

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

NARST POLICIES & PROCEDURES MANUAL

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Table of Contents

Contents

INTRODUCTION & GOVERNANCE	9
NARST Mission Statement	9
Board of Directors Responsibilities	9
ORGANIZATIONAL ETHICS & CONDUCT	10
The NARST Code of Ethical Conduct	10
Professional Competence	10
Integrity	10
Professional and Scholarly Responsibility in Science Teaching, Learning, and Research	10
Respect for People’s Rights, Dignity, and Diversity	11
Social Responsibility.....	11
NARST Conflicts of Interest Policy	11
Introduction	11
Definition of a Conflict of Interest.....	12
Disclosure and Resolution	13
Confidentiality	16
Violations of This Policy	16
Records of Proceedings.....	16
Compensation Committees	16
Policy Statement for Harassment	16
Policies and Procedures for Behaviors Defining Negligence of Duty	17
Behaviors Defining Negligence of Duty.....	17
Procedures for Action.....	17
Board Members.....	17
Strand Coordinators	17
Committee and Sub-Committee Leadership	18
Committee Members.....	18
Members of NARST	18

MEMBERSHIP & ELECTIONS.....	18
NARST Membership Categories.....	18
Election Procedures.....	19
In the Event of an Election Tie	19
In the Event of not Securing a Full Slate	20
NARST Election Campaign Policy	20
ORGANIZATIONAL STRUCTURE & POLICIES	21
Management Company Duties.....	21
Executive Director Duties.....	21
Executive Committee Duties.....	21
Presidential Duties	21
President-Elect Duties.....	21
Immediate Past-President Duties.....	22
NARST Secretary- Treasurer Duties	22
Board of Directors	23
Orientation of New Directors.....	24
NARST Board of Directors Electronic Voting Procedures	24
NARST Liaison to NSTA	24
Duties and Responsibilities	25
Program Data Manager Duties.....	25
Journal of Research in Science Teaching	26
Responsibilities of the Position of Editor(s)	26
High Levels of Organization and Management.....	26
Vision.....	26
Personal Qualifications	26
Journal Production and Responsibilities	26
Institutional Commitments.....	26
Wiley-Blackwell and NARST Commitments.....	26
Transition Policy to New Editors.....	27
Solicitation Phase	27
Transition	27
Masthead Change.....	28

Budget for JRST from NARST.....	28
JRST Editor Search Committee.....	28
Committees of the Board	28
Audit Committee.....	28
Executive Committee.....	28
Finance Committee.....	28
Governance Committee.....	29
Personnel Evaluation Committee.....	29
Philanthropy and Giving Committee.....	29
Standing Committees	30
Committee Roles and Responsibilities.....	30
General Duties of Board Liaison.....	30
General Duties of Committee Leadership.....	31
General Duties of Sub-Committee Leadership.....	31
General Duties of Committee Membership.....	31
Committee & RIG Funds.....	31
Committee & RIG Funding Request Procedures.....	32
Overspent Funds.....	32
Committee Administrative Session & Virtual Events.....	32
Awards Committee.....	32
Awards Committee Charge.....	32
Awards Committee Membership/Term of Service.....	33
Procedure for Changing Award Selection Committee Procedures.....	33
Awards Sub-Committees.....	34
Distinguished Contribution to Science Education through Research Award Selection Sub-Committee ..	34
Early Career Research Award (ECRA) Selection Sub-Committee.....	34
Outstanding Doctoral Research Award (ODRA) Selection Sub-Committee.....	35
NARST Fellow Award Sub-Committee.....	36
Elections Committee.....	36
Elections Committee Charge.....	36
Elections Committee Membership/Term of Service.....	37
Equity and Ethics Committee.....	37
Equity and Ethics Charge.....	37
Equity and Ethics Membership/Term of Service.....	38
Equity and Ethics Sub-Committees.....	38
Graduate Student Committee.....	39
Graduate Student Committee Charge.....	39
Graduate Student Committee Membership/Term of Service.....	39
Graduate Student Committee Sub-Committees.....	39

International Committee	40
International Committee Charge	40
International Committee Membership/Terms of Service	40
International Committee Sub-Committees	40
Membership Committee	41
Membership Committee Charge	41
Membership Committee Membership/Terms of Service	41
Professional Learning and Institutes Committee	42
Professional Learning and Institutes Committee Charge	42
Professional Learning and Institutes Committee Membership/Terms of Service	42
Professional Learning and Institutes Committee Sub-Committees	42
Program Committee	44
Program Committee Charge	44
Program Committee Membership/Terms of Service	44
Research Committee	44
Research Committee Charge	44
Research Committee Membership/Terms of Service	44
Research Committee Sub-Committees	45
Scholarship Committee	45
Scholarship Committee Charge	45
Scholarship Committee Membership/Terms of Service	45
Scholarship Committee Sub-Committees	46
Social Media, Website, and Communications Committee	47
Social Media, Website, and Communications Committee Charge	47
Social Media, Website, and Communications Committee Membership/Terms of Service	47
Social Media, Website, and Communications Committee Sub-Committees	47
Research Interest Groups (RIGs)	48
RIG Funds and Administrative Sessions	49
Policy on Creation, Reviewing, and Dissolution of Research Interest Groups	49
Procedures for Review	49
RIG Creation	50
RIG Reviewing	50
Strands	51
Policy on Creation, Dissolution, and Renaming of Strands	51
Procedures	51
Strand Creation	52
Strand Dissolution	52
Strand Renaming	52
EXTERNAL RELATIONS	52

Policy for Affiliates and Organizational Memberships.....	52
NARST Affiliation Policy	52
Purpose and Overview	53
Qualifications to Become an Affiliate.....	53
Types of Affiliations	53
Procedures for Becoming an Affiliate of NARST	53
Rights and Responsibilities of NARST	54
Rights and Responsibilities of the Affiliate	54
NARST Description for Affiliate Materials	54
Procedures for Disaffiliation	55
Policy for NARST Membership in Professional Organizations	55
Definition of Organizational Membership	55
Requirements for Considering a NARST Membership	55
Procedures for Creating and Dissolving Memberships.....	55
Procedures for Creating Memberships	55
Procedures for Dissolution.....	56
Rights and Responsibilities of Membership	56
NARST Policy on Public Statements	56
Statements about Events External to NARST.....	56
NARST Branding Policy	57
EVENT POLICIES	57
NARST Auxiliary Event Policy.....	57
Purpose and Overview	57
Eligibility for an Auxiliary Event.....	58
Procedures for Hosting an Auxiliary Event	58
Review Process	58
NARST Virtual Event Policy	58
Purpose and Overview.....	58
Eligibility for a Virtual Event.....	59
Procedures for Hosting a Virtual Event.....	59
Review Process	59
Rights and Responsibilities of NARST	60
FINANCIAL POLICIES & PROCEDURES.....	60

NARST Investment Policy Statement.....	60
Purpose.....	60
Fiduciary Responsibility	60
Delegation of Authority	60
Guiding Principles.....	60
NARST Funds.....	61
Risk Tolerance and Diversification.....	61
Investment Philosophy.....	61
General Procuedures for Investments	61
Custody and Safekeeping.....	62
Benchmarks and Performance Management.....	63
Exceptions.....	63
Investment Policy Review	63
Guidelines for the Selection of NARST’s Investment Advisor.....	63
Selection Process.....	63
Qualifications	63
Roles and Responsibilities	63
Interfund Transfer Policy	64
Operating Fund Thresholds.....	64
Contingency Fund Thresholds	65
Endowment Fund Thresholds	65
Gift Acceptance Policies and Guidelines	66
Purpose of Policies and Guidelines.....	66
Use of Legal Counsel.....	66
Restrictions on Gifts	68
Untenable Gifts	68
Miscellaneous Provisions.....	68
Gift Acceptance.....	69
Gift Return	69
Confidentiality	69

Changes to Gift Acceptance Policies	69
Naming Policies and Procedures.....	69
Section I: General Principles.....	69
Section II: General Guidelines	70
Section III: General Scope	70
Section IV: Naming Committee.....	70
Section V: Charitable Gift Naming Opportunities.....	70
Section VI: Honorific Naming.....	71
Section VII: Determinations and Recognitions	71
Section VIII: Policy Revisions.....	71
NARST Travel Expense Reimbursement Policy	71
Air transportation	72
Ground Transportation.....	72
Personal Vehicles	73
Lodging	73
Room Sharing	73
Meals and Incidentals.....	73
Spousal/Family/Guest Travel.....	73
Combined Business and Personal Travel.....	73
International Travel.....	73
Currency Exchange	74
Submitting Travel and Expense Reimbursements & the Payment Time Frame.....	74

INTRODUCTION & GOVERNANCE

The NARST Policy and Procedures 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 Secretary-Treasurer and Management Company to update the master copy of the Policies and Procedures manual. Revisions of NARST Policies and Procedures (PP) manual will be presented by the relevant board member to the Board for approval at a scheduled board meeting, the Secretary-Treasurer and Management Company make the approved changes, and the updated version will be posted on the NARST website quarterly (Feb, May, August, November). Additionally, a more extensive review of the manual will be carried out every three years starting 2025. This review will be led by the Secretary-Treasurer.

