Coordinators to post accept/reject proposals
October (early)	<ul style="list-style-type: none"> • Accept/reject notices sent to proposers • Work with President-Elect and the Program Committee to finalize the preliminary program
November – early December	<ul style="list-style-type: none"> • Send thank-you letters to Strand Coordinators • Begin advertising conference special sessions and keynotes of the conference • Ensure that election is organized
January	Finalize scheduling of the program and begin working with staff on the program book

February	<ul style="list-style-type: none"> • Communicate with membership and committee members regarding upcoming conference • Ensure Executive Committee communicates Elections results to the NARST membership
Four weeks prior to the annual NARST conference	<ul style="list-style-type: none"> • Prepare announcements for listserv to highlight conference themes, etc. • Prepare agenda for first March/April Board meeting held during the conference
Three weeks prior to the annual NARST conference	<ul style="list-style-type: none"> • 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 • Prepare brief speech on the state of NARST • Visit all committee and RIG meetings and thank members for serving

Establishing new Partnerships

The president is responsible for oversight of external partnerships and associated MOUs. Proposals for new partnerships can come from committees or individuals. They should articulate a compelling reason for the partnership. The executive committee will evaluate these proposals and make a determination of whether or not to bring it to the BOD for a vote.

Considerations in establishing a new partnership include

1. The balance of responsibilities between NARST and the external partner
2. Advancement of the NARST mission
3. Financial impact of the partnership

President-Elect Duties

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 serves as the chair of the Personnel Evaluation Committee. The President-Elect will undertake duties as delegated by the President with some responsibilities described below. A \$4,000 discretionary fund, used within certain parameters, is available to support the President-Elect's work.

The funds cannot be used for compensation in any form (e.g., stipend, paying for officer's graduate student attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the President-Elect in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks and covering travel costs for NARST business (e.g., represent NARST at a conference) not subsidized by other NARST funds. The President-Elect must report the status and use of funds in Board reports for the October and conference Board meetings.

Month	Duty
Entire year	<ul style="list-style-type: none"> • Shadow Current President in preparation for Presidential year • Co-Chair Program Committee • Prepare reports for the Fall and Spring NARST Board Meetings.
Within one month of	<ul style="list-style-type: none"> • The President-Elect will write Thank You letters on NARST letterhead signed by the Executive Committee to members rotating off committees

the conclusion of the annual conference	<ul style="list-style-type: none"> • Check committee rosters for accuracy and current membership for each committee member • Circulate call for committee volunteers to complete on-line form with May 31st deadline for submission • Include reminder that membership must be current to serve on committees
June	<ul style="list-style-type: none"> • Notify committee candidates of process • Check membership status of committee candidates • Notify committee candidates if membership has lapsed
July – August	<ul style="list-style-type: none"> • Review committee candidates • If and where necessary, recruit volunteers (e.g., elicit names from Board liaisons, committee chairs, former committee members, etc.)
August-September	<ul style="list-style-type: none"> • Meet with the Personnel Evaluation Committee to complete annual personnel evaluations • Prepare personnel evaluation report to present at the October board meeting
October	<ul style="list-style-type: none"> • Present committee nominees at October Board meeting
November-December	<ul style="list-style-type: none"> • 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 • Notify Board Liaison and Committee Chairs about new committee rosters for post-conference
December – January	<ul style="list-style-type: none"> • Develop the theme for the conference held during the year of Presidency • Write the commentary for the theme for posting in the call for proposals and conference program • Write a short synopsis of the theme commentary for posting on the website
Two-weeks prior to conference	<ul style="list-style-type: none"> • Notify Board Liaison and Committee Chairs about any change to committee rosters for post-conference

Immediate Past President Duties

The work of the Immediate Past President includes the tasks below. Other tasks assigned by the Board are possible. A \$4,000 discretionary fund, used within certain parameters, is available to support the Immediate Past President’s work.

The funds cannot be used for compensation in any form (e.g., stipend, paying for officer’s graduate student

attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the Immediate Past President in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks and covering travel costs for NARST business (e.g., represent NARST at a conference) not subsidized by other NARST funds. The Immediate Past President must report the status and use of funds in Board reports for the October and conference Board meetings.

- Chair the Governance Committee
- Work with the Finance Committee as member of the committee
- Assist with the evaluation of compensated personnel as a member of the Personnel Evaluation Committee
- Serve as a non-voting member of the Elections Committee and provide advice when needed.
- Work with non-voting Elections Committee members and Board Liaison of the Elections Committee to solicit nominees for new Board members and President-Elect.
- Help recruit 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, unless there is a conflict of interest.

Responsibilities and Procedures for NARST Secretary- Treasurer

The responsibilities and associated procedures for the Secretary-Treasurer are listed below. A \$4,000 discretionary fund, used within certain parameters, is available to support the work of the Secretary- Treasurer. The funds cannot be used for compensation in any form (e.g., stipend, paying for officer’s graduate student attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the Secretary-Treasurer in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks and covering travel costs for NARST business (e.g., represent NARST at a conference) not subsidized by other NARST funds. The Secretary-Treasurer must report the status and use of funds in Board reports for the October and conference Board meetings.

Secretary-Treasurer responsibilities from Bylaws	Processes
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	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. The President and Secretary-Treasurer shall report on the activities and financial condition of the Association at the annual NARST membership meeting

<p>shall report on the activities and financial condition of the Association.</p>	
<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.</p>	<p>This task may be delegated to the Association staff (NARST management) under the direction of the Executive Director.</p>
<p>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.</p>	<p>This may be delegated to the Association staff under the direction of the Executive Director. See handbook for the template for taking minutes.</p>
<p>The Secretary-Treasurer shall maintain the 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.</p>	<p>This is delegated to the Association staff under the direction of the Executive Director.</p>
<p>The Secretary-Treasurer shall be responsible for the integrity of financial matters of the Association as required by applicable law and the Bylaws.</p>	<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>The Secretary-Treasurer shall ensure Form 990 is correctly completed and filed before deadlines.</p> <p>Specifically,</p> <ol style="list-style-type: none"> 1. Draft Form 990 prepared by CPA Firm 2. Draft Form reviewed by Executive Director, Secretary-Treasurer, and Management Company 3. Final Form prepared by CPA Firm (as needed after Step 2) 4. Final Form signed by Secretary-Treasurer and returned to Management Company 5. Management Company returns Final Form to CPA Firm,

	<p>which files the Form with the IRS</p> <ol style="list-style-type: none"> 6. Form reviewed by Finance Committee 7. Form shared with the Board <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 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.</p> <p>Current annual budget will be kept on the NARST members only website.</p>

Executive Director Duties

The Executive Director is a key management leader of NARST – A Global Organization for Improving Science Education 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. The Executive Director is allotted \$6,000 for travel related to NARST business and \$5,000 for professional development specific to enhancing performance as the Executive Director of NARST.

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.

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

- Work with the appropriate personnel as needed to maintain the NARST website and undertake revisions, as necessary.
- Work with the appropriate personnel as needed to 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.
- Work with appropriate personnel as needed for establishing and maintaining 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 two Board Meetings per year: one around the Annual International Conference with one part held prior to the conference and the other part held immediately following the 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*.

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. 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). Travel funds are provided for only one JRST editor to attend the October board meeting.

Institutional Commitments

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

Wiley-Blackwell and NARST Commitments

- NARST will provide financial support, as it does for all Board Members, for one of 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 will be made by the NARST Board to facilitate the Editor's responsibilities, as needed.

Transition Policy to New Editors

JRST Editors should notify the NARST President during the fourth year of term to begin the search process for new JRST Editors.

Solicitation Phase

The solicitation for the new *JRST* editor(s) will be sent out in the summer of Year 4 of current editorship, with a deadline for submissions set for mid-September of Year 4 of the current editorship. The search committee provides an update to the NARST Board of the search process during the Fall Board meeting.

Recommendation for the new JRST editorial team would be submitted to the NARST Board mid-February during Year 5. 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 Revise and Resubmit).

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 ScholarOne;
- 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 eventual Board 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 five-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, unless such service would present a conflict of interest. In that event, the Presidential team and Publication Advisory Committee chair would name an alternative individual to chair the search committee. The Board makes recommendations for the constitution of this committee. 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 Advisory, External Policy, and Relations) at the NARST Annual International Conference and throughout the year via teleconference **as necessary to support NARST-NSTA Liaison initiatives (e.g., proposal reviewing, Research Worth Reading, MOU & other Liaison initiatives respectively)**
- Attend **AoA meetings** annually in spring (during the NSTA national conference), **for which NARST will budget \$3500 for travel and registration** and in summer (NSTA Board/Congress/AoA Retreat) and participate in teleconferences of the AoA
- Attend **NSTA Board and Council meetings** when invited
- Attend **NSTA Research Committee meetings** at the annual NSTA conference (**attendance supported as per above**) and throughout the year via teleconference
- Be a member of the Research to Practice Subcommittee of the Research Committee **and attend its**

- meetings.
- **Be a member of the External Policy and Relations Committee, particularly to assist with the development and implementation of the NARST-NSTA MOU and other Liaison initiatives.**

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(s):

The Liaison coordinates the NARST Sponsored Sessions at NSTA **conferences** as outlined in the MOU between the two organizations. The NARST Research Committee (usually by way of the Research to Practice Subcommittee) reviews and selects NARST-sponsored Sessions for the NSTA national conferences each year. The NARST Liaison communicates selections to the NSTA Conference Planning Team to provide 10 sessions for the national conference.

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

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 Committees¹.

NARST allocates funds to facilitate Committees' engagement in the annual conference or other approved NARST events (e.g., Virtual Events). Committees may not use their annual allowance to provide food or beverage for committee or RIG events on site at the NARST Conference. Committees may not use their annual allowance to compensate current NARST members, including any members who are guest speakers or contribute to NARST related committee or RIG work (includes honoraria, compensation for time, registration, travel, food/beverage).

Additionally, one administrative session per Committee (unless otherwise stated in the Committee description), 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 administrative sessions are submitted to the proposal system in early September. If there is a funding request, then the Director also submits a copy of the administrative session proposal along with the funding request to the Finance Committee and copying the Executive Committee. Requests are reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

In addition, Committees may offer virtual events throughout the year. The deadlines for completing requests for virtual events and associated funding requests are January 1, April 1, July 1, and October 1. Virtual event sessions are submitted through the NARST website Virtual Event form. Funding requests are submitted to the Finance Committee and copied the Executive Committee and reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

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 and Immediate Past President 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 and 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.

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, to support other approved NARST events outside of the annual meeting (e.g., Virtual Events), or to hire a student to complete work for the committee (e.g., managing social media, gathering or collating data). The NARST budget includes an allotted amount for each Committee, not for Sub-Committees, but for 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 Finance Committee and copies the Executive Committee. Requests should include a detailed explanation of costs and a justification linked to the Committee's charge. Requests will be considered quarterly with deadlines of January 1, April 1, July 1, and October 1. Requests are reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

Procedures and Limitations

Funding requests must be submitted to the Finance Committee for a review of its appropriateness for the request. 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). Requests will be considered quarterly with deadlines of January 1, April 1, July 1, and October 1. Requests are reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

Awards Committee

The Board Liaison is appointed by the NARST President-Elect. When the number of elected Directors is sufficient, 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 other committee members.

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 with voting status on the Committee. In addition, two graduate students appointed through the committee appointment process and with voting status serve on the Committee, specifically one on the Outstanding Doctoral Research Award subcommittee and the other on the Fellows Award subcommittee. Graduate students serve a two-year term.

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. If the number of elected Directors is sufficient, then the President-Elect may appoint a Board member (except the Graduate Student Coordinator) to serve as the Co-Board Liaison during the last year of another Award Committee 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 four 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 one international member.

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. To pass, the proposal will need a majority vote (50%+ 1).
5. If the Executive Committee disagrees with the outcome of the vote, it 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 (50% +1).
6. The Board Liaison presents the proposal approved by a majority vote (50% +1) of the Awards Committee to the Board of Directors as motion for Board approval.
7. Approved changes in procedures will adhere to the NARST Policies and Procedures schedule. Policies and procedures are approved and the NARST Policies and Procedures revised in one calendar year (e.g., October 2021); the updated NARST Policies and Procedures is posted on the NARST website in January following the year of the approval (e.g., January 2022); and the updated NARST Policies and Procedures are effective the calendar year (e.g., January 2022- December 2022). Decisions about accommodations to the previously described rule regarding when approved changes are implemented are judged by the nature of the proposed change.

Code of Conduct for Award Subcommittee Members

Confidentiality

All nominees and information about their work are 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.

Avoiding and Remediating Conflicts of Interest for the Awards Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in NARST Conflicts of Interest Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Awards Committee.

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, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with nominee in accordance with the definition of “family members” in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee

When a conflict-of-interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest includes removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict-of-interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and, when immediate action is needed, to the Executive Committee.

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, Board Liaison reinforces congratulations on behalf of the NARST Board and encourage them to attend the NARST Annual International Conference 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 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 Annual International Conference.
- Compile and submit a semi-annual report to be part of the NARST Board Book for the March/April 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 Annual International Conference or a 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 or a 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 for Award Subcommittee Members and Criteria for Service on Award Selection Committees with all committee members.
- Communicate problems in participation or requests for member replacements to the Board Liaison.
- Follow previously stated procedures for changing Award Selection Committees procedures.
- 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 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. 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 timeline are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference and other extenuating circumstances.

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

Approximate Date	Activity Description	Documents
May 15	First call for nominees from Awards Committee to 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 to 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 to 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
July 31	Deadline for submission of nomination letters	
Mid-August	Chair and co-chair make nomination letters available to committee members	
Late August	<p>Initial committee virtual meeting. Agenda:</p> <ul style="list-style-type: none"> • Overview of procedures for selection process; • Proposed changes in procedures to submit as motions to Board Liaison for Fall Board meeting. • Initial discussion of candidates 	
September 1	<p>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.</p> <p>The list of semifinalists is sent to the Awards Committee Board Liaison</p>	
Early September	Chair and co-chair send letters to nominators and semifinalists	<p>Letter sent to nominators for candidates who are not semifinalists;</p> <p>Letter to nominators and semifinalists</p>
September 15	Deadline for semifinalists to submit CVs	

Mid-September	Second committee virtual meeting to discuss semifinalists	
Before October 1	Committee vote to narrow the field down to four finalists. Deadline is Oct 1. Names of the finalists are sent to the Awards Committee Board Liaison.	
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 19	Nominators and candidates submit additional information, including: <ul style="list-style-type: none"> • Updated nomination letters and CV's to directly address DCRA criteria • Letters of support from three additional people • Evidence of Impact as determined by the committee. For example: Google Scholar Profile • Two examples of finalists' writing that exemplify their contributions to the field. 	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"> • Ranking of finalists • Yes or no vote on each individual candidate 	
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)	
Eight 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 designated sessions.	

