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BYLAWS
Four-Year College and University Section, NABT
Revised and Approved: October 2011

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ARTICLE I -- NAME

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Section 1: The name of the section shall be the Four-Year College and University Section of the National Association of Biology Teachers (NABT)

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ARTICLE II -- PURPOSES

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Section 1: The purpose of the section shall be the advancement, stimulation, extension, improvement and coordination of biology education at the college/university level, and biology education at the college/university level as it affects other levels.

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ARTICLE III – MEMBERSHIP

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Section 1: Membership shall be open to any member in good standing of NABT.

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ARTICLE IV – OFFICERS

Section 1: The elected officers of the section shall be a Chair, Vice Chair, and Secretary /Treasurer.

Section 2: The appointed officer of the section shall be the Historian.

Section 3: Upon completion of his/her term of office, the Chair shall assume the position of Immediate Past Chair.

Section 4: Only those members engaged in instruction and/or administration at a 4-year college/university, or those retired from such, may stand for election. No person shall be eligible to serve two consecutive terms as chair.

Section 5: The elected officers and Immediate Past Chair of the section shall constitute the Executive Committee.

32 **Section 6:** Upon completion of his/her term of office, the Vice Chair shall assume
33 the position of Chair.

34 **Section 7:** Upon completion of his/her term of office, the Secretary/Treasurer shall
35 assume the position of Vice Chair.

36 **Section 8:** The Historian shall be appointed by the Chair in consultation with the
37 Executive Committee.

38 **Section 9:** The Executive Committee shall be responsible for ensuring the effective
39 conduct of the section's business, establishing and implementing the
40 operating policies of the section in accordance with these By-Laws and
41 the By-Laws and Policies of the NABT, and representing the section.

42 **ARTICLE V -- DUTIES OF OFFICERS**

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44 **Section 1:** The chair shall preside at all meetings, appoint and oversee committees
45 and attend NABT board meetings. The Chair will serve as the principal
46 contact between the section and the NABT staff.

47 **Section 2:** The Vice Chair shall recruit membership, establish communications,
48 attend all section and Executive Committee meetings, and stand for the
49 Chair when necessary.

50 **Section 3:** The Secretary/Treasurer shall record and maintain minutes of all
51 meetings, maintain any financial record, and assist the other officers, as
52 required.

53 **Section 4:** The Immediate Past Chair shall advise the other officers, serve as chair
54 of the Awards Committee, and maintain a liaison with the Two-Year
55 College Section of NABT.

56 **Section 5:** The Historian shall record and maintain Section records. Such records
57 shall be filed with the Office of NABT.

58 59 **Article VI. Committees**

60 **Section 1:** The standing committees shall include the following: Conference
61 Planning, Pre-service Teacher Preparation, Faculty Development,

32 Biology Education Research, Graduate Student, Awards, Publicity,
33 Membership, Nominating, and First-Year Undergraduate Biology.

34 **Section 2:** Conference Planning: The Conference Planning committee shall
35 coordinate programs and arrange sponsorship and social functions.

36 **Section 3:** Pre-Service Teacher Preparation: The Pre-Service Teacher Preparation
37 committee shall examine and recommend criteria and standards for
38 biology teacher preparation.

39 **Section 4:** Faculty Development: The Faculty Development committee shall
70 examine and establish criteria and standards for college biology faculty
71 and suggest programs and procedures for the development of
72 college/university faculty.

73 **Section 5:** Biology Education Research Committee: The Biology Education
74 Research committee shall promote the scholarship of teaching and
75 learning and its dissemination.

76 **Section 6:** Graduate Student: The Graduate Student Committee shall coordinate a
77 professional development event for students, encourage participation at
78 the poster session at the national conference, and facilitate networking
79 between graduate students and faculty.

30 **Section 7:** Awards: The awards committee shall establish criteria for and select the
31 recipients of all Section awards.

32 **Section 8:** Publicity The publicity committee shall coordinate communications
33 between the Section and its membership and other constituencies. A
34 member of this committee will serve as the section webmaster.

35 **Section 9:** Membership: The membership committee shall promote membership
36 and participation in the Section.

37 **Section 10:** Nominating: The nominating committee shall prepare lists of nominees
38 for the various offices, ascertain the willingness of each nominee to
39 serve, if elected, and present the ballot at the annual business meeting.

30 **Section 11:** First-Year Undergraduate Biology: The first-year undergraduate
31 biology committee shall examine the content and skills for introductory
32 biology courses and make recommendations and establish guidelines as
33 appropriate.

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Section 12: The Chair may appoint ad hoc committees as deemed necessary. The duties of these committees shall be defined at the time of appointment, and such committees shall exist only for the length of time needed to accomplish the task as designated by the Chair (not to exceed one year) or Executive Committee.

Section 13: All committees shall prepare written reports for the annual meeting of the Executive Committee and as requested by the Chair. All reports for the annual meeting must be submitted to the Section Chair.

Section 14: The duties of the standing committees are those stated in Sections 2-11 above and as specified in the Operating Policies; however, committees may be charged with additional responsibility at the Chair's discretion.

Section 15: Standing Committee structure and operating policies shall be set by the Executive Committee and incorporated into the Statement of Operating Policies.

ARTICLE VII -- NOMINATION AND ELECTIONS

Section 1: Nominations for the various elective offices of the section shall be made by the Nominating committee. The Nominating Committee shall nominate at least one officer for each elective position.

Section 2: Elections shall be held during the business meeting at the National Convention. Ties will be resolved by a coin flip.

ARTICLE VIII-- TERMS OF OFFICE

Section 1: All elected officers shall hold office for one year beginning January 1 following election to, or assumption of, office.

Section 2: Should an officer resign or be unable to complete his/her term of office, the Chair, with the consent of the Executive Committee, shall appoint a member to serve until the next election.

26 **Article IX -- MEETINGS**

27 **Section 1:** Roberts Rules of Order, Newly Revised or the current edition, shall
28 govern the conduct of all meetings held by any group whatsoever in
29 conducting the business of the section, so long as they are applicable and
30 consistent with the By-Laws and operating policies of the section and
31 NABT.

32 **Section 2:** There shall be an annual business meeting of the section, to coincide
33 with the National Conference of NABT.

34 **Section 3:** The Executive Committee shall meet at least once each year.

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36 **Section 4:** Additional special meetings may be called by the Chair as deemed
37 necessary.

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39 **Section 5: Electronic Meetings:** Additional meetings of the Executive Committee,
40 including votes, may be conducted by electronic means if agreed on by
41 all members of the executive committee and conducted so that all
42 members choosing to participate can adequately participate in debate
43 and votes.

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46 **Article X -- DUES**

47 **Section 1:** There shall be no dues for membership in the section.

48 **ARTICLE XI -- AMENDMENTS**

49 **Section 1:** Amendments to these By-Laws may be initiated by the Executive
50 Committee and must be approved by a majority vote at the annual
51 business meeting.

52 **Section 2:** The Statement of Operating Policies of the section can be altered by a
53 majority vote of Executive Committee.