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 Past-President.

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

Board of Directors Responsibilities

The Board of Directors 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 the Executive Committee. 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.

ORGANIZATIONAL ETHICS & CONDUCT

The NARST Code of Ethical Conduct

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:

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.

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.

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.

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.

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.

NARST Conflicts of Interest Policy

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 and/or professional 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, and (iii) Association members doing certain work for the Association (e.g., conference proposal reviewers)

(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 or professional 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’s personal obligations (through business, investment, a professional affiliation, or a family member) compromise, or can be perceived to compromise, their ability to make impartial decisions or judgments or act in the best interests of the Association. Having a conflict of interest does not necessarily mean that the person involved has done something wrong or inappropriate. However, even the perception of a potential wrongdoing can compromise the reputation of the Association or its ability to successfully carry out its mission.

Conflicts of interest may arise under numerous scenarios, including but not limited to the following:

- **Financial Conflicts** -
 - 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.
- **Contractual Conflicts** - 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.
- **Professional Conflicts** - An Interested Person having current or past professional, collaborative, mentoring, supervisory, or employment relationships with persons or entities being considered for awards, scholarships, positions, or contracts with the Association.
- **Personal Conflicts** - An Interested Person having a family member with material financial interests or other interest who could otherwise benefit from a decision or action taken.

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 honorarium or consulting fee 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:

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 the 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

Relationships

- Family members
- 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
- Current employment supervisor
- Close personal friendships that may affect judgment or can be perceived as influencing judgment by a reasonable person familiar with the relationship

Disclosure and Resolution

Interested Persons must disclose all conflicts of interest as defined 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.

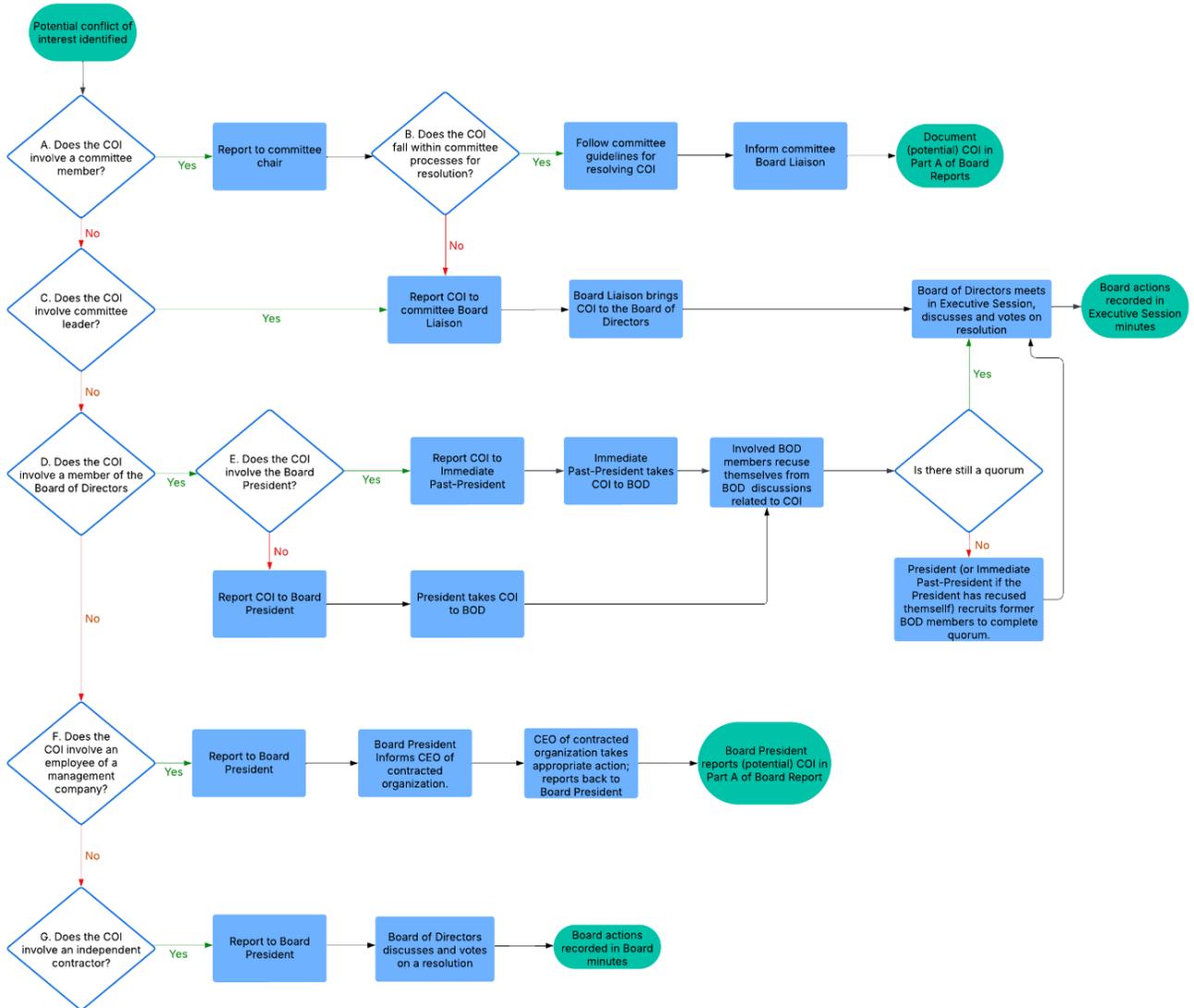
Disclosure of potential conflicts of interest shall be made as follows:

1. If the Interested Person is a member of a committee and the potential COI falls under standard committee processes for a resolution (e.g., reviewers of a conference proposal assigned to a different proposal), Committee Chair follows committee process and reports potential COI to Board Liaison. Liaison documents in Part A of the Board Report.
2. If the Interested Person is a member of a committee and the potential COI falls outside standard committee processes for a resolution, the Committee Chair reports the potential COI to the Board Liaison who takes the report to the Board of Directors. The Board of Directors meets in Executive Session for discussion and votes on a resolution. Board actions are recorded in the Executive Session minutes.
3. If the Interested Person is a Sub-Committee Chair or a Committee Chair, the potential COI is reported to the Board Liaison who takes the report to the Board of Directors. The Board of

Directors meets in Executive Session for discussion and votes on a resolution. Board actions are recorded in the Executive Session minutes.

4. If the Interested Person is a member of the Board of Directors, the potential COI is reported to the President. The Interested Person(s) must recuse themselves from Board discussions involving the potential COI. If there is still a quorum, the Board of Directors meets in Executive Session for discussion and votes on a resolution. If there is no longer a quorum after the Interested Person(s) recuse themselves, the President recruits former members of the Board of Directors to complete a quorum. The Board of Directors meets in Executive Session for discussion and votes on a resolution. Board actions are recorded in the Executive Session minutes.
5. If the Interested Person is the President, the COI is reported to the Immediate Past-President. The Interested Person(s) must recuse themselves from Board discussions involving the potential COI. If there is still a quorum, the Board of Directors votes on a resolution. If there is no longer a quorum after the Interested Person(s) recuse themselves, the Immediate Past-President recruits former Board of Directors to complete a quorum. The Board of Directors meets in Executive Session for discussion and votes on a resolution. Board actions are recorded in the Executive Session minutes.
6. If the Interested Person is an employee of a contracted management company, the potential COI is reported to the President, who informs the CEO of the management company. The CEO of the management company takes appropriate action and reports back to the President. The President documents the COI and management company response in Part A of the President's Board Report.
7. If the Interested Person is an independent contractor, the potential COI is reported to the President. The President takes the COI to the Board of Directors. The Board of Directors discusses possible actions and votes on a resolution. Board actions are recorded in the Board minutes.

NARST Conflict of Interest Flowchart



An attorney may be consulted at any time

Any decision of the Board of Directors or Executive Director shall be final.