General Information on Nominations

The general information below supplements the information provided in the DCRA announcement.

1. If one has been nominated in the immediate past, the nominators should explain in their letters what is significantly different in the nominee’s profile from the previous nomination(s) to be worthy of consideration. If this nominee advances in the review process, the nominee should also present a strong case about why the nominee should be considered this time for the DCRA.
2. The one-to-two-page narrative statement, one required submission of several noted in the DCRA call, should do more than simply repeat the information in the finalist’s CV. The narrative statement should present the finalist’s view of their research signature, trajectory, and impact, and of leadership and distinction in the field of science education.
3. The letter writers for finalists (who are invited by the nominator or the finalist) should share their understandings of the finalists’ contributions beyond what can be found in the finalists’ CVs.

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 doctorate 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.

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 timeline are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference and other extenuating circumstances. However, all nominations have a firm due date of July 31.

Timeline	Activity
March/April (NARST conference; year in process starts)	Obtain list of committee members and determine addresses including e-mail, fax, and phone.
Mid-May	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-June	Board Liaison sends 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-July	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.
July 31	Nominations due. ECRA Chair reviews all packages for completeness and requests additional material where necessary.
Mid-August	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 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 on 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 (year in which process ends)	ECRA Chair and Co-Chair announces recipient(s) at the 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 and only dissertations in English can be considered for this award. The dissertation must have been completed within 15 months prior to September 15th 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 March/April Board report by February 15 and forward to Board liaison.

In the event of 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. However, all first-round nominations packets have a firm due date of July 31.

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.
Mid-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-July	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.
July 31	<ul style="list-style-type: none"> • 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
Mid-August	ODRA Chair sends packages of abstracts to committee members.
End October	Deadline for receiving ratings of abstracts from committee members
Nov 5	<ul style="list-style-type: none"> • ODRA Chair informs committee members of outcome from first round of judging. <p>ODRA Chair contacts all candidates regarding status of abstracts.</p>
Nov 20	Deadline to receive unbound copy of dissertation from finalists
End Nov	<ul style="list-style-type: none"> • ODRA Chair sends dissertations and cover letter to Sub-Committee members. <p>Committee members acknowledge receipt of package by email ASAP</p>
Mid-January	ODRA Chair sends a reminder to committee members that the deadline for dissertation ratings is end of January.
End-January	Deadline for receiving final rankings
Early-February	Declare award recipient(s) and inform Board Liaison, Executive Director and President. The ODRA Chair contacts the recipient(s).
Mid-February	<ul style="list-style-type: none"> • 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 the 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. The committee will be comprised of seven members including the Chair and co-Chair.

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.

NARST Fellows Award Program Rationale

The NARST Fellows Award Program is an award that honors and recognizes the work of a NARST member that has made an exceptional impact in science education. The emphasis is on translational scholarship, wherein scholars extend the boundaries of traditional research and service to impact formal and informal science education. Through this award program, NARST celebrates work that makes a difference in the lives of children, teachers, and communities at local, national, and international levels.

The NARST Fellows will be a current and active member of the NARST community. The award, which will honor and recognize the work of scholars who make exceptional impact in science education, will simultaneously provide opportunities for NARST members to engage in service to NARST and the broader science education and education community through (a) NARST Fellows Society (b) Mentoring (c) Advisory Roles, and (d) Fellows Award Subcommittee.

Who is a NARST Fellow?

To be eligible for recognition as a NARST Fellow, members must meet the following criteria:

1. Current and active NARST membership of at least 10 years
2. Evidence of service to NARST
3. Evidence of leadership and/or service in science education (e.g., service and leadership through collaborations with schools and other community organizations, application of research in practice, orientations of science education in the community, professional development, social justice and inclusive science education, international service)
4. Evidence of translational impact in science education (e.g., development of new ideas, illumination of novel areas, pursuit of a line of work, robust dissemination)

Nomination Process

We encourage you to nominate a qualified colleague for this prestigious award. The nominee should be and have demonstrated

- A current and active member of NARST for a minimum of 10 continuous years
- Consistent attendance and participation at NARST conferences

- Significant and excellence in contributions to science education research
- Significant and excellence in service to NARST, the profession, and the science education community

The nomination process is described below:

- The nominator must write a two-page letter of nomination addressing the selection criteria. A nominator can only nominate one person per cycle
- Append a 10-page abbreviated CV of the nominee with the letter
- A statement (max: 3 pages) that describes the impact and transformative work of the nominee. The statement should be written by the nominee and must include the statement that “I was and am a current and active NARST member for more than 10 years.”
- Two additional letters of support discussing the contributions of the nominee’s work. (A letter writer may write only one letter of support for the nominee)
- Signed acknowledgement of compliance with the NARST Code of Ethical Conduct (<https://narst.org/code-ethical-conduct>).
- The nominee should submit all of the above as one pdf document to the Chair/Co-Chair of the NARST Fellows Subcommittee

The completed package will be reviewed by the NARST Fellows Subcommittee.

*Incomplete packages will not be accepted.

Nomination Materials

The complete nomination package contains:

- A letter of nomination. The letter is written by the nominator addressing the selection criteria.
- A 10-page abbreviated CV.
- A statement of impact and transformative work (max: 3 pages) written by the nominee.
- Two additional letters of support discussing the contributions of the nominee to the science education community (A letter writer may write only one letter of support for the nomination).
- Signed acknowledgement of compliance with the NARST Code of Ethical Conduct (<https://narst.org/code-ethical-conduct>).

Timeline

- The first call for NARST Fellows nomination will be released by May 15. Second and third calls will be issued by June 15 and July 15 respectively. Due dates for submission of completed packages will be slated for August 1.
- Fellows will be announced in January, and will receive the title and award (Octavia/plaque).
- The Fellow status can be revoked for misconduct, breeches in professional ethics, or when the Fellow no longer merits the status. The revoking of the Fellow status requires a letter to the President of NARST and the NARST Board Liaison who passes the materials on to the Chair of the Fellow committee. Additional items may be requested to verify the request.

Criteria for Selection

What is the Translational Impact?

The ways in which scholarship is translated into concrete impact.

- The type and nature of impact on the lives of people: to what extent is the work transformative and equitably consequential?
- The ways in which the work attend and address inequity and injustice: who were the most impacted people through the work, and how did the work contribute to promoting equity and justice?

What is the Depth of Impact?

- To what degree did the work change lives?
- How profoundly were lives changed?
- How enduring is the change?
- Sustainability of program development, commitment to working with community organizations, etc.

What is the Breadth of Impact?

- How many people are likely to be affected?
- How many units of an intervention were created? Distributed?
- How long-standing is the impact?

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 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. Secretary-Treasurer;
4. International Coordinator;
5. Graduate Student Coordinator

Criteria for the evaluations of candidates (except for the Graduate Student Coordinator) by the Committee include: (a) the candidates' research records, (b) their contributions to NARST to date, (c) their leadership in NARST, (d) their expected contributions to and potential leadership in NARST serving in the mentioned offices, (e) their skills and dispositions, and (f) additional criteria pertaining to specific experiences and expertise.

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 a slate 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, (d) their potential leadership of graduate students and contribution to NARST, and (e) their potential to provide voice and perspectives of NARST's diverse graduate student community.

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. The appointment term for committee members who are not graduate students is 3 years with 2-3 members rotating out every year, replaced by 2-3 members appointed by the President -Elect. Graduate students serve a two-year term. 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.

Avoiding and Remediating Conflicts of Interest for the Elections Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in NARST Conflicts of Interest Policy, should be intentionally considered and addressed, when necessary, in conducting the work of the Elections Committee.

Members of the NARST Elections Committee, charged with broadly encouraging nominations and evaluating nomination packets to recommend a slate to the Board, must be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these or other such conflicts of interest arise, an Elections Committee member must bring the matter to the attention of the Elections Committee Chair, who then informs the Board liaison of the Elections Committee.

- Employment at the same institution as the nominee

- Employment in an advisory capacity with the nominee or with their academic department
- Recent employment (within the last 12 months) with the nominee or with their academic unit
- Currently being considered for employment by the nominee or their academic unit
- Business associate or collaborator with the nominee on a professional project, research investigation, co-editing, or scholarly publication/presentation within the last 12 months
- Past or present association as thesis advisor, advisee, mentor, or mentee with the nominee
- Family relationship with nominee in accordance with the definition of “family members” in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- An individual’s nomination or the solicitation of such a nomination by a voting member of the Elections Committee

When a conflict of interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation.

For example, after the general call for nominations closes, Elections Committee members who are nonvoting members (Board liaison, Immediate Past President, and representatives from the Equity and Ethics Committee and International Committee) can submit nominations. Conflict of interest resolutions for the Elections Committee may include recusing oneself from any actions related to the submitted nominations, including recusal from any forms of discussion about the submitted nomination, recusal from independent rating of the submitted nomination, and recusal from any voting on the submitted nomination. During the independent rating of nominations by voting members, Elections Committee members should not rate any nominees for which there is a conflict of interest.

If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and, when immediate action is needed, to the Executive Committee.

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 in response to a general call for nominations distributed to NARST members by completing the nomination packet (described below). In the event the general call does not generate the minimum number of qualified candidates for a position, the non-voting members of the Election Committee can recruit nominees (details below).

Any individual who is on the ballot for the same open position in consecutive election cycles will only be required to submit their cv and signed acknowledgement of compliance with the NARST Code of Ethical Conduct (<https://narst.org/code-ethical-conduct>). They have the option to submit new materials if they choose. If they chose not to, the required supporting documents previously submitted as part of their nomination packet will be “moved forward.”. The requirement to submit all materials will be waived for three consecutive years.

Timeline of Nomination, Review, and Selection Process

Timeline (approximate)	Activity
Early May	Call for nominations The call for nominations should include information about travel support to NARST conference for board members residing in UNDP countries at or below the BOD-approved threshold for reduced membership fees.
~ 6 weeks	Deadline to submit nomination packets to the Executive Director who checks the packets for compliance with guidelines.
Early July	Completed Nomination packet sent to Elections Committee Co-Chairs. Co-Chairs make packets available to the committee and advisors.
One month after receipt of packets	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 within committee vote	All nominees contacted by the Immediate Past President (for the roles of President elect and Secretary Treasurer) and Elections Co-Chairs (for the roles of Directors, International Coordinator, Graduate Student Coordinator) about continued willingness to run for office
Late September	Elections Co-Chairs submit recommendation to Board for approval [included in Elections report]
October NARST Board Meeting	Board votes on recommended slate
After October Board meeting	<ul style="list-style-type: none"> Executive Director informs individuals on the approved slate of their candidacy and confirms their continued willingness to stand for elections Executive Director provides an example position statement to candidates and requests the submission of their 200-250

	<p>word position statements and a photo for inclusion in the Elections slate information distributed to the membership at the time of the Elections</p> <ul style="list-style-type: none"> • Executive Director sends the NARST Election Campaign Policy to candidates
January	NARST Elections open [Call with electronic ballot sent to membership by Executive Director]. The election remains open for one month.
February	NARST Elections closed
Post-Election	<ul style="list-style-type: none"> • 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. • Executive Director confirms with all those elected that they agree to comply with all Board and NARST policies and procedures. • Executive Committee informs the NARST membership of who was elected to each open position. A percent of NARST membership who participated in the election can be reported. No additional information is provided regarding either the election results or the Elections Committee ratings.

Step 1: Nominations

To support NARST having a full slate of qualified candidates for its elections, the Committee members are charged with broadly encouraging NARST members to consider submitting a nomination packet themselves and/or to nominate their colleagues. The NARST annual conference is a particularly important time for the Committee members to promote NARST members’ consideration of nominations. For example, this may include attendance of the Committee chairs at Research Interest Group business meetings and sharing a flyer broadly at the conference. Also, Committee members may direct people to the NARST Policies and Procedures Manual and related Handbook for information about the Committee, its timeline for elections, and criteria by which nominations are to be evaluated. To support an increasingly robust pool of NARST members qualified for NARST leadership, the Committee may make explicit ways members can gain experiences that could support a strong nomination in the future. This includes sharing how to apply to be a NARST volunteer or, if needed, how to serve as an ad-hoc volunteer on a committee and seeking leadership roles such as serving as strand coordinator and/or Co-Chair/chair of a NARST Committee / Research Interest Group (RIG). To avoid conflicts of interest, Committee members are to refrain from identifying and recruiting specific NARST members to submit a nomination packet.

Nominations from the general NARST membership

The Co-Chairs distribute a call for nomination to the NARST membership for potential candidates for open positions. To submit a nomination for President-Elect, Secretary-Treasurer, the Board of Directors, or the International Coordinator (see below for Graduate Student Coordinator nomination) the person making the nomination must submit a nomination packet according to the directions and specifications noted in the packet (see NARST Handbook for nomination packet template). The nomination packet elicits responses and documents pertaining to

1. Letter of nomination
2. Record of Research (prepared by the nominee)
3. Past Attendance and Contribution to NARST Annual International Conferences (prepared by the nominee)
4. Record of Leadership Contribution to NARST (prepared by the nominee)
5. Potential Leadership in NARST (prepared by the nominee)
6. Signed acknowledgement of compliance with the NARST Code of Ethical Conduct (<https://narst.org/code-ethical-conduct>)
7. Curriculum Vita: Nominees for President-Elect are asked to include a current CV. Nominees for positions on the Board of Directors, Secretary-Treasurer, and International Coordinator are asked to include a five-page curriculum vita that includes their education, scholarship record, relevant experience and participation in local, national, and international organizations.
8. Endorsements: Nomination packets must contain written endorsements from 10 NARST members with emails being sufficient. President-Elect nominees who previously served on the Board of Directors are exempt from the ten-endorsement requirement.

Nominations of potential candidates from the NARST membership must be submitted to the Executive Director by the due date. As packets are received, the Executive Director checks the packets for compliance with guidelines. Packets out of compliance are returned to the nominator with information on what is missing or needs revised. Revised packets are submitted to the Executive Director by a deadline determined by the Executive Director (before the packets must be submitted to the committee). 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, if they are not self-nominations, must be contacted by the person submitting the nomination to adequately complete the nomination packet. After completed nomination packets have been received by the Executive Director, checked for compliance with guidelines, and forwarded to the Co-Chairs, the Co-Chairs contact the colleagues who are nominated for positions on the Board and 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 and Code of Ethical Conduct.

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 criteria set forth below (see NARST Handbook for rubrics). 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 (3 points max)

The nominee's scholarship as indicated by common indicators including publications and associated quality measures (e.g., citation index, impact factor, readership, etc.), 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 (3 points max)

Merely being a 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 on NARST Committees, as Strand Coordinator, and as a Reviewer of NARST Annual International Conference proposals or the NARST Journal JRST.