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

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.

The Board of Directors may vote to consult an attorney at any time.

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

Board reports and 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 an actual or possible conflict of interest, the nature of the conflict, 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 any resolutions applied, as necessary and
- a detailed rationale that explains the decision(s) for which action(s) were taken, 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.

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.]

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 a Board Liaison, 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 them 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. Their 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 them 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 they 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 Board Liaison 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 absence 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.

MEMBERSHIP & ELECTIONS

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 - UNDP HDI .800 and below countries
- Student Membership
- Post-Doctoral Scholar
- Non-collegiate Educator
- Emeritus Membership

An individual requesting to become an Emeritus member should send an email request to the Executive Director, in which they note 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 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 asterisk sign (*). 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.

Election Procedures

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

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. 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.

In the Event of an Election 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 (e.g., The Board approves the proposed slate for Board of Directors 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 Board of Directors, 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.

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.

ORGANIZATIONAL STRUCTURE & POLICIES

Management Company Duties

Currently, NARST contracts with a Management company to undertake the management duties related to membership inquiries, administrative tasks, legal, annual international conference planning and implementation, finances, website, managing board of directors, and publications. Specific duties and expectations can be found in the Executive Director's contracted Scope of Work.

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 is expected to develop a deep knowledge and understanding of all programs, operations, bylaws, and policies and procedures of NARST. Other key duties include fundraising, participating in strategic planning, and conducting outreach to other professional educational and scientific organizations. General duties of the Executive Director are related to board governance, leadership and management, financial performance and viability, communications, and planning and coordination. Specific Executive Director duties and expectations can be found in the Executive Director's contracted Scope of Work.

Executive Committee Duties

The Executive Committee consists of the President, President-Elect, and Immediate Past-President. The Executive Director and Secretary-Treasurer serve as ex-officio members.

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, the Giving and Philanthropy Committee, and maintains external partnerships. Duties of the President can be found on the Executive Committee Landing Page.

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 to a NARST member (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 honoraria 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 Fall and Spring Board meetings.

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 co-chair of

the Personnel Evaluation Committee and chair of the Audit Committee. The President-Elect appoints new committee members. The President-Elect will undertake duties as delegated by the President with some responsibilities described on the Executive Committee Landing Page.

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 to a NARST member (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 Fall and Spring Board meetings.

Immediate Past-President Duties

The Immediate Past-President will work in close collaboration with the Elections Committee to solicit nominees and serves as the Chair of the Governance Committee. The Immediate Past-President will also serve as co-chair of the Personnel Evaluation Committee. The Immediate Past-President will undertake duties as delegated by the President with some responsibilities described on the Executive Committee Landing Page.

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 to a NARST member (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 Fall and Spring Board meetings.

NARST Secretary-Treasurer Duties

The responsibilities for the Secretary-Treasurer are listed below from the Bylaws below:

An annual meeting of the members shall take place, the specific date, time and location of which shall be determined by the Board. The agenda for meeting shall be published no less than one month (30 days) in advance of the date of the meeting. The President and Secretary-Treasurer shall report on the activities and financial condition of the Association.

The Secretary-Treasurer shall be responsible for the integrity of the meeting records of the Association as required by applicable law and the Bylaws as described below:

- 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.
- 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.
- The Secretary-Treasurer shall be responsible for the integrity of financial matters of the Association as required by applicable law and the Bylaws.
- 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.

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 to a NARST member (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 Fall and Spring Board meetings.

Board of Directors

The total number of Directors shall be established 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. Board Liaisons are appointed by the 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 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 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.

NARST covers hotel, meals, and transportation for Directors to attend the Fall Board meeting; 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 (with the exception of countries within North America) 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; and transportation to and from the Annual Conference. The Board extends financial support for attendance at conference-connected Board of Directors meetings to Directors residing in UNDP countries at or below the Board of Directors 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.

Orientation of New Directors

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

NARST Board of Directors 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.

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 “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 state something to the effect of:

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

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.

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 to NSTA. 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 they 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 to allow an overlap and coordination between the incoming and outgoing Liaisons.

The NARST Liaison to NSTA works closely with the Executive Committee and the NARST Directors affiliated with the Research Committee to:

- Elevate NARST's visibility at NSTA to promote research-practice initiatives;
- Increase the reach of current research among practitioners and broader audiences through research-practice documents, such as those developed from the NARST-NSTA Research Worth Reading Recognition; and
- Assist the SMWC Committee to disseminate research-practice documents via the NARST website;
- Maintain the NARST MOU with NSTA and the NSTA Affiliate Agreement.

Duties and Responsibilities

The NARST Liaison and NSTA Designee Affiliation is expected to:

- Serve as the main point of contact for NSTA leadership to communicate with the NARST Board.
- Maintain clear, open, and regular communication with one another and other relevant points of contact to support NARST-NSTA initiatives with the NSTA designee, Research Division Leader, will maintain.
- Attend NSTA's Research Committee meetings both in person at NSTA conferences and via teleconference throughout the year to support NARST-NSTA initiatives.
- Engage with the NARST Research Committee and relevant subcommittees to support NARST-NSTA initiatives.
- Participate in the NSTA Association of Affiliates (AoA) meetings (virtual) and the National Congress on Science Education (NCSE) (virtual).
- Submit an Annual Affiliation Report to the NARST Board describing what the affiliation has accomplished, any new NARST-NSTA initiatives, and other related developments. This report should address how the affiliation could be better supported or strengthened. The NSTA designee will provide input for the report.
- Attend NARST Board meetings throughout the year as a non-voting member.

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

- The Liaison assists the NARST Research Committee in selecting the *JRST* articles for NSTA's annual "Research Worth Reading" recognition and communicates those selections to the NSTA designee.
- The Liaison facilitates communication between the NARST SMWC Committee and RWR nominees and honorees to modify their abstracts for publication on the NARST website as research-practice features.
- The Liaison coordinates the NARST Sponsored Sessions at NSTA conferences. A subset of the NARST Research Committee solicits, reviews, and selects session proposals for the NSTA national conference in spring. The NARST Liaison submits the selections via processes specified by the NSTA Conference Planning Team, who provides session times as specified in the NSTA AoA Handbook.

Program Data Manager Duties

The Program Data Manager duties include the following:

- Communicates regularly with NARST Executive Committee, Management Company, and membership about annual conference proposal submissions and scheduling.
- Manages 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.
- Prepares online system for upcoming proposal submissions.
- Builds the database for the Research Committee of NARST accepted proposals that may possibly be presented at NSTA sessions on behalf of NARST.
- Creates database of NARST Annual International Conference presentations (Excel).
- Generates conflict-free schedule for annual NARST meeting (TTMaker or equivalent).
- Provides NARST association with draft program (Microsoft Word) for graphic design work.

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 Fall. Travel funds are provided for only one JRST editor to attend the Fall 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 Fall 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:

1. attend the JRST Board Meeting held at the Annual International Conference (in Year 5 of the current editorship);
2. conduct the JRST Board Meeting the first year of editorship.
3. assume editorial responsibilities for newly submitted and resubmitted manuscripts on January 1 following the 5th year of the retiring editors.
4. assume full editorial responsibilities according to a mutual agreement with the retiring editors, but no later than June 1 (responsibility for August issue).
5. 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:

1. **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.
2. **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.
 - submit *JRST* proposals for upcoming NARST conference.

3. **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 Research Committee Liaison 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.

Committees of the Board

There are six committees within the NARST Board. These committees operate internally in the Board and stand apart from NARST's 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 formal audits as required by Minnesota law and/or as deemed appropriate or recommended by the Board.

Executive Committee

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

Finance Committee

The Finance Committee shall be chaired by the Secretary-Treasurer. The members shall be the President-Elect, President, Immediate Past-President, and Executive Director. The Finance Committee shall have charge and oversight of the finances of the Association. Its responsibilities include reviewing the quarterly financial reports, 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 Executive Director, and (c) 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 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 and/or review the investment advisor periodically for approval by the Board. The Investment Advisor review procedures can be found on the Finance Committee Landing Page.

The Committee shall also have responsibility for reviewing the Association Management Company annual fees, which include 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 (co-chair), Immediate Past-President (co-chair), and Board Liaisons affiliated with the Elections and Scholarships 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 Fall 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. 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 Philanthropy and Giving 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 Committee shall consist of:

- the NARST President,
- the NARST Secretary-Treasurer,
- Board of Director affiliated with the Professional Learning and Institutes Committee,
- Board of Director affiliated with the Social Media, Website, and Communications Committee,
- A relevant staff person involved in development/advancement efforts; and
- Ex-officio members shall include the Executive Director and personnel responsible for development (when the position exists).

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 Board of Director Liaison. Each elected Board of Director Liaison affiliates with one or more Standing Committees. Board Liaisons serve as non-voting members of their assigned Committees.

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. 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 at the Fall Board Meeting. All those serving on committees should be current NARST members.

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 and where indicated otherwise. Graduate student appointments are for a two-year term.

Committee 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 Sub-Committees 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 Sub-Committees, then the Board Liaison determines the extent to which it is necessary to interact with the Sub-Committee leadership. All committee stakeholders are expected to adhere to the NARST Code of Conduct in Committee procedures and to adhere to the NARST Conflict of Interest policy and procedures (i.e., maintain confidentiality, inform the committee chair of conflict of interest).

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 *NARST Policies and Procedures*, the Board Liaison making that motion must submit the corresponding changes and the motion to enable the Executive Director and Secretary-Treasurer to update the master copy of the *NARST Policies and Procedures* for approval.
- Attend two board meetings annually, one in fall and one in spring; Go-to board meetings throughout the year; 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 Sub-Committees.
- 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.

General Duties of Committee Membership

- Be a current NARST member.
- Attend the Committee meetings when present at the Annual International Conference.
- Perform required tasks in a timely fashion and within set deadlines.
- Inform the Chair(s) and/or Board Liaison immediately about any foreseen or sudden events that might interfere with completing assignments on time.
- Serve on sub-committees as assigned.

Committee & RIG Funds

NARST allocates funds to facilitate the engagement of Committees and RIGs in the annual conference or other approved NARST events (e.g., Virtual Events). The NARST budget includes an allotted amount for each RIG and Committee, not for Sub-Committees, but for the NARST Standing Committee, the Sub-Committees constitute (see NARST budget for amount). The funds also cannot be used to provide outside food or beverage (non-hotel catered F&B) for Committee or RIG events that take place on-site within the annual Conference meeting space (e.g., in a session room). Committees and RIGs 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).

NARST Standing Committees and RIGS may use their funds and/or request additional 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).

Committees, RIGS, and events (e.g., SKAIDS, ECI) may use restricted donated funds to serve the mission of the committee, RIG, and/or event. SKAIDS and ECI may use up to \$2000 of restricted donated funds each year the institute runs as funds allow.

Committee & RIG Funding Request Procedures

Funding requests beyond a committee or RIG's donated funds and discretionary funds must be submitted to the Finance Committee for a review of its appropriateness for the request. Requested funds should include a detailed explanation of costs and a justification that is linked to the committee or RIG's charge. If the Finance Committee approves the Committee or RIG's funding request, the Committee or RIG 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 for reimbursement.

Overspent Funds

Overspent funds must be covered by the fund owner (committee, RIG, officer) in one or more of the following ways:

- through other committees that have underspent or are not spending,
- discretionary funds allocated for the next year, or
- monies from donations made to the fund.

Committee Administrative Session & Virtual Events

One administrative session per Committee (unless otherwise stated in the Committee description), upon request, for the annual conference is available. Committee leadership or Sub-Committee leadership in the cases in which Sub-Committees exist in lieu of one omnibus Committee convey requests to the Board Liaison affiliated with the Committee who ensures administrative sessions are submitted to the proposal system in early September. 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.

Awards Committee

Awards Committee Charge

The Awards Committee consists of Chairs and members of the four Awards Sub-Committees responsible for award selections and would be convened by the Board Liaison when work and communication is needed across the Sub-Committees. When needed to work or communicate across the Sub-Committees, the Board

Liaison may convene the 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.

The Awards Committee, consisting of four 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.

Awards Committee Membership/Term of Service

The Board Liaison is elected by the NARST membership and is a non-voting member of the committee. 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 one-third of the new members being appointed and one-third 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

At least two members on each Sub-Committee 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 Sub-Committee and the other on the Fellows Award Sub-Committee. Graduate students serve a two-year term.

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 (e.g., 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 Sub-Committee, 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.

Awards Sub-Committees

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.

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.

The Award

This award recognizes exemplary scholarly work by early career researchers whose research in the seven years immediately following receipt of the doctorate is worthy of recognition by NARST. The ECRA is intended to honor early career scholars who have made contributions to the field by:

- Establishing themselves as an independent scholar,
- Offering new ideas and directions that advance the field,
- Publishing in journals with national and international reach,
- Actively engaging stakeholders, practitioners, and the broader research community, and
- Receiving research grant awards (relative to opportunities available to the nominee given their national context).

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. The recipient will be formally recognized at the NARST Annual International Conference and will receive a certificate of achievement. Their work may also be featured in NARST communications to highlight excellence in emerging scholarship.

ECRA Sub-Committee Membership

Members of the Sub-Committee should be senior scholars who hold international reputations for quality in scholarship and leadership in science education.

Outstanding Doctoral Research Award (ODRA) 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.

The Award

This award recognizes outstanding scholarly work by early career researchers who have recently completed their doctoral studies. The ODRA is intended to honor a dissertation that demonstrates:

- Strong conceptual grounding and theoretical contribution;
- Rigorous methodology appropriate to the research questions;
- Significant contribution to science education research and practice;
- Clarity of communication and potential for future impact.

The recipient will be formally recognized at the NARST Annual International Conference and will receive a certificate of achievement. Their work may also be featured in NARST communications to highlight excellence in emerging scholarship.

ODRA Sub-Committee Membership

Sub-Committee membership should reflect diverse expertise in science education and a shared commitment to the advancement of early-career scholars. Members must maintain confidentiality and declare any conflicts of interest. Any member submitting their own dissertation for consideration must step down from the committee for that award cycle.

NARST Fellow Award Sub-Committee

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.

The Award

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 Sub-Committee.

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

- Current and active NARST membership of at least 10 years
- Evidence of service to NARST
- 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)
- 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)

NARST Fellow Award Sub-Committee Membership

Members of the Sub-Committee should be scholars who hold national reputations for quality in scholarship and leadership in science education.

Elections Committee

Elections Committee Charge

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:

- President-Elect;
- Directors-at-Large (hereafter referred to as "Director" or "Directors");
- Secretary-Treasurer;
- International Coordinator; and
- Graduate Student Coordinator.

Criteria for the evaluations of candidates (except for the Graduate Student Coordinator) by the Committee include: (a) history of the candidates' participation in and contributions to NARST to date, (b) their leadership in NARST, (c) their expected contributions to and potential leadership in NARST serving in the mentioned offices, (d) their research records, (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 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.

Elections Committee Membership/Term of Service

The Board Liaison is elected by the NARST membership and is a non-voting member of the committee. The NARST President-Elect, in consultation with the Board Liaison of the Elections Committee, also appoints other members. The Committee consists of 7 voting members with three ex-officio members. The Committee will have a three-chair leadership approach with an Incoming Chair, Chair, and Outgoing Chair. Chairs should serve their first year as an Incoming Chair, their second year as Chair, and their third year as Outgoing Chair during their 3-year rotation on 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 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.

One representative from the International Committee and one representative from the Equity and Ethics Committee will be appointed by their respective committee to serve as advisors (non-voting) to the Elections Committee. 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 (Equity and Ethics or International) so chooses. The Immediate Past-President is also an ex-officio non-voting member 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.

Equity and Ethics Committee

Equity and Ethics Charge

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. Members of the Committee contribute to the following activities:

1. Compile data, communicate results, and suggest recommendations to the Board related to equity in all areas of the organization.
2. At each Annual International Conference, conduct a pre-conference workshop, sponsor symposia (e.g., administrative session, Basu Scholars), and organize a dinner.
3. Annually participates in the selection process and program activities associated with 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.
4. Promote the publication of periodic reviews of literature and conceptual or policy papers on equity issues.
5. Facilitate discussions among members about the organization's role in promoting equity within and outside the organization.
6. Contribute ideas related to equity issues for programmatic and publication related venues of the organization.
7. Promote research dealing with equity for all, especially underrepresented populations.

Equity and Ethics Membership/Term of Service

The Board Liaison is elected by the NARST membership and is a non-voting member of the committee. The NARST President-Elect, in consultation with the Board Liaison of the Equity and Ethics Committee, also appoints other members. The Committee consists of 11 voting members with three ex-officio members. The Committee will have a three chair leadership approach with an Incoming Chair, Chair, and Outgoing Chair. Chairs should serve their first year as an Incoming Chair, their second year as Chair, and their third year as Outgoing Chair during their 3-year rotation on 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 committee members who are not graduate students is 3 years, with 3 members rotating out every year, replaced by 3 members appointed by the President-Elect. Graduate students serve a two-year term. The President-Elect and Executive Director serve as ex-officio members.