C. The nominee's record of leadership in NARST (3 points max)

The nominee's consistent engagement in administrative and executive roles in NARST over the past five years should be evaluated. The committee should consider roles such as productive leadership on the Board and/or committees, within RIGs and Strands, serving as JRST editor or Associate editor, etc. These roles should demonstrate abilities to successfully work with colleagues to plan and carry out actions to meet a goal.

D. The nominee's potential leadership in NARST (3 points max)

How the nominee's ideas, visions, scholarship, and leadership experience will advance the mission

E. Skills and Dispositions (3 points max)

How the nominee demonstrates skills and dispositions required to fruitfully collaborate with Board members, the Executive Committee, and committee members

F. Additional criteria pertaining to specific experiences and expertise is considered for the following positions (3 points max):

For nominees for President-Elect, the Committee should also consider:

- the nominee's facilities and abilities to organize the large-scale annual NARST International Conference and communicate and collaborate with affiliate organizations

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

- 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 also consider:

- the diversity of NARST membership and whether this nominee would contribute to the Board reflecting that diversity, including providing voice and perspective that may not otherwise be present within the current BOD

For the International Coordinator, the nominee can be a member from any country (including the US). The Committee should also consider:

- how the nominee demonstrates familiarity with the current status and future development of international science education research

Each criterion is rated on a three-point scale, for a total maximum score of 18. The final score of each Committee member's rating of each potential candidate is the sum of the scores achieved for the above criteria A, B, C, D, E, and the additional criterion F specific for each position. To facilitate understanding of ratings, committee members should provide comments regarding strengths and any concerns/weaknesses for each candidate.

See below for criteria relevant to the Graduate Student Coordinator.

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, International Coordinator (when up for election), and at least two recommended candidates for President-elect will constitute a slate proposed to the Board. Ratings and comments will be considered to make the final selection. 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. Recommendations are based on rubric scores, comments, and committee discussion.

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 Board liaison to the Elections Committee presents the slate of recommended candidates is presented to the Board for approval. The slate should be submitted in full (include candidates for all open positions). If a full slate is not yet available, the committee can recommend a slate of those categories that are complete (include candidates for some open positions if there are insufficient numbers of qualified nominees for one or more categories). If submitted in part, the committee continues to work toward filling the necessary slots per the approved procedure.

In the event that any portion of the proposed slate is not approved by the Board of Directors, the slate will be revisited by an Elections subcommittee comprised of the Chair and Co-Chair of the Elections committee, the Board liaison to the Elections committee, and the Immediate Past President. This subcommittee will revise the slate or propose the same slate with a rationale and submit it to the full Elections Committee for

approval. Once approved by the Elections Committee, this slate will then be submitted to the Board for approval. If the Elections Committee cannot come to agreement on the final recommended slate, the subcommittee decides the final recommended slate of candidates to be sent to the NARST Board. If, after this second Board review or by December 15 (whichever comes first), any portion of the resubmitted slate is still not approved by the Board, the Board will review all nomination materials for the unresolved portion of the slate, rate nominees using the Elections Committee rubric and all criteria detailed in the Policies and Procedures and determine the final slate. This process will be led by the Board liaison to the Equity and Ethics Committee. A majority vote by at least a quorum of the Board is necessary for approval of this final slate. Upon the conclusion of the elections, nominee materials, rating sheets, and any lists should be destroyed.

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. No information is provided to any nominee regarding reasons for or against their selection. All deliberations are confidential.

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.

Step 8: Informing the candidates and membership of election results

After the election, the Executive Committee, by way of the Executive Director, informs the NARST membership of who was elected to each open position. The percent of NARST membership who participated in the election may be reported. No additional information is provided regarding the election results, the Elections Committee ratings, or Board deliberations.

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 the election results, the Elections Committee ratings, or Board deliberations. 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 and NARST Code of Ethical Conduct.

In the event of a tie

If, after the voting window has closed, there is a tie for any of the open positions, the following steps will be taken:

1. The Executive Director will inform the Executive Committee, Board liaison to the Elections Committee, and the Elections Committee Co-Chairs of the situation.
2. The Executive Director will contact the candidates who are tied to inform them of the situation and request confirmation of their willingness to remain on the ballot. If anyone decides not to continue, and

there is only one candidate remaining, the remaining candidate will be determined the winner. If two or more tied candidates remain, there will be a run-off election for those candidates only.

3. For a run-off election, a new ballot with just those tied candidates will be prepared. The election will be open to all voting NARST members for at least one week and up to two weeks, depending on the urgency of the election timing. If the election is within six weeks of the annual conference, the shorter time frame is employed. After the voting window is closed, the candidate with the most votes is determined the winner.
4. If another tie occurs in the run-off, the winner will be determined by a flip of a coin if there are two candidates. If there are three or more candidates who are still tied, the winner will be determined by a random draw. The Executive Director will conduct the tie-breaker activity with the witness of the Executive Committee.

Note: If there is a tie for any position and a run-off election is necessary, the Executive Director will contact the newly elected officials to let them know the election outcome for their position only. They will be asked to keep the information confidential until following the run-off or tie-breaker. The election results for the position categories that have been finalized through the initial vote will not be communicated to the general membership until the run-off or tie-breaker determines the outcome of the remaining position(s).

In the Event of not Securing a Full Slate

The usual timing of the elections is January-Feb (one month voting time, leaving time for newly elected officials to make travel arrangements for the annual conference). In the situation where a full slate of candidates for each open position is not secured and approved by early January, the process of securing sufficient nominees and approving the slate will continue, per Policies and Procedures, for up to six weeks before the annual conference or until a full slate is approved (whichever comes first).

If a partial slate is approved six weeks prior to the annual conference, an election of those positions will take place. A partial slate means that there are sufficient numbers of qualified nominees within one or more position categories and these portions of the slate have been approved by the Board, but one or more other position categories has not been approved or has insufficient numbers of qualified nominees (ex: The Board approves the proposed slate for BOD and International Coordinator, but not for President-elect due to insufficient numbers of nominees or due to the Board rejecting the proposed slate for that position). For the position category of BOD, there must be a full slate of nominees for all open positions. The voting window will be open for one month and will end prior to the annual conference.

With the exception of President-elect, for those positions where an election was not possible prior to the annual conference, the current officers will remain until their positions are filled. If a current officer does not agree or is unable to remain in office, the procedures for filling a vacant Board position will be followed until the position is filled through a special election or the next regular election cycle. See the Bylaws for the condition wherein the slate for President-elect is not approved for the election prior to the annual conference.

Nominees for the remaining open positions will be sought through the approved process. Once secured and approved by the Board, an election will take place with a one month voting window. The newly elected officers will transition to their positions with the aid of the outgoing officers in those positions, the Executive Committee, and the Executive Director.

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 elected Director 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.

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) evidence of academic progress (e.g. transcript, academic program report), and (4) a letter of support from the graduate program advisor. Applications should be sent by email to the Co-Chair Executive Director by the stated deadline. The Executive Director checks the packets for compliance with the guidelines and requests revisions as necessary. Applicants are given a deadline for returning completed packets (suggested deadline is two weeks). Once the packets are complete and compliant, the Executive Director will send the packets to the committee Co-Chairs who will distribute (or make electronically available) the packets to the committee.

The Committee will use the rubric specific to the Graduate Student Coordinator to evaluate candidates and recommend to the Board candidates for the slate. 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,
- (4) graduate student's potential future contribution to NARST, and
- (5) graduate student's potential to provide voice and perspectives of NARST's diverse graduate student community.

Each criterion is rated on a three-point scale, with the total available points being 15 (see rubric). The process of recommendation, Board approval, communications, and voting is the same as for the other position categories (see above). All ratings, comments, and deliberations are confidential. All materials related to this process are destroyed after the election.

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. Applicants must sign an acknowledgement of compliance with the NARST Code of Ethical Conduct.

Position Description

The NARST Graduate Student Coordinator is a 2-year elected 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.

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.

Equity and Ethics 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. When the number of elected Directors is sufficient, 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 and at least one graduate student member who have voting status on the Committee, with three members rotating off every year from their three years of service. The graduate student serves a two-year term. 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.

Avoiding and Remediating Conflicts of Interest for the Equity and Ethics Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Equity and Ethics Committee.

Members of NARST Equity and Ethics Committees are charged with providing leadership and guidance on issues of equity and ethics, including but not limited to gender, ethnicity, socioeconomic status, disabling conditions, sexual orientation, language, national origin, and religion, 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 Equity and Ethics Committee member must bring the matter to the attention of the Equity and Ethics Chair who then informs the Board liaison of the Equity and Ethics 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, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee

When a conflict-of-interest situation has been identified, the committee should attempt to resolve the conflict and report the conflict to the committee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting, selection of Basu Fellows) involved in the situation. If the conflict-of-interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Committee-Activity 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 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. NARST allocates \$10,500.00 to support the Scholars Program. 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 Basu 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. The Equity and Ethics Committee must submit the NARST Auxiliary Form to the Executive Director for the purposes of liability assessment (see Handbook for form). 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. Funds paid at the time of registration are nonrefundable. 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 and at least two International members and at least one graduate student. Three voting members rotate out every year from their three years of service. Graduate students serve a two-year term. Given the function of this committee, senior researchers, NARST Past-presidents, past and/or current presidents of other organizations, policymakers, 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. The EPRC supports the work of the NARST Liaison to NSTA by helping to discuss and review initiatives for the work with NSTA brought forward by the NARST Liaison to NSTA. EPRC implements the search process for the NARST liaison to NSTA every third year, prior to the completion of the current liaison's term.

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 NARST-liaison to NSTA Search Committee

Avoiding and Remediating Conflicts of Interest for the External Policy and Relations Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in NARST Conflicts of Interest Policies and Procedures, should be intentionally considered, and addressed, when necessary, in conducting the work of the External Policy and Relations Committee.

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 policy briefs and position papers or statements based on research. These products should be based on current and innovative findings and would be distributed to the membership, policymakers, and the community-at-large. Note that these products 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.

- * Sources for Procedures and Timelines: [NSTA Position Statement Procedure](#); [NSTA Position Statements Development and Revisions Guidelines](#); [NSTA Policy Statements](#); [AERA Policy Statement Development and Revisions Guidelines](#); [AERA Policy Statements](#)

Table 1: Timeline Overview of the Processes for Developing Position Statement(s) and Brief(s)

Item	Year 1	Year 2	Year 3
Identify and propose the development of new position statement(s) and brief(s)	Start: Week prior to Annual Conference		
	End: Summer		
Development of position statement(s) and brief(s)	Start: Early September	End: January	
Gathering feedback on drafts of the position statement(s) and brief(s) from the NARST leadership		Start: Early February End: Annual Conference	
Gathering feedback on drafts of the position statement(s) and brief(s) from the NARST membership		Start: April End: November	
Publish position statement(s) and brief(s)			Week prior to Annual Conference

Table 2: Procedures and timeline for identifying and proposing the development of position statements and briefs.

Item	Task description	Due date

1	The policy subcommittee will solicit input from the membership through a survey distributed through the NARST listserv (with approval from the Board) or through other means of gathering input. This input will focus on gathering potential position statements or topics that can be written into position statements and briefs.	Week prior to Annual Conference
2	The policy subcommittee reviews survey results gathered from membership and otherwise solicited (or unsolicited) suggestions from NARST members for new position statements or topics.	April
3	With input from committee members and Board Liaison, the EPRC Chair and policy subcommittee Chair identify position statement(s) or topic(s) to develop.	June

Table 3: Procedures and timeline for developing position statement(s) and brief(s).

Item	Task description	Due date
1	Individual members of the policy subcommittee volunteer as writers for the development of position statement(s) and briefs. The individuals drafting position statement(s) and brief(s) will be referred to as the “drafting group”. Note: the product(s) of the drafting group is not final. The final version will include the input of NARST leadership. The drafting group will have one lead writer who volunteers and is elected by the policy subcommittee Chair in consultation with the EPRC Chair. If a lead writer is not identified, the policy sub-committee Chair will serve as lead writer. A maximum of 4 people can join the drafting group. The composition of the drafting group will prioritize members of the EPRC, though members of other committees may volunteer.	Early September
2	The drafting group meets to decide on and implement a writing plan within the expected timeline.	Late September
3	Draft(s) of position statement(s) and brief(s) are shared electronically (e.g., Google Drive, E-mail) with the rest of the policy subcommittee.	November
4	The subcommittee meets virtually or in person to discuss draft(s) and finalize language.	Late November
5	The drafting group incorporates suggestions and changes and presents modified draft(s) to the policy subcommittee.	Early December
6	Policy subcommittee Chair shares modified draft(s) with the EPRC Chair and board Liaison.	January

Table 4: Procedures and timeline for gathering feedback on drafts of position statement(s) and brief(s) from the NARST leadership

Item	Task/Description	Due Date
1	EPRC Chair shares the modified draft(s) with the full committee electronically and schedules virtual or in-person meetings to discuss position statement draft(s).	Early February
2	Recommendations from the full committee are incorporated by volunteer drafters. Final draft is shared with the full committee.	Late February
3	EPRC Chair shares final draft with the Chairs of the Equity & Ethics Committee, International Committee, Research Committee, and Publications Advisory Committee, and requests electronic feedback.	Early March
4	Recommendations are incorporated by the EPRC Chair and/or drafting group.	Week prior to Annual Conference (est. end of March)
5	Position statement(s) are shared with the Board for commenting prior to member commenting with a MOTION to start member commenting and lawyers to review.	Annual Conference Meeting

Table 5: Procedures and timeline for gathering feedback on drafts of position statement(s) and brief(s) from the NARST membership

Item	Task description	Due date
1	The EPRC Chair will work with the Chair of the Website Committee to determine how to best solicit comments from NARST membership. If necessary, input from the Chair of the PAC will be solicited. An electronic survey will be developed by the EPRC Chair and policy subcommittee Chair.	April
2	Comments will be compiled by the policy subcommittee Chair.	June
3	Modifications based on NARST members' commenting are made by the drafting group and reviewed by the EPRC Chair.	September
4	Final statement(s) and brief(s) presented to the Board with a motion for approval to publish.	October
5	Final statement(s) and brief(s) presented to the Executive Director and lawyers for final sign-off.	November

Table 6: Procedures and timeline publishing and disseminating positions statement(s) and brief(s).

Item	Task description	Due date
1	The EPRC Chair will work with the Chair of the Website Committee	Week prior to

	and the Chair of the PAC to publish the position statement(s) and brief(s).	Annual Conference
--	---	-------------------

Table 7. Procedures and timeline revisions and retirement of positions statement(s) and brief(s).

Item	Task description	Due date
1	Statements will be reviewed by the EPRC at least once every 2 years from the date of publication or sooner as needed. Changes, revisions, or removals will be presented to the Board for approval.	Once every 2 years

Note: Policy statements may be updated or removed as needed by subsequent statements of the NARST Board

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 committee composition includes at least two International members who have voting status on the Committee. 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.