Equity and Ethics Sub-Committees

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 in their first year in the program. The Pre-Conference Workshop 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.

Symposium Sub-Committee

The Equity and Ethics Committee sponsors two symposia during the NARST Annual International Conference. These Equity and Ethics 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 (e.g., Administrative Session) 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. 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. Graduate students may receive a discounted ticket. 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.

Jhumki Basu Scholars Program and Symposium Sub-Committee

The Equity and Ethics Committee - Jhumki Basu Scholars Program Sub-Committee works with the Scholarship Committee to implement the Basu Scholars program. The EEC Basu Sub-committee will participate in the selection process of the upcoming cohort of Basu Scholars and will manage all programming for the Basu Scholars Program (i.e., pre-conference workshop, symposium).

Graduate Student Committee

Graduate Student Committee Charge

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) Excellence in Mentoring Award Sub-Committee.

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.

Graduate Student Committee Membership/Term of Service

The Graduate Student Coordinator is elected by the NARST membership. The NARST President-Elect, in consultation with the Graduate Student Coordinator, also appoints members of the committee with five or six members rotating off each year from their two years of service. The Graduate Student Coordinator serves as chair of the committee and is a voting committee and board member. The Graduate Student Committee membership consists of up to 11 graduate student members including the two co-chairs but excluding the Graduate Student Coordinator and two ex-officio members. The co-chairs are elected by Graduate Student Committee members from the eleven voting members. The committee composition includes at least two International members who have voting status on the Committee. The President-Elect and Executive Director serve as ex-officio members of the committee. The Coordinator/Chair makes a report to NARST at the Annual Membership meeting.

Volunteering with the Graduate Student Committee

There are opportunities to volunteer with one of the four Sub-Committees. 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.

Graduate Student Committee Sub-Committees

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 Sub-Committee organizes webinars on similar topics that take place throughout the year. The Sub-Committee 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 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. As many graduate student submissions as are reasonable and appropriate will be accepted for this sponsored session and included in the poster session.

Excellence in Mentoring Award Sub-Committee

This Sub-Committee 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 Sub-Committee members are not eligible to nominate a mentor. The Sub-Committee 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 Sub-Committee to review and evaluate applications.

International Committee

International 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, as well as organize virtual events to discuss science education topics from international perspectives. 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.

Furthermore, the International Committee recommends policy to the NARST Board concerning matters of international science education research; represents the concerns, interests, and unique perspectives of international members; and stimulates collaborations and exchanges of ideas between NARST and other international science education organizations.

International Committee Membership/Terms of Service

The International Coordinator is a Board Member elected by the NARST membership and serves as the Chair of the Committee. The NARST President-Elect, in consultation with the International Coordinator, appoints other members. The Committee consists of 9-13 voting members including the International Coordinator (chair) and two co-chairs, with an additional two ex-officio members. The co-chairs are appointed by the President Elect in consultation with the International Coordinator. 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 2-4 members rotating out every year, replaced by 2-4 members appointed by the President-Elect. Graduate students serve a two-year term. 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.

International Committee Sub-Committees

Symposia Sub-Committee

The International Committee hosts a symposium at each Annual International Conference. These sessions can range in format, presenters, and topics, focusing on issues and matters relevant to NARST international members. 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 NARST has a session at their conference in alternating years.

Virtual Event Sub-Committee

The International Committee hosts a series of virtual events focusing on various topics in science education from international perspectives. Each event will feature NARST member speakers from different countries who will share their research and insights on key global issues in science education. These virtual events will be open to the entire science education community, including both NARST members and non-members.

Social Sub-Committee

The International Committee organizes social events during the NARST conference to strengthen informal networking and intercultural exchange among members. Events are designed to provide relaxed, interactive spaces for NARST members to connect, network, and share experiences. Some events are off-site, allowing members to explore the cultural diversity of the conference's city, while others are on-site to create purposeful spaces within the conference for cross-cultural connections.

Membership Committee

Membership Committee Charge

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.

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., early career conference sessions) that may occur at or outside the NARST Annual International Conference. The committee also maintains regular communications with new members via email to share information about programs and events. For the NARST Conference, the Committee offers four administrative sessions: Mentor-Mentee Nexus, Welcome Session, Early Career Forum, and Writing Retreat. In addition, the committee supports volunteer NARST members (Social Ambassadors) in creating and hosting social events during the conference and provides welcome bags for new conference attendees each year.

Membership Committee Membership/Terms of Service

The Board Liaison is elected by the NARST membership and is a non-voting member of the committee. The NARST President-Elect, in consultation with the Board Liaison of the Membership Committee, also appoints other members. The Committee consists of 9 voting members with two ex-officio members. The Committee will have a three chair leadership approach with an Incoming Chair, Chair, and Outgoing Chair. Chairs should serve their first year as an Incoming Chair, their second year as Chair, and their third year as Outgoing Chair during their 3-year rotation on 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 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.

One representative from the International Committee and one representative from the Equity and Ethics Committee will be appointed by their respective committees to serve as ex-officio members to the Membership Committee. Each appointed individual must have already served at least one year on his or her committee (Equity and Ethics 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 (Equity and Ethics or International) so chooses.

Professional Learning and Institutes Committee

Professional Learning and Institutes Committee Charge

The Professional Learning and Institutes Committee (PLIC) oversees three subcommittees. The subcommittees solicit nominations and identify recipients for each of the NARST professional learning opportunities and institutes. In addition, the sub-committees discuss issues related to equity and efficiency in the selection process, as well as the appropriateness of each award, considering the NARST mission. The PLIC shall recommend changes in awards or procedures to the Board of Directors.

PLIC will oversee the solicitation of nominations and the selection of recipients for each NARST professional learning program and institute available. These include:

- Reviewing and suggesting the Annual NARST pre-conference sessions (yearly).
- Linking Science Educators Program (LSEP, yearly).
- Faculty and Graduate Student NARST members attending doctoral programs such as the Australian Science Education Research Association (ASERA; yearly), the European Science Education Research Association (ESERA; even years), and the South African Association for Research in Mathematics, Science, and Technology Education (SAARMSTE; odd years)
- The hosts for the Sandra K. Abell Institute for Doctoral Scholars (SKAIDS, even years, including the SAARMSTE SKAIDS travel scholarship).
- The hosts for the Early Career Institute (ECI, odd years).

Professional Learning and Institutes Committee Membership/Terms of Service

The Board Liaison is elected by the NARST membership and is a non-voting member of the committee. The NARST President-Elect, in consultation with the Board Liaison of the Elections Committee, also appoints other members. The Committee consists of 18-25 voting members. The Committee will have a three-chair leadership approach with an Incoming Chair, Chair, and Outgoing Chair. Chairs should serve their first year as an Incoming Chair, their second year as Chair, and their third year as Outgoing Chair during their 3-year rotation on the committee. The voting membership of the committee must include at least four graduate students and three International NARST members at all times. The appointment term for committee members who are not graduate students is 3 years with 6-9 members rotating out every year, replaced by 6-9 members appointed by the President-Elect. Graduate students serve a two-year term.

Professional Learning and Institutes Committee Sub-Committees

Pre-conference Workshops and Linking Science Educators Program (LSEP) Sub-Committee

This sub-committee is in charge of overseeing pre-conference workshops and managing the Linking Science Educators Program (LSEP). The combination of these tasks facilitates the review of programs using the committee's expertise across different operational timelines.

First, the sub-committee oversees the Annual NARST Pre-Conference Workshops by reviewing and updating all associated materials. This includes the Call for Preconference Workshop Proposals, the Preconference Workshop Proposal Review Sheet, and both the Preconference Workshop Acceptance Letter and Declination Letter. The committee is in charge of reviewing proposals and making recommendations for what pre-conference workshops should be accepted.

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 resource individuals. The LSEP program supports economy round-trip airfare for 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.

Doctoral Student Development Sub-Committee

This sub-committee reviews applications from doctoral students interested in participating in doctoral school programs and selects candidates to receive a stipend to support attendance at the doctoral summer school (e.g., ASERA, 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.

These programs also offer NARST faculty members the opportunity to participate in ESERA's summer program as a coach/mentor. The coach/mentor is expected to give lectures or conduct workshops during the summer school program. The mentor must be a 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 reimburse travel costs to a maximum of EUR 500.00. NARST will provide SAARMSTE mentors up to \$1000 to support travel with SAARMSTE covering in-site expenses (food and accommodation).