Avoiding and Remediating Conflicts of Interest for the Graduate Student Committee (GSC)

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the GSC.

Sub-Committees Members of NARST GSC 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, GSC Sub-Committee members must bring the matter to the attention of the GSC Sub-Committee Chair who then informs the Board liaison of the GSC.

- Fellow candidate for an award
- Relationship with nominee in accordance with the definition of “relationships” in the Conflicts of Interest Policy detailed in the NARST Policies & Procedures
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Past or present association as advisee of the nominee

When a conflict-of-interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict-of-interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Volunteering with the Graduate Student Committee

There are opportunities to volunteer with one of the four subcommittees. There is also flexibility to select activities according to one’s time and schedule. Email the Graduate Student Coordinator with interest in volunteering. If graduate students desire an appointment to a standing committee, then they should respond to the call for volunteers distributed in the spring (see NARST Committees Overview in this document for details).

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 two reports (Parts A & B) to NARST for the October and March/April Board of Directors Membership Meeting.
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.

Deadline	Committee Task	Notes
3 weeks before NARST conference	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	Submit board report
NARST conference	<ul style="list-style-type: none"> • Attend GSC committee meetings at NARST annual conference • During the meeting, GSC will review past year and discuss ideas for improvement. At the second meeting will be dedicated to transition for new committee members. 	Attend committee meeting
Within two weeks of NARST conference	Graduate Student Coordinator emails event evaluation surveys for GSC NARST conference events	Send post-conference evaluation to GSC event participants
July-August	GSC summer meeting to review evaluation data from conference events and plan upcoming tasks.	Attend committee meeting
August 15	<ul style="list-style-type: none"> • GSC prepares drafts of ideas for sponsored sessions. • Graduate Student Coordinator requests administrative session/workshop submission rights for the NARST website • Call for Mentor Award Nominations via NARST email list 	GSC NARST sponsored sessions
September 15	The Graduate Student Coordinator submits GSC committee-sponsored session(s) abstracts.	GSC NARST sponsored sessions

Mid-late September	The Graduate Student Research Symposium Sub- Committee sends Call for Abstracts for the Graduate Student Research Symposium to the NARST email list.	Graduate Student Research Symposium Sub-Committee
October 1	Graduate Student Coordinator and GSC Co-Chair co-author and submit Parts A and B of the Board Report summarizing GSC activities that have occurred since the Board report from the end of the NARST conference. Mentor award nominations due Oct 15	Submit Board Report
Mid-November	Graduate Student Coordinator and GSC Co-Chair will update the language in the P & P GSC will send out call for applications for the travel award [Graduate Student Scholarship]	Submit changes to ED GSC Scholarship Sub-Committee
Fall/Winter, after Fall NARST Board Meeting (no later than December 15 th)	GSC meeting to discuss planning for NARST events-Graduate Student Research Symposium reviewed the abstracts and announce acceptance of 20 abstracts. General report of sub-committee activities. for the Graduate Student Research Symposium.	Attend committee meeting
January 15th	Graduate Student Research Symposium Sub-Committee identify members for the Graduate Student Research Symposium. Mentor award recipient named by Feb 1 with information sent to awards committee	Graduate Student Research Symposium Sub-Committee
February 15th	Graduate Student Communications and Networking Sub-Committee identifies location for the Social. Graduate Student Research Symposium Sub-Committee connects mentors for symposium participants. Mentor awardee notified in writing	Graduate Student Communications and Networking Sub-Committee Graduate Student Research Symposium Sub-Committee
Three weeks before NARST conference	Graduate Student Research Symposium works toward conference paper and posters.	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. In addition, the Forum

subcommittee organizes webinars on similar topics that take place throughout the year. The subcommittee aims to plan a maximum of two webinars for the fall and summer. The webinar must be approved by NARST's Virtual Event according to the application timeline.

Graduate Student Communications and Networking Sub-Committee

The Graduate Student Communications and Networking Sub-Committee organizes several events and outreach initiatives year-round, virtual writing groups, social media presence online discussion boards, newsletters, and one planned social event, the annual conference, for example, a graduate student luncheon. These and other initiatives are efforts 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 graduate students with mentoring and conference preparation support for graduate students on 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

Scholarships

The subcommittee organizes a scholarship for graduate students to support participation at the annual conference. Given on a one-time basis, the Graduate Student Committee selects scholarship recipients; these scholarships are supported by \$5,000 yearly allocation by NARST. These initiatives are efforts to aid new NARST graduate student members to be able to engage the conference and to recognize outstanding mentors of graduate students among the NARST membership.

A call for scholarship applications is distributed to the membership around mid-November for an application submission deadline around mid-January. The call is sent out as a NARST general announcement to members and posted on the narst.org website.

If selected for an award, the funds must be applied to the current NARST conference in the academic year it is received. Applicants from 'underrepresented' institutions in the US and lower-middle-income and low-income countries are given priority. The applications that are ranked highest based on the eligibility criteria are selected on a lottery basis. The eligibility requirements include a) being a member of NARST; b) having an accepted proposal or being a first-time conference participant; c) demonstrating some declared financial need; d) having not received any financial support from university institution; and e) having not received a scholarship from another NARST committee (i.e., Basu Scholarship, International Committee award, etc. Committees should check with the Executive Director regarding a list of current scholarship recipients so as not to award two scholarships to the same person.

Awards

This subcommittee also organizes the Excellence in Mentoring Award given by the GSC.

This award would be administered through the Scholarship and Awards sub-committee of the NARST Graduate Student Committee (GSC) appointed by the NARST GSC chair. The award review committee will consist of 5-7 graduate students to include at least one international graduate student member and one GSC member who is currently a faculty member (having graduated but still on GSC). The evaluating subcommittee

members are not eligible to nominate a mentor. The subcommittee will review and evaluate EMA applications. Graduate student volunteers interested in becoming more involved with NARST will be recruited to serve on the Scholarship and Awards subcommittee to review and evaluate applications.

Rationale

A mentor is anyone who advises, supports research, and serves as a role model for graduate students (or mentees). Mentoring is an important part of the development of new scholars, yet currently there is no physical recognition in the field. The NARST Graduate Student Committee would like to highlight the importance of mentoring graduate students through the development of the Excellence in Mentoring Award (EMA), while also providing language around what makes an excellent, supportive mentor. The award would allow graduate students (up to a year past graduating) to nominate mentors who provide exceptional support of graduate students in the field of science education and would be awarded during the Graduate Student Forum.

Evaluation Rubric

The rubric is based on instrumental and socioemotional aspects of mentoring (Robnett, Nelson, Zubriggen, Crosby, & Chemers, 2018) as well as a commitment to mentoring. Instrumental mentoring focuses on the technical aspects of being a graduate student and entering academia, such as supporting the development of the graduate student's research and scholarly repertoires. On the other hand, socioemotional mentoring pays closer attention to the personal aspects of the graduate student that also affects the professional work as we are all human and undergo personal challenges while working to obtain an advanced degree and enter a new field of work. See rubric in NARST handbook.

To evaluate applications, we intend to use a rubric that outlines qualities of exceptional mentors. The exceptional mentor selection criteria are as follows:

- Assisting graduate students with developing the necessary knowledge and/or skills to succeed in the field of science education.
- Providing opportunities to NARST graduate students for collaboration on research and/or teaching.
- Supporting NARST graduate students' social networking in the field of science education.
- Supporting NARST graduate students' emotional well-being.
- Serving as a professional role model for NARST graduate students.

Nomination Procedures

Mentees who choose to nominate a mentor need to be graduate students who are members of NARST or members who have graduated in the past year. The mentor they nominate should also be members of NARST. Nomination packages should be emailed to narstgradcommittee@gmail.com.

Nominations should include the following:

- A. The mentee nominator must write a two-page letter of nomination addressing the exceptional mentor selection criteria. A mentee nominator can only nominate one mentor per cycle.
- B. The mentor being nominated will provide a statement (max: 1 page) that describes the impact of and types of socioemotional support they provide to their mentees. The statement should be written by the mentor nominee and must include the statement "I am a current and active NARST member. I am not currently an elected NARST Board of Directors member"
- C. Include a 2-3 page abbreviated CV for the mentor nominee, consider highlighting mentorship activities.
- D. One (1) additional letter of support discussing the socioemotional support of the nominee.

Evaluation Procedures

This award would be administered through the Scholarship and Awards sub-committee of the NARST Graduate Student Committee. The completed nomination package will be reviewed by all members of this sub-committee of GSC.

Timeline

- The first call for NARST Graduate Student Committee Excellence in Mentoring Award nomination will be released in August from NARST Graduate Student Committee via the listserv.
- Second and third calls will be issued in September and October via listserv. Due dates for submission of completed packages will be slated for October 15.
- NARST GSC sub-committee will notify the NARST GSC chair of the award winner by February 1 with sufficient information to prepare the plaque. Include the candidate's name, institution, award title, and award year.
- GSC chair will communicate with the NARST Awards committee by February 1 to eliminate awarding a mentor twice.
- Mentor awardees will be notified in writing by February 15.
- Mentor awardees will be announced during the Graduate Student Forum at the NARST annual conference.

Award Procedures

All nominees would receive a letter from the NARST Graduate Student Committee and the awardee would receive a plaque. Awards would be granted during the Graduate Student Forum, our most well-attended event.

International Committee

The membership consists of 9-13 members including the International Coordinator who 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, and at least one graduate student member who have voting status on the Committee. 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. The exiting coordinator serves as a liaison to the incoming International Coordinator for the next year in an ex officio capacity.

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 such as ESERA and SAARMSTE. 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.

Avoiding and Remediating Conflicts of Interest for the International Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the International Committee.

Members of NARST International Committee 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 International Committee member must bring the matter to the attention of the International Committee Chair who then informs the Board liaison of the International 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, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee

When a conflict-of-interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict-of-interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee. Committees should check with the Executive Director regarding a list of current scholarship recipients so as not to award two scholarships to the same person.

Committee Activities

The committee is organized into five 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 scholarships that are offered to provide international graduate students and early career researchers with financial assistance to 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 0.80 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. 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). LSEP awardees will be provided the total amount of \$7,000 as stipends [i.e., paid in advance], to be divided as the awardees and International Committee Leaders deem appropriate relative to the funded project.

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. NARST will provide SAARMSTE mentors up to \$1000 to support travel with SAARMSTE covering in-site expense (food and accommodation)

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. In even numbered years, NARST offers four scholarships (each for \$2500) for two students to attend the ASERA research school and two students to attend the ESERA summer school. In odd numbered years, NARST offers two scholarships (each for \$2500) for two students to attend the SAARMSTE research school.

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 can host 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, NARST has a reciprocal agreement with ASERA, to sponsor one session with ASERA at the NARST conference and we NARST has a session at their conference in alternating years.

NARST International Committee Scholarships

Purpose

The NARST international committee scholarships were 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, scholarships are offered to provide international graduate students and early career faculty or researchers with financial assistance to participate in the NARST Annual International Conference.

Intent of Scholarships

Scholarships are not meant to cover the full cost associated with participation in the NARST International Annual Conference. They are rather intended to defray some of the cost of participating in the conference. Therefore, a scholarship may be applied towards air travel, hotel, ground transportation, and/or conference registration fees, etc. 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

NARST offers 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 \$15,500.

Eligibility

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

1. 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 participate in 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 conference participation 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. Check with the Executive Director regarding a list of current scholarship recipients so as not to award two scholarships to the same person.

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 is an initiative designed to contribute to the improvement of science education in countries interested in science education reform. In particular, the program intends to support representatives from countries that are either economically disadvantaged (e.g., UNDP Human Development Index 0.80 or below) or educationally disadvantaged countries (e.g., low financial support towards science education with respect to their gross national product for education). However, the LSEP award can also be awarded to researchers and science education practitioners who seek to implement new ideas on science educational reform in their countries but cannot attain enough financial support.

The LSEP program seeks to act as a catalyst whereby NARST members contribute their expertise and experiences in theory and in practice to people in different countries by participating as a resource- individual. The LSEP program supports economy round-trip airfare for resource- individuals (who must be NARST members) and the host country is expected to provide the cost for the resource person's stay and for expenses for the proposed activities (e.g., 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.

Purpose

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

1. Connect science educators with countries 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 all citizens in the 21st century.
5. Promote active interaction among science education associations.

Who is eligible for this program?

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 anticipated

Maximum total amount of proposal: \$7,000 Submission deadlines:

February 1, 2022, Starting and ending time: March 20, 2022 -

December 31, 2022

Who are the resource experts?

All NARST members are eligible and encouraged to contribute their experiences and expertise to the LSEP program.

Procedures and requirements of application

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

1. Download LSEP announcement, application form and evaluation forms from www.narst.org, the official website of NARST.
2. Search for potential resource persons who will agree to come.
3. Consult the NARST International Coordinator or the Chair of the LSEP committee if needed.
4. Submit the proposal to the NARST International Coordinator

Additional Requirements (for funded projects)

1. Write a 1-page description of the project to advertise the project on the NARST website. The description should be submitted to the NARST International Coordinator. Any questions about how to prepare the summary can be directed to the International Coordinator.
2. Write a 1-page report after completing the project for NARST and submit it to the NARST International Coordinator. The report will describe how the project was implemented and outcomes from the project. Support will be provided by the International Coordinator in writing the report if needed.

Selection Process

The LSEP Sub-Committee will review all applications based on the provided criteria. 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 by all members of the International Committee, and approval by the NARST Board of Directors.

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. 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. Graduate students serve a two-year term. 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.

Avoiding and Remediating Conflicts of Interest for the Membership Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Membership Committee.

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. For the NARST Conference, the Committee offers four administrative sessions: Mentor-Mentee Nexus, Welcome Session, Early Career Forum, and Writing Retreat.

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.

Avoiding and Remediating Conflicts of Interest for the Program Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Program Committee.

Members of Program Committee, including co-chairs and strand coordinators, charged with the final decision to accept or reject a conference proposal need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships.

- Employment at the same institution as the proposer
- Assigned to back a decision over your own proposal
- Employment in an advisory capacity with the proposer or with his/her academic department
- Recent employment (within the last 12 months) with the proposer or with his/her academic unit
- Currently being considered for employment by the proposer or his/her academic unit
- Business associate of/ or collaborated with the proposer on a professional project, research investigation, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with the proposer in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with the proposer in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with the proposer within the last 12 months
- Past or present association as thesis advisor or advisee with proposer

Should any of these conflicts of interest arise for an assigned conference proposal, a strand coordinator will bring the matter to the attention of the strand co-coordinator. The strand coordinator who does not have a conflict of interest regarding that conference proposal will assume responsibility for assigning reviewers and making all decisions for that proposal. In event the conflict cannot be resolved, the strand coordinators will report the conflict to the committee chair.

NARST Annual International Conference

Procedures

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. 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, any questions regarding the status of a proposal will be directed to the President.

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.

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 not impact a member's ability to submit individual proposals in addition to those they were invited to present at NARST.

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 the announced deadline. Otherwise, the submission will be deleted from the program.

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

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 (excluding 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 (excluding references).
- For a *special symposium* by multiple presenters, there is a maximum of 10 pages (excluding 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.

NOTE: *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 the proposal system. The website will shut down; new proposals may not be submitted after the deadline.
Around August 21	Revisions to already prepared proposal submissions can take place directly on the proposal system website.
September 15	Assessors post completed proposal ratings and documentation to the proposal system website
September 30	Strand Coordinators submit Rating Summaries and grouping/format/title recommendations to proposal system website.

NARST Auxiliary Event Policy

Purpose and Overview

Members and/or groups may propose auxiliary events to meet the needs of the membership and/or to benefit NARST as an organization. Auxiliary events are defined as any event that is not submitted and scheduled as part of the NARST Program and may collect funds through the annual registration process. These events may include dinners, outings, retreats, or other related activities that occur in close proximity to or during the dates of the annual conference.

If approved, auxiliary events will be covered by the NARST general liability insurance policy and the NARST Executive Director will sign the contract for the event. Proposed events may not occur on water, violate any elements of NARST's general liability insurance, and a minimum number of paying attendees to cover the cost of the event must commit by set cut-off date. If an event is cancelled before the cut-off date, members will be refunded the cost of the event. However, if the event is cancelled after the cut-off date, there is no coverage of refunds for the cancellation of the event. Members will not receive refunds if the event is cancelled after the cut-off date or if they decide not to attend the event.

Eligibility for an Auxiliary Event

Members or groups may propose to host auxiliary events. Auxiliary events should be designed to be inclusive of the membership and open to all who would like to participate. These events should also align well with the mission and goals of the NARST organization.

Procedures for Hosting an Auxiliary Event

(see NARST Handbook for application)

The following procedures are to be followed for this process:

1. Applicants should have a clear sense of who will attend, when they would like to host the event, where they would like to host the event, and why they are proposing the auxiliary event
2. Applicants that are interested in holding an auxiliary event should submit a completed application via the website by August 15th of each year.
3. An application to host an auxiliary event will be required every year.

Review Process

The application will go through an initial review by the Executive Director to ensure minimum requirements are met for the event to be considered auxiliary. The minimum requirements include:

- Alignment with NARST mission and goals
- Clear connection to the conference
- Meets the liability insurance criteria

Applications that meet the minimum requirements will be reviewed by the Executive Director and an Ad-Hoc Committee of the Program Committee. Criteria for this step of the process include:

- Timing and conflicts with official NARST conference events
- Purpose of the event and its alignment with NARST mission and goals
- Likelihood of event meeting the needs of members and/or benefiting NARST

Applicants will be notified by October 1st of each year of their acceptance status. If accepted, all contracts required for the auxiliary event will be signed by the Executive Director and notified of the cut-off date for registration goals. In advertising the event, applicants will be required to notify potential participants of the cancellation policies.

Rights and Responsibilities of NARST

The NARST Executive Director and program committee will post procedures, application form, and review form on the NARST website.

The application and review process will be managed by the Executive Director and report to the applicant in a timely manner.

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). For example, with regard to NARST Auxiliary Events, conflict of interest will be defined as an instance in which a member of NARST has a vested interest in a particular venue. 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.

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 who have voting status, 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, 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, and (c) NARST conference workshops / conference administrative sessions / virtual events as well as (d) additional committee activities. The main tasks for these initiatives are described below.

Avoiding and Remediating Conflicts of Interest for the Publications Advisory Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Publications Advisory Committee.

Members of the NARST Publications Advisory Committee need to be aware of potential conflict of interest situations that may arise in carrying out the several of the tasks the Committee is charged with. Below are the tasks in which members of the Publications Advisory Committee may face a conflict of interest together with situations that may indicate a potential conflict of interest.

Task: Development of policy, as well as documents related to policy, such as position statements and research-practice documents.

- Immediate personal financial benefits through the policy, position statement or research practice documents.
- Immediate financial benefits for "family members" as defined in the Conflicts of Interest Policy through the policy, position statement or research practice documents.
- Immediate financial benefits for a business the member is associated with or business associates of the member through the policy, position statement or research practice documents.
- Immediate financial benefits for the members' institution, or a professional institution the member is affiliated with through the policy, position statement or research practice documents.

Task: Select JRST articles for the NARST/NSTA Annual Research Worth Reading Recognition.

- Author or co-author of a JRST article in the respective volume.
- Ongoing collaboration or collaboration completed within the past 12 months with an author or co-author of a JRST article in the respective volume
- Close personal relationship with an author or co-author of a JRST article in the respective volume

Task: Select recipients of scholarships for classroom teachers and/or informal science educators to attend the NARST Annual International Conference. Committees should check with the Executive Director regarding a list of current scholarship recipients so as not to award two scholarships to the same person.

- Fellow applicant for scholarship
- Ongoing professional collaboration or professional collaboration completed with-in the past 12 months with nominee
- Professional or business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee
- Employment in an advisory capacity with the nominee or with his/her academic department
- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making

Should any of these situations or another situation potentially indicating a conflict of interest occur, a Publications Advisory Committee member must bring the matter to the attention of the Committee Chairs who then inform the Board liaison of the Publications Advisory Committee. Once a conflict-of-interest situation is confirmed, the committee should attempt to resolve the conflict. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Research for Practitioners and Policymakers

Tasks

1. Select JRST articles for the NARST/NSTA Annual Research Worth Reading Recognition.
2. 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.

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 to develop and publish documents that have broad appeal to multiple audiences, including teachers and policymakers.

Teacher / Informal Educator Scholarships

Task

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

Procedures and Timeline

About one month ahead of the deadline for the submissions of proposals for the upcoming conference, a note is sent out to inform the membership of the availability of scholarships for classroom teachers and informal science educators with an official call coming out later that year.

In mid-November, the PAC chairs send out the official 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 participation in 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. Based on 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 pre-conference workshops / conference administrative sessions / virtual events

Tasks

1. 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.
2. Sponsor one conference administrative session at the NARST Annual International Conference by the Editors of *JRST* on publishing in the journal.
3. Coordinates the NARST/NSTA Annual Research Worth Reading Recognition session.
4. Organizes up to two virtual events per year on publishing in scholarly journals.

Procedures and Timeline

1. During the summer the PAC discusses, agrees upon, and organizes the committee-sponsored pre-conference workshop for the next NARST Annual International Conference. In the same time period, the PAC chairs contact 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.
2. An abstract for the *JRST* Editors’ session is submitted before the deadline for the submission of administrative sessions, typically October 1st.
3. An abstract for the NARST/NSTA Annual Research Worth Reading Recognition session is submitted before the deadline for the submission of administrative sessions, typically October 1st.
4. Two virtual events (e.g., webinars) are offered, one in spring, the other in autumn with the editors of selected scholarly journals on publishing in these journals.

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

Committee Activities

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

Tasks

1. 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.
2. Supporting NARST in searching a new team of editors every five years.
3. 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.

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.

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. Every five years PAC members support the NARST Board in finding a new team of editors for the journal.

3. The PAC collaborates in an ongoing way with members of other committees to develop and publish documents that have broad appeal to multiple audiences, such as NARST membership, teachers, and policymakers (see detailed procedures on the endorsement of publications below).

Guideline for NARST endorsement 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); and (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 the Board Liaison of the NARST Publications Advisory Committee.
2. If the application is complete, the 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, then 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 one graduate student with voting status). A Board Member appointed by the NARST President-Elect serves as Board Liaison. The NARST President-Elect appoints the 14 voting members (and any non-voting graduate students) with five members rotating out every year after three years of service. Graduate students rotate off after two years of service. The President and the Executive Director serve as additional ex-officio members. If a sufficient number of elected Directors exists, then 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 a 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 a member 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.

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. The NARST Liaison to NSTA is responsible for coordinating NARST-sponsored sessions at NSTA conventions and the Research to Practice Subcommittee supports this by helping to review and select presentations.

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 will request that the NARST Liaison to NSTA provide names, titles, and abstracts for ten sessions of programming at the NSTA Annual National Conference(s). Timelines vary for this request, but they often occur in early spring of the year that precedes the conference. NARST

- submissions are due in May (for that next year's Spring conference).
2. 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.
 3. Categories of research interest for the membership form are reviewed and updated by chairs of the Sub-Committee every few years
 4. On a regular basis, research papers are commissioned as one means of disseminating NARST- related research to wider and more varied audiences.
 5. 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. With respect to mentors, one element of the Abell Institute, other than the organizers, at least half of Abell Institute mentors must be selected from submissions to a Call for Abell Institute Mentors open to the NARST membership.
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).

Committee Resources

The Committee's work involves the following materials:

- 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(s)
- 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 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.

Social Media, Website, and Communications Committee

Charge of the Committee

The NARST Social Media, Website, and Communications 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 Social Media, Website, and Communications Committee shall recommend changes to the website and offer suggestions about other digital identity assets to the Board of Directors. The Social Media, Website, and Communications Committee shall oversee and facilitate the NARST Virtual Event policies and processes.

Committee Composition

The Social Media, Website, and Communications 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 of other voting members (at least two international and one graduate student) for a total of up to 12 members on the Committee. The President-Elect appoints these members for a term of three years of service, renewable once. Graduate students rotate off after two years. The co-chairs and appointed members' terms should be staggered to maintain continuity in membership.

Committee Structure

To meet the charge of the SMWCC committee, the committee will constitute three subcommittees: The Virtual Events group, the Twitter/Social Media outreach group, and the General outreach, website and communication group. The Virtual Events subcommittee will oversee the Virtual Events efforts. The Twitter/Social Media subcommittee will share NARST Tweets throughout the year. The general outreach, website and communication group will work towards determining how other modes of information dissemination (e.g., possibly Linked-in) could benefit NARST members, and oversee the NARST website including YM, listserv use, and other functions.

Avoiding and Remediating Conflicts of Interest for the Social Media, Website, and Communications Committee

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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Social Media, Website, and Communications Committee.

Members of NARST Social Media, Website, and Communications Committee are charged with providing leadership and guidance to NARST regarding the organization's website and social media presence 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, a Social Media, Website, and Communications Committee member must bring the matter to the attention of the Social Media, Website, and Communications Committee Chair who then informs the Board liaison of the Social Media, Website, and Communications Committee. Potential conflicts include:

- Providing favorable or unfavorable treatment of institutions or scholars at those institutions when posting on social media. This might include:
- Employment at the same institution as the posted information
- Benefits and gains from the postings (e.g., based on advisory capacity, business association within the last 12 months, family relations, close personal relationships such that the relationship would reasonably perceive an undue influence of the relationship on the decision making, etc.)
- Academic advisory status of one member over other members of the committee
- Business associate of/or collaborated with potential hires (e.g., a new social media manager or website developer) within the last 12 months
- Family relationship with potential hires in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with potential hires in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making

When a conflict-of-interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict-of-interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

NARST Virtual Event Policy

Purpose and Overview

Members and groups of members may propose virtual events to meet the needs of the membership and/or to benefit NARST as an organization. Virtual events are defined as any event that is offered as either a recorded, synchronous, asynchronous, or hybrid (e.g., synchronous/asynchronous) format. These events may include town halls, webinars, workshops, short courses, or other related activities that occur outside of the dates of the annual conference.

Proposed events will be advertised using NARST listservs and social media accounts and proposers are asked to submit a short report to provide information regarding the session following its conclusion.

Eligibility for a Virtual Event

Members or groups of members may propose to host virtual events. Virtual events should be designed to be inclusive of the membership and open to all who would like to participate. These events should also align with the mission and goals of the NARST organization.

Procedures for Hosting a Virtual Event

The following procedures are to be followed for this process:

1. Applicants should provide (i) a clear description of purpose and audience, (ii) an abbreviated description of the event for announcement purposes, limited to 50-200 words, (iii) links to existing research and theory in science education including how any theoretical work or empirical findings presented have undergone peer review within the field, (iv) timeframe for the event and justification for timeframe chosen, (v) information about how the event will be posted, (vi) rationale for the virtual event, and (vii) specify any NARST resources required.
2. Applicants should select an appropriate Series under which the event would be advertised:
 - i. President Series – planned by current NARST President
 - ii. Committee Series – planned by one or more NARST Committees
 - iii. RIG/Strand Series – related to a specific RIG or strand topic
 - iv. Research to Practice Series – focused on translating research into practice
 - v. Town Hall – opportunity for membership to discuss and interact around an issue
 - vi. Other
3. Applicants that are interested in holding a virtual event should submit a completed application via the website.
4. An application to host a virtual event will be required for every new session and should be submitted by the stated quarterly deadlines (January 1, April 1, July 1, October 1) prior to the event. If a session is in response to a current event and requires a speedier approval, then an exception may be made by emailing a request to review to the current Social Media, Website, and Communications Committee (SMWCC) Board Liaison. The SMWCC Board Liaison will then start the review process as described below.
5. If accepted, a registration link will be provided to the organizers and the event will be advertised using the NARST Listserv, Website, Social Media accounts, and any other avenues deemed appropriate by the SMWCC.
6. If accepted, the event hosts are asked to provide a short report detailing the number of attendees, a brief description of how it went, and any additional relevant details following the completion of the event.

Review Process

The application will go through an initial review by the Board SMWCC Liaison to ensure minimum requirements are met for the event to be considered. The minimum requirements include:

- Alignment with NARST mission and goals
- Completed all components of the application

Applications that meet the minimum requirements will be reviewed by a SMWCC Committee sub-committee to include four of the following members: the SMWCC Board Liaison, the SMWCC Committee Chair, the

SMWCC graduate student representative, the SMWCC International Committee representative, an Equity & Ethics committee representative, or potentially other members of the SMWCC committee as needed. Criteria for evaluating proposals of events include:

- Timing and conflicts with official NARST virtual events (these can be found on the NARST calendar)
- Purpose of the event and its alignment with NARST mission and goals
- Likelihood of event meeting the needs of members and/or benefiting NARST
- If the event includes reporting on theoretical or empirical findings, virtual event applications, particularly the full event description section, will be reviewed in light of similar criteria as described for NARST conference proposals and pre-conference workshop proposals.

Applicants will be notified within two weeks of the quarterly deadline of their acceptance status.

Rights and Responsibilities of NARST

The NARST Executive Director will ensure the procedures and application form are posted on the NARST website.

The application and review process will be managed by the sub-committee outlined above and will report to the applicant in a timely manner.

Avoiding and Remediating 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. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits.

Gift Acceptance Policies and Guidelines

NARST, a not-for-profit organization organized under the laws of the State of Minnesota, encourages the solicitation and acceptance of gifts to NARST for purposes that will help the organization to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to NARST or for the benefit of its programs.

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 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.