NARST Institutes Sub-Committee

This sub-committee runs and oversees the application and selection process for the Sandra K. Abell Institute for Doctoral Students (SKAIDS) and the Early Career Institute (ECI).

NARST Summer School - Sandra K. Abell Institute for Doctoral Students (SKAIDS)

NARST sponsored the first institute for doctoral students in 2009, and the first Abell Institute in 2011. Central to the model of the institute is a week-long event that provides opportunities for science education doctoral students and established researchers from diverse programs to share perspectives, discuss current research, and collaborate. The established researchers, most likely faculty members, serve as mentors for the students. Students and mentors interact through a variety of formats including small groups dedicated to the discussion of student research projects, seminars and workshops. The primary goals for SKAIDS include: (1) Support development of doctoral student research practices including those related to research design, research methods and communication of research; (2) Support doctoral student understanding of the science education research community and their positioning within the community; (3) Develop networks of emerging and established researchers in science education. Proposers may supplement these goals with program-specific aims. NARST will provide up to \$45,000 to support the organization and implementation of the SKAIDS every other summer in odd-numbered years. The Professional Learning and Institutes Landing Page outlines a timeline and process that extends over three calendar years for this initiative.

NARST Early-Career Institute (ECI)

NARST Early Career Institute (ECI) is similar to the SKAIDS but will focus on supporting early-career faculty, particularly those who have not participated in the SKAIDS, are pre-tenure, or are in their first five years of academic work. A main focus will be to support underrepresented faculty in the academy (e.g., faculty of color, gender identity, international, first generation, linguistic). The primary goals of the ECI are to: (1) Assist early career NARST members in their professional growth; (2) Reach a diverse group of early-career NARST members; (3) Guide early career NARST members in participating in NARST; (4) Support early

career NARST members by building a community. It is expected that there will be a three-day event (perhaps in concert with the annual conference) with some amount of contact time between the new faculty and the mentors, which can be synchronous before and after the event. NARST will provide up to \$25,000 to support the organization and implementation of the ECI every other year in even-numbered years. The Professional Learning and Institutes Landing Page outlines a timeline and process that extends over two calendar years for this initiative.

Program Committee

Program Committee Charge

The charge of the Program Committee is to assist the President in planning and conducting the Annual International Conference. The President is responsible for the theme of the conference, and the Program Committee assists in organizing the call for proposals, the proposal review process, and the organization of the 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.

Program Committee Membership/Terms of Service

The Chair of the Program Committee is the NARST President. The President-Elect serves as co-Chair. The Program Committee includes the Executive Director, The Program Manager, and each of the Strand Coordinators (typically two per Strand, each with a staggered two-year term). The Strand Coordinators are appointed by the President-Elect with half of the Strand Coordinators rotating off each year and a new Strand Coordinator coming on each year.

Research Committee

Research Committee Charge

The Research Committee develops, organizes and/or implements various research and research to practice focused activities for the NARST membership, including special administrative sessions at the annual international conference, reviewing and recommending proposals for the creation of Strands and Research Interest Groups (RIGs), offering guidance for the Journal of Research in Science Teaching as requested by the editorial team, and facilitating collaborative work between NARST and affiliate organizations (e.g., NSTA). Given these foci, the Research Committee is also charged with contributing to and carrying out the “Policy on Creation, Dissolution, and Renaming of Strands & Research Interest Groups”. Additional projects associated with the dissemination of research reviews and other works in alignment with the NARST mission may be conducted by the Research Committee with guidance from the NARST Board of Directors and NARST membership.

Research Committee Membership/Terms of Service

The Research Committee consists of at least 15-18 voting members and the following ex-officio non-voting members – the NARST President, Executive Director, the Board Liaison to the Research Committee, the NARST liaison to NSTA, and the JRST Editor/Editors. The Board Liaison is elected by the NARST membership, the NARST liaison to NSTA is appointed, and the JRST editor/editors are selected by the Board of Directors.

The Committee has a three-chair leadership approach with an incoming Chair, Chair, and outgoing Chair. Chairs serve their first year as an incoming Chair, their second year as Chair, and their third year as outgoing Chair during their 3-year rotation on the committee. The voting membership of the committee must include, at least two graduate students and two International NARST members at all times. The appointment term for graduate students is two years, and all other committee members is three years with at least five members rotating out every year. The NARST President-Elect, in consultation with the Board Liaison of the Research Committee, appoints members to the Research Committee annually.

Within the Research Committee there are at least two sub-committees, and others may develop if a need arises. One sub-committee focuses on activities associated with the impact of research to practice (broadly defined), and the second sub-committee supports research networks (i.e., RIGs). Each of these sub-committees are also structured with a Lead Chair, and Co-Chair. The other Research Committee Members are distributed across the two sub-committees according to members interests. The NARST Liaison to NSTA works mainly with the impact of research to practice sub-committee.

Research Committee Sub-Committees

For a more detailed description of the two core sub-committees and how their work aligns with the Research Committee charge, see below.

Research Impact Sub-Committee

Convenes at least one administrative session at the annual conference associated with the communication of research to practice or the impact of research on policy. Specifically, this sub-committee works with the NARST liaison to NSTA to support the work of this appointed position, including selecting papers for presentation at the NARST-sponsored session at one of the NSTA conventions, and identifying articles from one volume (a calendar year) of JRST that has practical implications for practitioners. Overall, this sub-committee supports the mission of NARST as the members engage in synergistic activities across NARST committees, NARST affiliates, and other professional organizations that communicates science education research findings to practitioners and policy makers.

Research Networks Sub-Committee

This sub-committee 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. These communities are organized according to Strands or Research Interest Groups (RIGs) and are designed to foster research, collaboration, and dissemination through the optimization of professional connections. This sub-committee also provides recommendations to the Board of Directors on the creation and possible dissolution of Strands and RIGs. Overall, this sub-committee supports professional networking for the NARST membership through organized groups that may gather according to shared research interests, methods, disciplinary backgrounds, institutional structures, and/or theoretical perspectives.

Scholarship Committee

Scholarship Committee Charge

The Scholarship Committee consists of subcommittees responsible for soliciting applications and identifying recipients for each scholarship listed below. In addition, the sub-committees discuss criteria, timeline, equity, and efficiency in the selection process, and the appropriateness of each scholarship, considering the NARST mission.

The scholarship committee is responsible for awarding the following scholarships:

- The Jhumki Basu Scholars Program
- International Travel Scholarships
- Graduate Student Travel Scholarships (National and International)
- Practitioner Travel Scholarships

Each scholarship is awarded yearly to support attendance at the Annual Conference.

Within a single year, no person may receive more than one NARST scholarship.

Scholarship Committee Membership/Terms of Service

The Board Liaison is elected by the NARST membership and is a non-voting member of the committee. The NARST President-Elect, in consultation with the Board Liaison of the Scholarship Committee, also appoints

other members. The Committee consists of 20 voting members. The Committee will have a three-chair leadership approach with an Incoming Chair, Chair, and Outgoing Chair. Chairs should serve their first year as an Incoming Chair, their second year as Chair, and their third year as Outgoing Chair during their 3-year rotation on the committee. The voting membership of the committee must include, at least four graduate students 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.

Scholarship Committee Sub-Committees

Jhumki Basu Scholars Program and Symposium Sub-Committee

This sub-committee solicits and reviews applications for the Jhumki Basu Scholars Program. The purpose of this 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 Jhumki Basu Scholars Program. Scholars participate in NARST events, including the pre-conference workshop [required], 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.

International Scholarship Program Sub-Committee

The sub-committee solicits and 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. The NARST International Scholarships were established to demonstrate NARST's commitment to excel as an international organization by financially supporting international science education scholars from various countries to encourage discussion on science teaching and learning from a global perspective. NARST offers scholarships ranging from \$300-\$1200 per scholarship based on the 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.

Scholarships are meant to cover only part of the cost of participation in the NARST International Annual Conference; they are 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 must register and pay 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.)

The sub-committee reviews and ranks the applications. Decisions are based on the eligibility requirements stated above, the merit of the application and the evidence provided of financial need. Preference will be given to applicants from under-represented groups. The geographical location and per capita income level of an applicant's current country of residence will be key considerations when determining the funding level. An international graduate student studying within the US, an international faculty member/researcher working in the US, and members of the International Committee are not eligible for a scholarship.