Purpose of Policies and Guidelines

The NARST Board of Directors, its staff, and any designees of the Board solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of the organization. These policies and guidelines govern the acceptance of gifts by NARST and provide guidance to prospective donors and their advisors when making gifts to the organization. The provisions

of these policies shall apply to all gifts received by NARST for any of its programs or services.

Use of Legal Counsel

NARST, initiated only by the NARST President, shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Closely held stock transfers that are subject to restrictions or buy-sell agreements.
2. Documents naming NARST as Trustee.
3. Gifts involving contracts, such as bargain sales or other documents requiring NARST to assume an obligation.
4. Transactions with potential conflicts of interest that may invoke IRS sanctions.
5. Other instances in which use of counsel is deemed appropriate by the Philanthropy & Giving Committee, a committee internal to the Board of Directors (see Section VI of this document for committee composition).

Conflicts of Interest

NARST urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

Restrictions on Gifts

NARST accepts unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with its stated mission, purposes, and priorities. NARST will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate terms of the organization's Bylaws or other regulations to which the organization must adhere, or gifts too cumbersome to administer in relation to NARST resources. All decisions on the restrictive nature of the gift, and its acceptance or refusal, shall be made by the Philanthropy & Giving (PG) Committee (described in Section VI of this document). If a decision made by the PG Committee will accrue appreciable costs for NARST, the decision should be treated like other financial decisions under NARST Bylaws and be examined by the NARST Board. The PG Committee reports its decisions and any activity to the NARST Board at least once per year at a Board meeting.

Untenable Gifts

When considering the acceptance of gifts, NARST must be mindful of how the acceptance reflects upon the organization and how it impacts the ethical interests, financial interests, legal interests, public relation interests, and reputational interests of NARST.

NARST cannot accept gifts that

- a) Obligate the organization to break laws and other regulations to which the organization must adhere
- b) Conflict with federal and state tax regulations
- c) Designate specific individuals as recipients
- d) Restrict NARST from seeking other gifts
- e) Expose NARST to liabilities
- f) Are contrary to the best interests of NARST

In the instances in which the donor wishes to remain anonymous, the PG Committee should, where possible, attempt to determine if reasons for anonymity are contrary to the best interests of NARST.

The Philanthropy & Giving Committee

The PG Committee is charged with reviewing all restricted gifts and gifts greater than \$5,000 made to NARST, properly screening and accepting those gifts, and making recommendations to the NARST Board on gift acceptance and other gift-related issues (e.g., naming), when appropriate. If issues emerge from the initial review, the Committee should elicit professional/ technical guidance internal and external to NARST as needed. In the event NARST hires staff working within development and advancement, the PG Committee will determine various thresholds and situations in which staff become appropriate designees for gift determinations and append, in writing, its decisions to this document, Gift Acceptance Policies and Guidelines.

The PG Committee shall consist of:

1. the NARST President.
2. the NARST Treasurer.
3. Board of Director affiliated with the External Policy and Relations Committee.
4. Board of Director affiliated with the Social Media, Website, and Communications Committee.
5. a relevant staff person involved in development/ advancement efforts.
6. ex-officio members shall include the Executive Director and the Development Director of NARST (when the position exists).

Types of Gifts

Gifts are charitable donations voluntarily made by a donor (individual or organization) without benefit transferred to the donor in return. The charitable donation is for the benefit of NARST to be used in accordance with donor intent. The following gifts are acceptable:

- Cash.
- Tangible Personal Property.
- Securities.
- Life Insurance.
- Charitable Gift Annuities.
- Charitable Remainder Trusts.
- Charitable Lead Trusts.
- Retirement Plan Beneficiary Designations.
- Bequests.
- Life Insurance Beneficiary Designations.

Cash. Gifts through a transfer of cash or cash equivalents (e.g., check). Cash is acceptable in any form and is payable to NARST, with the location of its administrative office noted.

Tangible Personal Property. Gifts of physical property (i.e., can be touched) that can be used or consumed (e.g., jewelry, art). These gifts should be examined in relation to the following:

- a) Does the property advance the NARST mission?
- b) Is the property marketable?

- c) Are there restrictions on the use, display, or sale of the property?
- d) Are there any costs associated with the property?

Securities. Gifts of a financial asset that can be bought, sold, or traded. These gifts should be examined in relation to the following:

- a) Are there restrictions to prevent NARST from converting securities to cash?
- b) Are the securities marketable?
- c) Will the security generate undesirable tax consequences for NARST?

Life Insurance. NARST must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The interpolated terminal reserve value, or cash surrender value, upon receipt, will be the value of the gift. If the donor contributes future premium payments, then NARST will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue premium payments, NARST can pay premiums, convert the policy to paid up insurance, or surrender the policy for its current cash value.

Charitable Remainder Trusts. A tax-exempt irrevocable trust that disperses income to trust beneficiaries for a stipulated period and then donates after the stipulated time has elapsed the remainder of the trust to a designated charity/ not-for-profit. After considering tax consequences for NARST, NARST may accept designation as a remainder beneficiary for this gift type. NARST will not accept designation as a trustee.

Charitable Lead Trusts. A tax-exempt irrevocable trust that disperses income to designated charities/ not-for-profits for a set term. After the expiration of the set term, the remaining trust is distributed to non-charitable beneficiaries. After considering tax consequences for NARST, NARST may accept designation as income beneficiary for this gift type. NARST will not accept designation as a trustee.

Retirement Plan Beneficiary Designations. NARST may be designated as beneficiary of retirement plans, but designation will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable and is not due until a future date, the present value of gift may be recorded at the time the gift becomes irrevocable.

Bequests. Assets provided through a will or trust. Supportive parties are encouraged to make bequests to NARST. Such bequests will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable and is not due until a future date, the present value of gift may be recorded at the time the gift becomes irrevocable.

Life Insurance Beneficiary Designations. NARST may be designated as beneficiary or contingent beneficiary of life insurance policies, but designation will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable and is not due until a future date, the present value of gift may be recorded at the time the gift becomes irrevocable.

Miscellaneous Provisions

Costs of accepting gifts. It is the responsibility of donors to cover costs associated with the acceptance of a gift such as legal fees, accounting fees, and other professional fees as well as costs to establish a gift like appraisal, escrow, etc.

Costs of administering gifts. Administrative costs shall be paid by funds from the gift except by special circumstances as determined by the NARST Board.

Valuation of gifts for development purposes. NARST records a gift received by the Charity at its valuation for gift purposes on the date of gift.

Responsibility for IRS Filings upon sale of gift items. NARST Treasurer working with the Executive Director is responsible for filing pertinent IRS forms according to regulations upon the sale or disposition of any asset sold within two years of receipt by NARST when the charitable deduction value of the item is more than \$10,000.00.

Acknowledgement. Acknowledging gifts to NARST and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the NARST Board.

Gift Acceptance

Once gifts have been transferred to NARST and recorded accordingly, donors cannot be involved in any facet of the administration of the gift. NARST is responsible for the following:

- a) Ensures the use of the gift aligns with donor intent
- b) For restricted gifts, prior to the release of funds by the Treasurer, the Executive Director will communicate with entities receiving funds to confirm compliance. In the case of unrestricted funds, the proper use of funds will be examined as part of the financial quarterly activity of the organization.
- c) Monitors the gift funds
- d) The Treasurer and management company will track funds as part of the financial quarterly activity.
- e) Reports to the donor on gift uses and outcomes as stated in gift agreements
- f) In the case of restricted gifts, entities using the funds will report annually as part of the October Board reporting through the appropriate Board Liaison associated with efforts. The Executive Director uses the information contained in the October Board meeting record in communicating with the donor by the end of the same calendar year. For unrestricted gifts, the Executive Director will use the information shared as part of the financial quarterly activity to report activity to donors at least once prior to the end of a calendar year.

Gift Return

NARST may return a gift to a donor if the NARST Board determines the gift, association with the donor, or the intended use of the gift could cause harm to NARST.

Confidentiality

Information received from or about potential donors or donors will be held in strict confidence. Donors must give consent to publicize gifts.

Changes to Gift Acceptance Policies

These policies and guidelines should be reviewed by the NARST Board with guidance from the PG Committee at least once every five years with a more frequent review recommended as NARST gains experience with development and advancement. Any changes must be approved by a majority (more than half) vote of the NARST Board.

Standard Gift Agreement

This is a standard agreement which may be altered in negotiation with a donor.

This Gift Agreement (the "Agreement") is made this _____ day of _____ by and among _____ (hereinafter referred to as "the Donor"), and NARST.

The Donor and NARST agree as follows:

1. Donor Commitment. The Donor hereby pledges to NARST the sum of Dollars (\$ _____), which as provided for herein is designated for the benefit of _____ [specify the initiative].
2. Donor Purpose.
 - a) Purpose. It is understood and agreed that the gift will be used for the following purpose or purposes: [Description of the use or eventual use of the gift/pledge, the use of the income from the fund, and any additional or stipulated purposes for the gift. If the donor wishes to designate a portion of gift for an annual contribution to an ongoing initiative or event, language should appear in this section regarding the distribution of the annual portion. Gifts, including proposed naming's, would specify names in this section which would be subject to the NARST naming policies and procedures.]
 - b) Discretionary Fund. ___% of the total commitment/gift will be designated for use as unrestricted funding for priorities authorized by NARST. If the commitment is fulfilled in more than one payment, ___% of each payment will be applied toward this Fund.
3. Payment. It is further understood and agreed that the gift will be paid in full on or before

or as may be further described hereafter in the event of an agreed payment schedule: [state payment schedule, including months, years, and amounts; note that the standard pledge duration is 3-5 years]. It is also understood and agreed that the gift funds as received may be invested by NARST as it shall best determine pending distribution to the purpose or purposes described herein.

[If the gift is to create an endowment, include #4 and #5; also, when appropriate, #6:]

4. Endowment. The gift specified above shall be used for the purpose of creating with NARST an endowment fund to be known as the [name] Fund (the "Fund"). The assets of the Fund may be merged or pooled for investment and investment management purposes with the general endowment or other assets of NARST and managed and invested in accordance with NARST investment policy and procedure as well NARST investment managers/ advisors but shall be entered on the books and records of NARST as the "[name] Fund." Distributions in support of the above gift purpose and reasonable fees associated with securing, raising, investing, and administering such funds shall be charged to the said Fund administered in accordance with the policies and procedures of NARST then in effect.

5. Inadequate Funding. The amount needed to fully fund such an endowed fund shall be that amount required by NARST on the date the first gift is received into the Fund. If, after the specified pledge period is ended, the value of the Fund is less than the minimum required by the NARST as of the date of this Agreement for the establishment and continuing support of the named fund, the Fund may be transferred to and merged with an existing endowment or other fund in NARST whose purpose will most nearly accomplish the Donor's intention evidenced by the purpose described above.

[If the gift contains a naming requirement, include #6]:

6. Naming/Approvals: The proposed naming of any NARST-affiliated endeavor must be approved by the NARST Board and documented in writing with the signature of the Executive Director and President. Any naming is and shall be subject to NARST Naming Policies and Procedures in effect at the time of the gift.

[Include #7 as appropriate where NARST intends to create an unrestricted funding pool from all restricted gifts]:

7. Related Expenses. [the following or similar language.] NARST may, at its discretion, assess a reasonable percentage from the gift to the unrestricted general operating funds of NARST to defray its operation expenses, provided the amount assessed shall not exceed ___% of each gift installment the Donor makes and shall be assessed within __days of NARST's receipt of each gift installment made in fulfillment of this Agreement.
8. Intent. It is the agreement of the parties and the intention and wish of the Donor that this gift and any unpaid promised installment under this Agreement shall constitute the Donor's binding obligation and shall be enforceable at law and equity including, without limitation, against the Donor and the Donor's estate, heirs and personal representatives, and their successors and assigns. The Donor acknowledges that NARST is relying, and shall continue to rely, on the Donor's gift being fully satisfied as set forth herein.
9. Recognition by NARST. To honor the Donor, and to express the appreciation of NARST publicity in the form of news announcements, both internal and external, will be made with the permission of the Donor. [Additional information as appropriate, including specification regarding the donor's name and how the donor should be recognized in publicity.]
10. Reporting and Stewardship. Reports on performance of the Fund and use of the proceeds shall be provided annually to the Donor for endowment gifts. For capital and current use gifts, once the gift has been fully paid and/or employed by NARST for the purpose specified in this Agreement, NARST will normally report at least one time (except as the Donor and NARST may otherwise mutually agree in writing) on the outcome of the gift. [Supplement as needed.]
11. Additional Gifts. The Donor reserves the right to increase the Fund through additional gifts and hereby consents to additional contributions to the Fund by any individual,

corporation, foundation, trust, estate or other legal entity through individual gift, bequest or other gift vehicle, and all gifts so designated shall be subject to the provisions of this Agreement.

12. Future Changed Circumstances. [Note that this provision is not necessary for unrestricted gifts but should be used for all others.] If, in the opinion of the NARST Board, all or part of this gift cannot at some time in the future be usefully or practically applied to the above purposes or if the purpose cannot be achieved because of a future change in law or unforeseeable circumstances, it may be used for any related purpose which in the opinion of the NARST Board will most nearly accomplish the Donor's wishes.
13. Amendment. By mutual consent of the NARST Board and the Donor, the Donor's legally or duly appointed agent or attorney-in-fact, or the personal representative of the Donor's estate, any provision of this Agreement may be amended, modified, or deleted. Any such changes, deletions or additions shall be recorded in written signed addenda, which shall form part of this Agreement.
14. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to the subject matter of the Agreement and is subject to the laws of the Commonwealth of Virginia. This Agreement also supersedes all other agreements and understandings, both oral and written, between the parties relating to the subject matter of the Agreement.

In witness whereof, the parties to this Agreement have affixed their signatures (signatures to follow)

Recommendations for Procedures on Use of Standard Gift Agreement

When to use standard gift agreements:

1. For restricted gifts.
2. For commitments of \$5,000 or greater.
3. For named endowment gifts at any level.
4. For capital gifts at levels that include naming rights (see Naming Policies and Procedures)

Who needs to sign?

1. Donor
2. NARST President.
3. Executive Director.
4. The lead staff personnel in the event NARST hires staff working within development and advancement.

Procedures:

1. The Donor works with the Executive Director, NARST President, and NARST Treasurer to draft a gift agreement using the gift agreement template.
2. The President presents the draft gift agreement to the External Policy and Relations Committee Board Liaison and Committee Leadership for feedback.
3. The External Policy and Relations Committee Board Liaison presents the gift agreement

to the NARST Board for action. If the NARST Board disagrees with any aspect of the proposed gift agreement, then the Board must clearly articulate under what conditions the agreement would become untenable and determine if it is appropriate to confer authority to the Executive Director to complete the negotiations with the Donor on behalf of NARST.

4. If changes are required and the NARST Board has conferred necessary authority, the Executive Director communicates with the Donor to reach agreement.
5. Once revisions are made, all signatories are obtained.
6. Once finalized, a copy of the signed gift agreement is sent to the Donor, filed in the NARST files by the management company, and uploaded to the NARST Board community space on the NARST website in archived documents labeled as “Gifts.”

**Sources: <https://policy.umn.edu/finance/gifts>;*

https://adrp.memberclicks.net/assets/Regional/2017_SEDRC/Presentations/sample%20named%20space_2017.pdf;

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjJkZ-w7LH0AhWXj3IEHRjHCvQQFnoECAUQAQ&url=https%3A%2F%2Fvavpolicy.virginia.edu%2Fsites%2Fvavpolicy.virginia.edu%2Ffiles%2FDPA_Standard_Gift_Agreement_FEB09.doc&usg=AOvVaw0u5Li4MxAJ1-8DCC2wLZ0G

<https://www.councilofnonprofits.org/tools-resources/gift-acceptance-policies>

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjv7sHM77H0AhXcQzABHbZ4DGkQFnoECAkQAQ&url=https%3A%2F%2Ffoundation.ucf.edu%2Ffile%2Fpolicies%2Fexecute-and-administration%2F6.07-Gift-Acceptance-Policy.pdf&usg=AOvVaw3MtlZxY9oQ1b9IWsoRclhB>

Naming Policies and Procedures

Naming a NARST internal entity or NARST effort is a significant honor. The purpose of these policies is to define the scope, standards, responsibilities, and procedures for charitable gift and honorific naming opportunities.

The general guidelines in section I and section II pertain to both types of naming opportunities and renaming, in circumstances in which it occurs.

Section I: General Principles

In considering the naming of a NARST entity or effort, the following shall apply:

- The naming must be consistent with the NARST mission and values
- The naming reflects a fundamental understanding and appreciation of NARST and its work
- The naming represents the highest standards and ideals advanced by NARST

Section II: General Guidelines

- I. No commitment regarding naming shall be made to a donor or a non-donor honoree

- prior to approval of the naming proposal.
- II. The proposal and record of the action taken shall be maintained in the permanent archives (e.g., NARST Board community space on the NARST website).
 - III. Each eligible proposal for naming shall be considered on its merit, not because it meets a predetermined financial or non-financial goal, and attention given to the short-term and long-term appropriateness of naming.
 - IV. All proposals shall be submitted in writing to the Executive Director.
 - V. For all naming opportunities, the Naming Committee (described in Section IV of this document) shall generate a call that shall be distributed to the NARST membership. At a minimum, the call a) describes the naming opportunity, b) lists any eligibility requirements (e.g., minimum donation amount, honoree status), c) includes a link to the Naming Policies and Procedures document, d) describes the criteria for selection, and e) explains nomination and selection processes.
 - VI. When a naming in recognition has been approved, the name will generally be effective for the useful life of the entity named, unless noted otherwise in any related agreements.
 - VII. If an entity must be replaced or repurposed, it may be renamed, subject to the specific terms and conditions in agreements related to the prior naming action.
 - VIII. NARST reserves the right to terminate its obligation of a naming if the NARST Board determines
 - A. the naming causes damage to the organization's reputation
 - B. the naming is inconsistent with the organization's values
 - C. terms of the naming agreement have not been fulfilled by other parties in the case of a charitable gift naming.

Section III: General Scope

The Naming Policies and Procedures pertain to all naming aspects in NARST. Naming opportunities can include the naming of:

- physical spaces or elements of spaces (e.g., NARST webpages)
- collections (e.g., NARST webinar series)
- seminars, symposia, panels, and other related events
- awards
- scholarships and travel awards
- institutes or programs (e.g., Sandra Abell Institute)
- other new initiatives

Section IV: Naming Committee

The Naming Committee is responsible for managing the processes related to naming opportunities and presenting information to the NARST Board for its deliberation and determination. If issues emerge during this process, the Committee should elicit as needed professional/ technical guidance internal and external to NARST, including legal counsel which can only be initiated by the NARST President.

The Naming Committee will consist of the Immediate Past President (chair), Board Liaison affiliated with the Awards Committee, Board Liaison affiliated with the Publications Advisory Committee, Board

Liaison affiliated with the Equity and Ethics Committee, and Board Liaison affiliated with the Research Committee. The Executive Director will serve as an ex officio member.

Section V: Charitable Gift Naming Opportunities

Charitable gifts associated with a naming opportunity must be addressed in the gift agreement with a review of the agreement by legal counsel, as appropriate and as initiated by the NARST President. These naming opportunities must adhere to the General Principles articulated in section I and General Guidelines stated in section II of this document.

- I. In reviewing proposals for this type of naming opportunity, consideration shall be given to the following:
 - a. the eminence, reputation, and integrity of the individual or entity whose name is proposed (investigations would be confidential and results shared with the Board)
 - b. the quality and longevity of the proposed naming individual or entity's relationship with NARST
 - c. the significance of the proposed gift as it pertains to the success or improvement of the named entity or effort in advancing NARST
 - d. the urgency for the named entity or effort
 - e. the need or support for the named entity or effort
 - f. the gift amount shall cover the total cost of operating and sustaining the entity or effort over time because the name designation is in effect for the useful life of the entity or effort
- II. The nature of the naming opportunity and the duration of the naming should be considered when setting minimum gift levels. Generally, naming exists for the useful life of the named entity, but time limits can be designated. The Naming Committee shall adjust minimum levels for inflation and other events at least once every three years and present to the NARST Board for approval.

Named Entity	Minimum Gift	Naming Duration
Physical spaces or elements of Spaces	\$1,200	One calendar year
Conference Sessions (symposia, panels, and other related meetings)	\$1,000 \$12,000	One annual meeting 12 annual meetings
Awards	\$25,000 payable over five years	Usefulness of entity
Scholarships and travel awards	\$25,000 payable over five years	Usefulness of entity
Institutes or programs	\$50,000 payable over five years	Usefulness of entity

Section VI: Honorific Naming

This naming opportunity honors individuals or entities that have made extraordinary and long-lasting contributions to the field of science education and have rendered distinguished and exceptional service and leadership to NARST. Their excellence warrants such a unique recognition. Anyone who has been sanctioned at any time by an institution or NARST for inappropriate behavior is ineligible for consideration. These naming opportunities must adhere to the general principles articulated in section I and general guidelines stated in section II.

Section VII: Determinations and Recognitions

The Naming Committee presents information with the Committee's commentary to the NARST Board for its deliberation and action. The approval for naming a NARST entity will require a unanimous vote of the NARST Board. Upon approval, the NARST Board shall distribute an announcement to the NARST membership.

Section VIII: Policy Revisions

The Executive Director or Naming Committee shall initiate a review of this policy at least once every five years with a more frequent review recommended as needed.

**Sources: https://ucanr.edu/sites/ucanr/Development_services/UC_gift_acceptance_policies/;
<https://policies.uni.edu/803>; <https://www.bu.edu/policies/boston-university-gift-acceptance-and-naming-policy/>;*

NARST Investment Policy Statement

Purpose

The purpose of this investment policy statement (IPS) is to establish the principles and objectives of investments for the National Association for Research in Science Teaching (NARST) and the process by which investments are determined and administered. This document shall apply to the NARST Board of Directors, Executive Director, and Finance Committee and Management Company, as well as all Investment Advisors (language used in Bylaws) hired to assist with the management of NARST funds. This IPS is designed to ensure that funds are available to meet NARST's needs and to continue its operations, and secure future sustainability in a financially prudent manner.

Fiduciary Responsibility

Fiduciary responsibility for the safekeeping, administration, and investment management for NARST's monies shall be provided by the Board of Directors. As fiduciaries, Board members must act with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims (See for example, the "Prudent Investor Rule" <https://www.investopedia.com/terms/p/prudent-investor-rule.asp>). The fiduciaries must comply with existing and future applicable State and Federal laws and regulations. In addition, the Board members as fiduciaries must act for the purpose of providing benefits to the NARST membership and the community as its primary beneficiary. The fiduciaries also must act in accordance with the terms of this IPS.

Delegation of Authority

The Board hereby delegates the Finance Committee, chaired by the Treasurer, to implement and maintain this Investment Policy as directed by the Board. The Finance Committee shall be assisted in implementing and maintaining this Investment Policy by NARST's Executive Director, Investment Advisor, and Management Company.

Conflict of Interest

Any person or organization involved in the oversight or management of NARST's monies should adhere to NARST's conflict of interest guidelines as stated in NARST's Policies and Procedures Manual.

Guiding Principles

The fundamental fiscal principles underlying this IPS are to:

1. Preserve principal.
2. Maintain sufficient liquidity to meet cash needs.
3. Develop and maintain a clear investment strategy that provides reasonable growth through diversification for the purpose of minimizing investment risk.
4. Optimize investment income/returns subordinate to the above criteria.

NARST Funds

For the purposes of meeting the above principles, NARST monies shall be divided into three separate pools as follows:

Operating Fund (checking or operating accounts): Provides sufficient cash to meet immediate financial obligations. These monies should generate income, not growth, and the typical utilization of these monies will be in days, weeks or a few months. Liquidity and safety are primary concerns for this pool of money.

Contingency Fund (short-term investments): Provides monies not needed immediately but that may be needed to meet expenses occurring because of unanticipated shortfalls or activities. The investment horizon for these monies may be counted in months or a few years. A balance among safety, liquidity, and growth is preferred. Horizon refers to the total length of time that an investor expects to hold a security or a portfolio (Source: https://www.investopedia.com/terms/i/investment_horizon.asp)

Endowment Fund (long-term investments): Provides financial stability during difficult financial times or provides support for extraordinary non-recurring projects. The investment horizon for these monies is typically measured in years, with the goal being growth.

With the approval of the Board, monies in the above Funds may be used to secure a line of credit.

Risk Tolerance and Diversification

NARST recognizes that higher returns involve higher volatility and has indicated a willingness to tolerate some volatility in order to optimize the total return of NARST monies. NARST's Funds will be managed in a manner that seeks to minimize principal fluctuations over the established investment horizon and that is consistent with stated objectives. Risk shall be evaluated in terms of the total portfolio, not each individual investment.

To minimize risk, NARST's investments should be well diversified across asset classes, economic sectors, industry groups and individual securities as allowed by the target asset allocation of each Fund. NARST will seek guidance from its Investment Advisor in terms of such issues as diversification by value and growth stocks, by industry type, and by domestic and international markets.

Investment Philosophy

NARST subscribes to a socially responsible approach to investing. As a general matter, NARST should not invest in individual companies with egregiously anti-labor policies or deficient educational, health and safety records. Nor should NARST monies be invested in companies that do not have policies against discrimination regarding race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, age, disability, and genetic information (Source: <https://www.eeoc.gov/employers/small-business/3-who-protected-employment-discrimination>). Likewise, NARST investments should avoid companies that derive 10% or more of their earnings from the manufacture of tobacco, weapons, or ammunition, or are substantially

involved in the production and distribution of fossil fuels.

General Procedures

The following procedures ensure that this IPS is consistent with the mission of NARST and accurately reflects the current financial condition.

1. In consultation with the Executive Director, the Finance Committee will make recommendations to the Board for the hiring, maintaining, or replacing of an Investment Advisor. Following the hire of an inaugural Investment Advisor, Board hire/fire decisions will be informed by the following activities:
 - i. The Finance Committee will monitor the performance of the Investment Advisor on an ongoing basis.
 - ii. The Personnel Committee will conduct formal reviews of the Investment Advisor every three years.
 - iii. Upon approval of the Board, the evaluation process will be incorporated into the NARST Policies and Procedures. The evaluation process will be informed by the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and other such laws and regulations that may apply now or in the future to the work of investment professionals.
2. In consultation with the Treasurer and Investment Advisor, minimally on an annual basis, the Executive Director will facilitate determination of specific guidelines for the Operating, Contingency, and Endowment Funds. Such guidelines shall include, but not be limited to, the following:
 - i. Target allocations (i.e., dollar amounts) for the Operating and Contingency Funds. Specification of the cash balance necessary for the Operating Fund will take place with each review of the NARST budget. Monies in excess of those required for operations and short-term needs will be allocated to the Endowment Fund.
 - ii. Target asset allocations for the three Funds, including allowable and prohibited assets and transactions as appropriate.
 - iii. Acceptable asset classes and ranges for the Endowment Fund.
 - iv. Procedures for transferring monies among the Operating, Contingency, and Endowment Funds, and for rebalancing assets within the Endowment Fund.
3. The Investment Advisor will oversee the purchase and sale of investments based on guidelines and restrictions set forth in this IPS and accompanying documents (e.g., the Fund guidelines referenced in #2 above).
4. The Investment Advisor will prepare and present to the Finance Committee and Executive Director quarterly summary investment reports, monthly statements of holdings and account activity, and other reports deemed appropriate. In consultation with the Treasurer and Executive Director, the Investment Advisor will determine reporting guidelines appropriate for NARST's Operating, Contingency, and Endowment Funds.
5. The Executive Director and Treasurer will review monthly statements, quarterly investment reports, and other reports as appropriate. The Finance Committee will review all NARST investments at least semi-annually. The Treasurer will present an annual investment report to the Board at its Fall meeting.
6. This Investment Policy shall be reviewed annually by the Finance Committee and

Executive Director. Recommendations for revisions will be made to the Board for their approval.

Custody and Safekeeping

NARST shall, at all times, utilize a third-party custodian for the safekeeping of its assets. The third-party custodian shall be responsible for the settlement, transfer, and reporting of assets. At no time should NARST's selected Investment Advisor act as both a custodian and advisor/broker to NARST.

Benchmarks and Performance Management

Investment return is to be measured in a manner consistent with NARST guidelines and as issued by the Global Investment Performance Standards (GIPS) or, if differently as NARST specifically directs in writing. Investment returns will be reported quarterly. This review will examine the NARST's portfolio's total return and that of the separate asset classes or funds that comprise the portfolio. Performance is to be compared to all relevant benchmarks. To aid in the evaluation of portfolio trends, returns will be evaluated each quarter, year to date, end of year, three-year cycle, and since inception. All asset classes should be compared to their relevant benchmarks and the benchmarks should remain consistent from reporting period to reporting period.

Exceptions

The NARST Board of Directors may, from time to time, approve exceptions to this IPS. Approved exceptions must be written and include the following information: the specific exception to be allowed, the rationale for the exception, the date the exception is effective, and the date the exception will terminate. Approved exceptions shall be added as addenda to this IPS.

Investment Policy Review

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this document, the NARST Board of Directors shall review this Investment Policy Statement every five years. In the years in which it occurs, this review will supplant that done by the Finance Committee and Executive Director.

Acceptance and Authorization

This statement of investment policy is adopted on October 16, 2021, by the NARST Board of Directors. The NARST Executive Director is authorized to sign this policy document on behalf of the NARST Board of Directors.