Graduate Student Scholarships Sub-Committee

The Graduate Student sub-committee solicits and reviews scholarships for graduate students to support participation at the NARST International Annual Conference. A total of \$10,000 is available for scholarships for international-based graduate students and a total of \$5,000 is available for graduate students based in the United States. Given on a one-time basis, 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.

If an applicant is 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 another NARST scholarship (i.e., Basu Scholarship, International Scholarship, etc.).

Practitioner Scholarships Sub-Committee

This sub-committee works to provide scholarships for classroom teachers and/or informal science educators to participate in the NARST Annual International Conference. NARST provides up to nine scholarships, each worth \$700 to classroom teachers and/or informal science educators. 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. The nine applicants with the highest scores are selected to receive the scholarship. Recipients cannot also be recipients of other NARST scholarships.

Social Media, Website, and Communications Committee

Social Media, Website, and Communications Committee Charge

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.

Social Media, Website, and Communications Committee Membership/Terms of Service

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. The Board Liaison is elected by the NARST membership and is a non-voting member of the committee. The NARST President-Elect, in consultation with the Board Liaison of the Social Media, Website, and Communications Committee, also appoints other members. The Committee consists of up to 12 voting members. The Committee will have a three chair leadership approach with an Incoming Chair, Chair, and Outgoing Chair. Chairs should serve their first year as an Incoming Chair, their second year as Chair, and their third year as Outgoing Chair during their 3-year rotation on the committee. The voting membership of the committee must include at least one graduate student and at least one International NARST member at all times. The appointment term for committee members who are not graduate students is 3 years with 4 members rotating out every year, replaced by 4 members appointed by the President-Elect. Graduate students serve a two-year term.

Social Media, Website, and Communications Committee Sub-Committees

To meet the charge of the SMWCC committee, the committee will constitute three Sub-Committees: The Virtual Events group, the Social Media Outreach group, and the General Outreach, Website and Communication group.

Virtual Events Sub-Committee

The Virtual Events Sub-Committee will oversee the Virtual Events efforts. This committee's responsibilities will include gathering, reviewing, and evaluating proposals. This committee will also communicate with those who propose events and relay details of upcoming virtual events to the social media subcommittee for them to share.

Social Media Sub-Committee

The Social Media Sub-Committee will share key communications on behalf of NARST via social media platforms (e.g., LinkedIn, BlueSky, etc.) identified by the SMWCC membership throughout the year.

General Outreach, Website, and Communication Sub-Committee

The general outreach, website, and communication group will work towards determining how other modes of information dissemination could benefit NARST members, and advise about the creation, curation, and modification of the NARST website including YMan and other functions.

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.

Considering research in expansive ways, interests may include attention to science education inquiry, practice, and collaboration, and their impacts across various communities. RIGs support ongoing members' research and professional practice, and can provide meaningful networking and career development opportunities. 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 Sub-Committee of the Research Committee. The written report should address the following:

Please provide information about your current RIG leadership team (name/role/email):

- 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:

- Please provide a brief overview of your annual membership, and any recruitment or outreach efforts:
- 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:
- 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).
- Please describe any plans for the RIG moving forward. This may include specific action items, and/or a brief summary of ideas.

RIG Funds and Administrative Sessions

Funding is available from NARST to support the activities of established RIGs. RIGs may request funds to contribute to RIG activities such as guest speakers. 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. RIGs may receive contributions and gifts.

Requests for use of funds may occur at any time and should include a detailed budget and justification. Gift funds have fewer restrictions than the NARST allocated funds but should still serve the mission of the RIG. Requests need to be made at least 30 days before the expected expenditure of gift funds. Funding requests are submitted and reviewed by the Finance Committee. RIGs also can request an administrative session in the NARST program. The deadline for administrative session and spending proposals is early September. Receipts should be submitted to the Executive Director for reimbursement. RIG chairs will receive quarterly reports about the NARST annual allocation to the RIG, any additional contributions and gifts to the RIG, and any expenditures.

RIGs can also request an administrative session in the NARST program. The deadline for administrative session proposals 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.

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.

Policy on Creation, Reviewing, and Dissolution of Research Interest Groups

NARST supports members coming together and advancing theoretical and methodological knowledge and skills for conducting research that advances scientific literacy. The title of Research Interest Groups (RIGs) has been given to NARST members wishing to formally convene a group of NARST scholars interested in exploring a particular area of research.

Procedures for Review

To form a RIG, a proposal must be submitted to the Research Committee by August 15th of each calendar year for consideration by the Board of Directors at the Fall budget meeting. If approved, RIG activities would begin at the next annual conference. The Research Committee is charged with reviewing new RIG proposals and reviewing the continuation of RIGs every three years. Criteria, reviewed and approved by the Board of Directors, guide both the creation and dissolution processes.

The Research Committee puts forth a motion recommending to the Board of Directors the creation or dissolution of a RIG. Considering the evidence brought forward by the Research Committee Liaison on behalf of the committee, the Board of Directors makes the final decision as to whether to accept or reject newly proposed RIGs, as well as maintain or discontinue the existence of a RIG.

Each RIG receives \$700 in discretionary funds to support RIG activities.

RIG Creation

1. Proposal Submission

- a. NARST members may petition to establish a RIG by submitting a written proposal to the Research Committee by August 15.
- b. The proposal must include:
 - the RIG's name,
 - mission/purpose,
 - long-term contact person,
 - leadership/rotation structure,
 - administrative structure,
 - a minimum of 15 names of NARST members interested in participating regularly in the RIG activities,
 - a description of how activities (e.g., pre-conference workshops, special sessions/panels at the annual conference, or virtual sessions) related to the RIG idea have occurred in the past 2-3 years, to indicate the growing interest in the RIG idea by the NARST membership broadly.
 - an action plan for the first year of the RIG and recruitment efforts.

2. Initial Review (Research Network Sub-Committee, which serves as the liaison body to the Research Committee)

- a. The sub-committee reviews the proposal using the criteria for RIG Creation (found in the Research Committee's Shared Google Drive).
- b. The sub-committee prepares a summary report documenting how the proposal meets or does not meet each criterion, along with a brief account of the deliberations by the sub-committee members (e.g., whether consensus was reached, questions raised, or differing perspectives).

3. Research Committee Review

- a. The sub-committee's summary report and recommendation are presented to the full Research Committee for discussion.
- b. By majority vote, the Research Committee decides whether to recommend approval or denial to the Board of Directors.

4. Board of Directors Decision

- a. The Research Committee Liaison communicates the Research Committee's recommendation and supporting evidence to the Board of Directors. Any RIG proposals not recommended will still be put forward to the Board of Directors as a discussion item only for their information.
- b. The Board of Directors makes the final decision to approve or deny the petition of a RIG.

5. Implementation

- a. Upon approval of the Board of Directors, the RIG is formally recognized, and leadership is confirmed by the sponsoring group.
- b. Upon denial of the Board of Directors, the Research Committee will receive feedback from the Board of Directors, and the sub-committee will compile the feedback from the Board and the Research Committee to share with those who proposed a RIG that was denied.

RIG Reviewing

Ongoing Reporting

Each RIG must submit an annual report to the Research Committee for submission to the Board of Director's annual fall budget meeting. The Research Network sub-committee of the Research Committee notifies the chair/chair-elect for each RIG about the due date of these reports approximately 6-8 weeks prior to them being due to the Research Committee for submission to the Board of Directors' fall budget meeting.

Annual reports will follow a template provided by the NARST Board of Directors and linked in the Research Committee Landing Page. The Research Committee's RIG Sub-Committee reviews the reports and evaluates the RIG's alignment with NARST's mission, level of activity, member engagement, and use of funds. Any

missing reports or discrepancies with reporting of funds in the reports are shared with the Research Committee liaison, who then raises these issues to the Board of Directors.

Third Year Review

The third-year review determines the continuation, one-year alert, or dissolution of a RIG.

1. The Research Committee's RIG Sub-Committee reviews the report using the criteria for RIG 3rd year review (found linked on the Research Committee's Landing Page).
2. The Research Committee's RIG sub-committee prepares a summary report documenting how the proposal meets or does not meet each criterion, along with a brief account of the deliberations by the sub-committee members (e.g., whether consensus was reached, questions raised, or differing perspectives). The summary report and recommendation are presented to the full Research Committee for discussion.
3. By majority vote, the Research Committee decides whether to recommend continuation of a RIG, or put them on Alert for 1 year with a suggested improvement plan for the Board of Directors to consider.
4. The Research Committee Liaison communicates the recommendation of the 3rd year review process to the Board of Directors.
5. The Board of Directors makes the final decision about continuing a RIG, putting them on Alert or dissolving a RIG.
6. The NARST Executive Leadership communicates all final decisions – continuation, Alert Status or dissolution – to the RIG Chair/Chair-elect, and CCing the Research Committee Liaison so they can share the decision with the fuller Research Committee.