Guidelines for the Selection of NARST's Investment Advisor

NARST has the responsibility of monitoring the investment activities and performance of the Investment Advisor. NARST's Investment Advisor shall have a fiduciary duty (the highest standard of care) to advise NARST and prudently manage NARST's funds in accordance with the best interests of NARST and the community it serves, and State and Federal regulations. Accordingly, NARST shall monitor adherence of the Investment Advisor to the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and other such laws and regulations that may apply now or in the future to the investment of the NARST monies.

Selection Process

Using the information below, in consultation with the Executive Director the Finance Committee shall identify appropriate candidates for the position of NARST's Investment Advisor and make a recommendation to the Board for hiring said individual.

Qualifications

An Investment Advisor (IA) will be hired to assist in the management of NARST's monies. The IA may be independent or affiliated with a broker-dealer firm. Candidates will be evaluated according to the following criteria:

- Registered with the U.S. Securities and Exchange Commission (SEC).
- Provides a reasonable and transparent fee structure. Typical fees are 1% of assets under management and may decline as the value of the assets exceeds \$5 million.
- Provides a copy of Form ADV, Parts I and II, to NARST for review prior to engagement.
- Shall not have any pending or finalized disciplinary actions by any government regulator.

Roles and Responsibilities

The IA is responsible for assisting NARST in formulating an appropriate investment policy based on the needs, objectives, and risk profile stated in NARST's Investment Policy Statement. The IA does not have the ultimate authority to use NARST's monies without permission from the NARST Board or its designee(s) such as the Finance Committee and Executive Director.

Specifically, the Investment Advisor shall be responsible for:

- Assisting NARST's Executive Director and Treasurer with determining specific guidelines for the money pools described in NARST's Investment Policy Statement (i.e., the Operating, Contingency and Endowment Funds).
- Preparing for and presenting to the Finance Committee and Executive Director quarterly summary investment reporting, a monthly statement of holdings and account activity, and other reports deemed appropriate.
- Requesting and obtaining approval from the Finance Committee and Executive Director for all major sales and purchases with the definition of "major" to be developed collaboratively among the Investment Advisor, Executive Director, and Treasurer.
- Communicating all transactions of major sales and purchases to the Finance Committee and Executive Director within a week of the transaction date.
- Identifying and selecting specific investments and managers (as appropriate) within each asset category.
- Managing allocations to specific investments and managers (as appropriate);
- Monitoring the performance of all selected asset categories, investments, and managers (as appropriate).
- Periodically reviewing the appropriateness of the investments and managers of the NARST's portfolio.
- Meeting with the NARST Board of Directors at least once a year at the Fall Board meeting, and at other times deemed necessary at NARST's request; and
- Recommending and implementing changes to any of the above.

The IA must keep all necessary documentation current and provide to the Finance Committee and Executive Director. The NARST Executive Director shall notify the IA of authorized individuals. The NARST Executive Director also shall immediately notify the IA of any changes in personnel or responsibilities.

Interfund Transfer Policy

(Approved and added as an amendment to the on April 17, 2023)

The thresholds below will trigger a discussion among the Finance Committee as to whether or not any funds *should* be transferred among NARST’S three main accounts (i.e., Operating, Contingency, and Endowment), and, if so, what amount to where. These decisions are solely at the discretion of the Finance Committee in consultation with NARST’s investment advisors and management company. The NARST Board of Directors will be informed of such decisions in a timely manner (e.g., at a scheduled meeting of the Board or sooner if deemed necessary). Current and projected financial conditions (e.g., expected incoming cash flow)and NARST’s cash flow are key considerations in any interfund transfer decision. The overall goal is to keep NARST’s money working for the organization.

Note the following:

- Interfund transfer thresholds shall be considered at each of the Finance Committee’s quarterly meetings or sooner if warranted.
- The thresholds regarding interfund transfers shall be phrased in terms of NARST’s monthly expenses (to be stated as “*months*”) which are based on the current year as budgeted.
- Interfund transfer threshold statements shall be stated in terms of upper and lower bounds per NARST Fund (i.e., Operating, Contingency, Endowment).
- A “healthy” amount for a non-profit organization is 12 months.

OPERATING FUND Thresholds

Lower Bound	4 Months Operating Expenses
Consideration	Transfer money IN to Operating Fund to achieve 4 months
Source	Contingency Fund: Amount (see this fund’s thresholds)
	Endowment Fund: Amount (see this fund’s thresholds)

Upper Bound	6 months Operating Expenses
Consideration	Transfer money OUT of Operating Fund to achieve 6 months
Destination	Contingency Fund: Amount (see this fund’s thresholds)
	Endowment Fund: Amount (see this fund’s thresholds)

CONTINGENCY FUND Thresholds

Lower Bound	4 months
Consideration	Transfer money IN to Contingency Fund to achieve 4 months
Source	Operating Fund: Amount (see this fund’s thresholds)
	Endowment Fund: Amount (see this fund’s thresholds)

Upper Bound	6 months
Consideration	Transfer money OUT of Contingency Fund to achieve 6 months
Destination	Operating Fund: Amount (see this fund's thresholds)
	Endowment Fund: Amount (see this fund's thresholds)

ENDOWMENT FUND Thresholds

Lower Bound	NA
Consideration	Transfer money IN to Endowment Fund
Source	Operating Fund: Amount (see this fund's thresholds)
	Endowment Fund: Amount (see this fund's thresholds)

Upper Bound	# of months needed to keep total of all 3 funds at 12 months
Consideration	Transfer money OUT of Endowment Fund (e.g., to Operating or Contingency Funds, or to fund a special project or initiative).
Destination	Operating Fund: Amount (see this fund's thresholds)
	Endowment Fund: Amount (see this fund's thresholds)

Notes regarding Endowment Fund transfers:

- There is no lower bound for the Endowment Fund. Monies may be transferred IN to the Endowment Fund as described in the upper thresholds for the Operating and Contingency Funds.
- In terms of an upper bound, the process is to look at the number of months of reserves across all three funds (Operating, Contingency, and Endowment). If this number exceeds 12 months, then the Finance Committee can engage in strategic planning regarding how to invest those funds to benefit the membership. This planning can include consideration of transferring monies OUT of the Endowment Fund.

NARST Travel Expense Reimbursement Policy

To be eligible for reimbursement, travel expenses must be for valid NARST business-related purposes; in accordance with NARST policies and procedures; and a prudent use of NARST funds. Travelers are expected to choose low-cost options that meet their scheduling and business needs.

NARST does not provide insurance of any kind related to NARST volunteers' travel and is not responsible for any unexpected costs related to or liability arising in any manner out of such travel.

In some situations, if a fixed dollar amount for travel is designated, irrespective of the total cost of the trip, travelers must still comply with this policy and the limits within.

Receipts are required for all reimbursable travel expenses.

Cash advances may be available if the traveler is unable to purchase travel-related services (e.g., airplane tickets, conference registration fees) and wait for reimbursement. Travelers should contact the Executive Director to request a cash advance and provide details of the expenditures with that request.

In cases where the traveler has incurred an expense that is unallowable, the funds will be recovered from the traveler and returned to NARST.

Air transportation

Travel by air is limited to the lowest, non-refundable, fare class available at the time of booking that meets both the requirements listed below and the traveler's needs.

- Basic Economy- Not recommended because seats are not assigned until check-in and ticket changes or upgrades are not allowed.
- Economy- allowed for all flights.
- Premium Economy – allowed for flights of 4 or more hours with approval from the Executive Director.
- Business and First – not allowed.

Each airline may have different designations for fare/seat classes than those listed above. Contact the Executive Director if unsure what fare class to book.

Fees to reserve coach/economy seats ahead of check-in are allowed.

Baggage: The first piece of baggage within the airlines' weight and size limits is allowable. Costs for additional baggage beyond the first piece and overweight or oversized baggage may be allowable with a valid business justification approved by the Executive Director

Ground Transportation

Travelers should use the least expensive method of ground transportation that meets the traveler's schedule and business needs (for example, airport shuttles, taxis, app-based ride services (such as Uber or Lyft, train or bus travel).

Travelers should rent vehicles only when necessary, or when doing so reduces overall transportation charges. Prior approval from the Executive Director is required for car rental. Vehicle renters should purchase insurance coverage for physical damage and liability. NARST does not maintain any vehicle insurance and is not responsible for any vehicle or other property damage or for any physical injuries incurred or caused by the traveler.

Additional ground transportation expenses will not be reimbursed during the time a traveler has rented a vehicle (for example, cab fare or app-based ride services).

With prior approval, NARST may reimburse travelers for the cost of vehicle rentals and gas charges, but not mileage. Travelers should confirm whether an international driver's license is required when renting a vehicle.

Personal Vehicles

Travelers may use their personal vehicle in the course of approved NARST travel. Travelers may request reimbursement for domestic or international mileage using the IRS standard mileage rate.

If a traveler elects to drive a vehicle in lieu of flying, a price comparison for airfare must be done by the traveler prior to the trip and submitted with the expense report. Any additional expenses, such as lodging, car rental fees, mileage, or parking, up to the amount of the lowest economy airfare that would have met the traveler's needs are typically allowable.

Lodging

Travelers should use the conference lodging whenever possible, since the traveler is paying a pre-negotiated rate offered by the conference. In cases where conference facilities are completely booked, travelers should obtain lodging based on the conference rate and obtain pre-approval if the non-conference lodging exceeds that rate.

Travelers may choose to stay with family, friends, or colleagues while in travel status, but lodging and other related costs are not allowable.

Travelers may use vacation rental sites (for example, Airbnb, VRBO) if there is a cost savings over traditional lodging and other related travel expenses. When entering into a contract for a vacation rental, the contract must be in the name of the traveler.

Room Sharing

Travelers cannot be required to share a room or bedroom.

If travelers choose to share rooms, each room must be within the maximum allowable expenses described above. Each traveler should pay for their own lodging and request their own itemized receipt.

Meals and Incidentals

Travelers are required to provide receipts for meal expenses. Travelers should request individual receipts and receipts should itemize the meal expenses to be reimbursed.

Travelers should not submit or request reimbursement for any of these items:

- Gratuities for baggage carriers, porters, and hotel staff
- ATM fees, bank fee, and check cashing charges.
- Laundry and valet expenses *

*Travelers may request reimbursement for laundry for travel lasting seven or more consecutive days.

Spousal/Family/Guest Travel

Expenses incurred by a spouse, family member, or personal guest are not reimbursable expenses.

Combined Business and Personal Travel

Travelers may choose to combine personal travel with NARST travel. Travel must be primarily for business purposes to receive a reimbursement of transportation expenses. Travelers are prohibited from using NARST funds for their personal travel. At the time travel is booked, the traveler must obtain a price comparison for the trip that does not include personal travel and include the price comparison with the expense report. This includes situations where the traveler has selected an indirect route or interrupts travel for personal convenience.

International Travel

Travelers are responsible for checking their destinations for any Travel Advisories in advance of international travel.

Travelers are responsible for understanding their international insurance options. NARST does not provide insurance of any kind related to NARST volunteers' travel and is not responsible for any unexpected costs related to or liability arising in any manner out of such travel.

Travelers to all international destinations must comply with U.S. export control laws and regulations, including, without limitation, the Export Administration Regulations (13 CFR Parts 730-774), the International Traffic in Arms Regulations (22CFR Parts 120-130), and the Foreign Assets Control Regulations (31 CFR Parts 501-598).

Travelers are responsible for determining their visa needs and securing the necessary visas. NARST will reimburse visa costs related to travel to the destination country. NARST will not pay for visa costs incurred because of personal travel taking the traveler through additional countries.

Travelers are responsible for determining any vaccination requirements related to travel. NARST will reimburse costs of recommended vaccinations not available through the traveler's health insurance (e.g., yellow fever, typhoid, malaria). NARST will not reimburse costs for routine vaccinations available through the traveler's health insurance (e.g., rabies, hepatitis A, influenza, covid)

Currency Exchange

When expenses are incurred in foreign currencies, travelers must:

- Submit foreign expenses in U.S. dollars using the exchange rate for the date of the expense (<https://www.oanda.com/currency-converter/en/>)
- For purchases made with a personal credit card, the traveler can use the exchange rates provided by the credit card company. Documentation indicating the exchange rates used to make the conversions must be included.

Submitting Travel Reimbursements & the Payment Time Frame

When seeking reimbursement, the process is to email your completed reimbursement request form and receipt(s) to info@narst.org. Ask the Executive Director or Management Company for the reimbursement form.

NARST's management team processes reimbursement requests two times per month:

- Payment for reimbursements is initiated on the 1st and 3rd Monday of each month.
- Payment will be received by the recipient 3-10 business days after initiation, depending on payment type.

Following an initial reimbursement request, the recipient will receive a notification from Bill.com to enter banking information into a secure environment, or to choose to receive a check. Bill.com is the mechanism used for reimbursement. After submitting a reimbursement request you will receive a link to set up your Bill.com information.

If the individual signs up for a Bill.com account, they can receive email notifications regarding payment status.

NARST Policy on Public Statements

This policy addresses two forms of public statements: (i) statements written to the membership directly related to NARST and (ii) statements about events external to NARST. This policy is intended to guide the development and dissemination of messages sent to all members, as opposed to optional communication mechanisms such as the Your Membership portal which a member can opt in or out of.

Statements written to the full NARST membership serve a vital function in keeping the NARST community informed and helping the organization to fulfill its mission. Most messages relate directly to NARST business and include information about membership renewals, conference registration, elections, scholarship announcements etc. Members will also be informed about conferences and research schools hosted by our partner associations at their request. *In Memoriam* statements that acknowledge the death of a NARST member, former NARST member, or a person who is part of the immediate academic family (e.g., doctoral student, advisor, close collaborator) of a NARST member will be shared with the membership at the request of any NARST member (requests should be sent to the Executive Director). Employment announcements should be shared through the YM portal and/or posted through the YM Job Board (which includes email information sent out to all members).

Statements about events external to NARST

NARST is a 501(c)(3) organization and to maintain its tax-exempt status NARST must adhere to all relevant federal and state regulations. Section 501(c)(3) organizations are restricted in how much political and legislative (*lobbying*) activities they may conduct.

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

An organization will be regarded as attempting to influence legislation (lobbying) if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation.

In order to maintain our 501(c)(3) status, statements about events external to NARST cannot be political in nature. Even statements not directly supporting any one party or candidate can be problematic as they can be viewed as lobbying for or against specific legislation.

Thus, statements about events external to NARST should be focused on topics and issues that advance the mission of the organization. Any such proposed statements should be reviewed by the board to determine alignment with NARST's mission and 501(c)(3) status.

While serving on the NARST board, board members should not engage in discourse on the NARST YM portal or other official NARST spaces, such as the NARST X(Twitter) account, that could jeopardize NARST's 501(c)(3) status.