RIG Dissolution

1. A RIG may be recommended for dissolution if:
 - a. Third-year report is not submitted, or inconsistent submission of annual reports.
 - b. Membership or activities show lack of sustained interest beyond implementation of the one year improvement plan (i.e., Alert Status).
 - c. The RIG's focus no longer aligns with NARST's mission.
2. The RIG Sub-Committee prepares a summary recommendation for the Research Committee identifying which of the above reasons the dissolution of a RIG is being recommended and the supporting evidence for this recommendation.
3. The Research Committee discusses the sub-committees report, votes, and the majority decision is put forward to the Board of Directors. The RC Liaison forwards the outcome, along with evidence and deliberation notes, to the Board of Directors.
4. The Board of Directors makes the final decision on dissolution of a RIG and NARST Executive Leadership communicates this decision to the RIG Chair/Chair-elect, and CCing the Research Committee Liaison so they can share the decision with the fuller Research Committee.

Strands

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.

EXTERNAL RELATIONS

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 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.

Qualifications to Become an Affiliate

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

- Demonstrates through its mission and actions a dedication to promoting quality science education.
- Represents a major national or international organization whose goals are congruent those of NARST.
- Has an articulated purpose (e.g., in its Constitution or Bylaws) that is in concert with the Bylaws of NARST.
- Has elected officer(s);
- Endorses the affiliation with NARST.
- Is a not-for-profit or non-governmental organization (e.g., in the US, is a 501 © (3) organization);
- Agrees to be signatories of a protective exclusion clause, as outlined in the Affiliation Agreement; and
- 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:

1. 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.
2. Documentation indicating adherence to the Affiliate requirements cited above should be included.
3. The appropriate committees will review the request.

4. This review will be followed by a discussion and vote of the NARST Board.
5. The NARST President will inform the petitioning organization of the outcome of the vote.
6. 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 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: Designate a liaison to be the point of contact from the affiliate to NARST to coordinate or facilitate joint activities.

- Fulfill all responsibilities to NARST as identified in a Memorandum of Understanding.
- Extend to NARST all rights and privileges of Affiliates as specified in a Memorandum of Understanding.
- Represent the affiliate in an annual Affiliates Meeting.
- Submit an Affiliation Report as required by the Memorandum of Understanding. Unless otherwise stipulated in the agreement, this report should (a) describe what the affiliation has accomplished, (b) how the affiliation is being fostered, and (c) how the affiliation could be better fostered or strengthened. Unless otherwise stipulated in the agreement, the Affiliate designee and the NARST designee for that Affiliation should collaboratively write this report.
- 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.
- 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.

Procedures for Disaffiliation

Disaffiliation will be accomplished through written notice and Board action.

1. Written notice by initiating organization

- 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.
- 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.

2. Board Action

- 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.
- 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.

3. Re-affiliation

- The disaffiliated organization may request to re-affiliate through the processes described in the NARST Affiliation procedures above.

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 Executive 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.

3. 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.
3. The NARST President will inform the society of the results of such deliberation.

Rights and Responsibilities of Membership

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

- Support participation by a NARST representative to meetings of the society;
- Pay dues as required; and
- Fulfill other responsibilities associated with the membership.

The NARST representative to the professional society will:

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

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 (YM) 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.

NARST Branding Policy

This policy governs the use of the NARST name (including the tagline - *A global organization for improving science teaching and learning through research*) and logo. Consistency in the use of the NARST logo strengthens its value and the recognition of NARST as a global leader in science education. This policy is designed to protect and promote the NARST brand and global recognition by defining appropriate use of the NARST logo. The Executive Director should be consulted whenever it is not clear whether a proposed use is permissible. The Executive Director will consult the Board of Directors as needed.

1. NARST name and logo is reserved for official NARST business and may not be used to promote activities not sponsored by NARST or imply endorsement.
2. The NARST logo is required on all official NARST communications.
3. Use of NARST logo in print and electronic materials relating to official NARST business, including email and social media, must conform to brand requirements (use of the official logo and tagline).
4. To ensure consistency in representation of the NARST Brand, the NARST logo may not be altered or combined with any other institutional or third party logo (or equivalent mark or element).
5. Third party logos may only be used in conjunction with the NARST logo with prior approval (from the Executive Director) and when the third party is contributing directly to the program or activity.

EVENT POLICIES

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

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.

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 title for the presentation, (ii) a clear description of content and purpose of the event, (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) an abbreviated description of the event for announcement purposes, limited to 50-200 words, (v) the name(s) of the host(s) of the event and its modality, (vi) timeframe for the event and justification for timeframe chosen, (vii) the expected number of attendees and the targeted audience for the event, and (viii) any additional information the proposer(s) want to share with NARST.
2. Applicants should select an appropriate Series under which the event would be advertised:
 - a. President Series – planned by current NARST President
 - b. Committee Series – planned by one or more NARST Committees
 - c. RIG/Strand Series – related to a specific RIG or strand topic
 - d. Research to Practice Series – focused on translating research into practice
 - e. Town Hall – opportunity for membership to discuss and interact around an issue
 - f. 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 (March 1 for sessions in April – June; June 1 for sessions in July – September; September 1 for sessions in October – December; December 1 for sessions in January - March of the following year) prior to the event. If a session is in response to a current event and requires 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, a member of the SMWCC leadership, and two members of the SMWCC Virtual Events subcommittee as needed. Criteria for evaluating proposals of events include:

- Timing and conflicts with official NARST 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.

FINANCIAL POLICIES & PROCEDURES

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 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. 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. The Investment Advisor should also serve as a fiduciary.

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. The Board may delegate the investment management of the portfolios to an Investment Advisor.

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 as a result 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. The Contingency Fund should hold four to six months of operating expenses.

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. 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 for Investments

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:

- a. The Finance Committee will monitor the performance of the Investment Advisor on an ongoing basis.
 - b. The Finance Committee and Executive Director will conduct formal reviews of the Investment Advisor every three years.
 - c. Upon approval of the Board, the evaluation process will be incorporated into the NARST Policies and Procedures.
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:
- a. 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.
 - b. Target **asset allocations** for the three Funds, including allowable and prohibited assets and transactions as appropriate.
 - c. Acceptable **asset classes and ranges** for the Endowment Fund.
 - d. Procedures for **transferring monies** among the Operating, Contingency, and Endowment Funds, and for **rebalancing** assets within the Endowment Fund. Please see below for target asset allocations and acceptable ranges.

NARST Target Asset Allocation

Dated: February 2026

	Allocation (%)		
	Min	Target	Max
U.S. Equity	47.5%	52.5	56.2%
International Equity	12.5%	17.5	22.5%
Fixed Income	25.0%	30.0%	35.0%

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 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. A blended benchmark will be provided made up of 42% Russell 1000, 10.5% Russell 2000, 17.5% MSCI ACWI xUSxUtilxREIT, and 30% Bloomberg US Intermediate Govt/Credit.

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.

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

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
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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)
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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.

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:

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

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.

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 and Giving Committee (described in Section VI of this document). If a decision made by the Philanthropy and Giving 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 Philanthropy and Giving 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:

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

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

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:

- Ensures the use of the gift aligns with donor intent
- 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.
- Monitors the gift funds
- The Treasurer and management company will track funds as part of the financial quarterly activity.
- Reports to the donor on gift uses and outcomes as stated in gift agreements
- In the case of restricted gifts, entities using the funds will report annually as part of the Fall Board reporting through the appropriate Board Liaison associated with efforts. The Executive Director uses the information contained in the Fall 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 Philanthropy and Giving 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 vote of the NARST Board.

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

1. No commitment regarding naming shall be made to a donor or a non-donor honoree prior to approval of the naming proposal.
2. 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).
3. 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.
4. All proposals shall be submitted in writing to the Executive Director.
5. 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.
6. 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.
7. 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.
8. 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.

1. 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
2. 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.

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 and Expense Reimbursements & the Payment Time Frame

Requests for reimbursement for all expenses, including travel, must be submitted within 60 days of expenditure or event. 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. Travel related expenses (such as plane tickets, visa application fees) can be reimbursed immediately, however if the travel/event is cancelled, the payment must be returned to NARST.

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.

References & Resources

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/>

Gift & Naming 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/>