

**CONSTITUTION OF THE  
NEW ENGLAND ASSOCIATION OF CHEMISTRY TEACHERS**  
Revised and Adopted March 1999

**ARTICLE I            NAME**

This organization shall be known as the New England Association of Chemistry Teachers.

**ARTICLE II            OBJECT**

The object of this Association shall be to promote proficiency, professionalism, and efficiency in the teaching of chemistry.

**ARTICLE III            MEMBERSHIP**

**Section 1.** Any person interested in the teaching of Chemistry is eligible for membership.

**Section 2.** Membership shall be in the following categories:

- a) Active,
- b) Honorary,
- c) Emeritus,
- d) Industrial Associates,
- e) and Complimentary as provided in the Bylaws.

**Section 3.** The number of members in any one of the categories shall be unlimited.

**ARTICLE IV            FISCAL YEAR**

The fiscal year of the Association shall begin on the first day of July and end on the thirtieth of June.

**ARTICLE V            OFFICERS**

**Section 1.**    Association Officers and Term Distribution

A. The officers of the Association shall be President, President -Elect, Membership Secretary, Recording Secretary, Division Chairs, and Treasurer.

B. These officers shall serve two-year terms, approximately half of them being elected in any one year.

C. In particular, the terms of the Membership Secretary and Treasurer shall expire in alternate years.

D. The duties of the officers shall be as provided in the Bylaws.

**Section 2.** Nominations and Petitions

- A) Candidates for office may be nominated either by the Committee on Nominations and Elections or by petition.
- B) Petitions must be signed by ten active members, not including the nominee, and must be accompanied by a statement of willingness to serve signed by the nominee.
- C) The Committee on Nominations and Elections must place on the ballot the names of all persons nominated by petition; it may also make other nominations as it sees fit, and must make at least one nomination for any office concerning which no petitions are received.

**Section 3.** Election

- A) The officers shall be elected by mail ballot.
- B) The Committee on Nominations and Elections is responsible for preparing, for sending the ballot to the Editor for distribution in the NEWSLETTER and for counting the returns.
- C) Election shall be by plurality vote, and the results of the balloting shall be announced at the Annual Meeting.

**Section 4.** Assume Office

Officers whose election is announced at an Annual Meeting shall assume office on the first day of July thereafter.

**Section 5.** Vacancies

- A) Vacancies in any office except those of President and President-Elect, due to any cause, shall be filled by the Executive Committee.
- B) At the next election thereafter, a new officer shall be elected for either a two-year or a one-year term, according to whether or not an election to this office would have been necessary if no vacancy had occurred.
- C) Vacancies in the office of President-Elect may be filled only by election.

**Section 6.** President

- A) Normally, the office of President is not subject to the operation of Sections 2, 3, and 5 of this Article, as the President-Elect automatically succeeds to the Presidency whenever that office becomes vacant, whether by the expiration of a regular term or by any other means.
- B) If for any reason there is no President-Elect at a time when the Presidency becomes vacant, nominations shall be made and voted on for both President and President-Elect at the earliest possible election; in the interim, the Executive Committee may name an Acting President.

C) If the President-Elect succeeds to the Presidency in consequence of a vacancy during the first year of a presidential term, the President-Elect shall serve as President only for the balance of the term of the previous President.

D) If the President-Elect succeeds to the Presidency during the second year of a presidential term, the President-Elect shall serve as President for the balance of the term of the previous President and shall continue as President for the following two-year term.

Section 7.    Term Limits

A) At the conclusion of three consecutive terms in any one office, an officer is ineligible for re-election to that office for the next term, but is eligible to be nominated and elected to a different one.

B) A president whose term is expiring or has expired is ineligible for nomination to the office of President-Elect.

ARTICLE VI            ORGANIZATION

Section 1. The activities of the Association shall be conducted in geographical areas, called Divisions.

A) The Central Division shall include Essex, Middlesex, Norfolk, Suffolk and Worcester counties in the Commonwealth of Massachusetts;

B) the Northern Division, the states of Maine, New Hampshire and Vermont;

C) the Southern Division, the state of Rhode Island and Providence Plantation and Barnstable, Bristol, Dukes, Nantucket, and Plymouth counties in the Commonwealth of Massachusetts;

D) and the Western Division, the state of Connecticut and Berkshire, Franklin, Hampden, and Hampshire counties in the Commonwealth of Massachusetts.

Section 2.    Division Chairs

A Division Chair, who shall cooperate with the Executive Committee of the Association in carrying on the work of the Division, shall be in charge of the activities of each Division.

Section 3.    Appointed Positions

A) For the performance of certain duties specified in the Bylaws, an Auditor, a Membership Curator and a Curator of Archives shall be appointed annually by the President with the approval of the Executive Committee.

B) They shall be eligible for reappointment without limitation.

Section 1. There shall be at least one meeting each year in each Division, at such time and place as the Division Chair, with the approval of the Executive Committee, shall determine.

Section 2. The Annual Meeting shall be held during the month of May, after the Divisional Business meeting.

Section 3. The Recessed Annual meeting shall be held at the Summer Conference

ARTICLE VIII COMMITTEES

Section 1. Executive Committee

- a) The officers of the Association, as listed in Article V, Section 1,
- b) the Immediate Past President,
- c) a member of the Board of Trustees of the Endowment Fund,
- d) the Editor of the REPORT,
- e) the Editor of the NEACT JOURNAL,
- f) the Chair of Industrial Associates,
- g) the Auditor,
- h) the Membership Curator, the Curator of Archives
- i) the Publicity Agent
- j) and the Editor of the NEWSLETTER shall constitute the Executive Committee.

Section 2. Budget

- A) The Treasurer, President-Elect and Division Chairs shall constitute a Budget Committee.
- B) The Treasurer shall Chair this Committee.

Section 3. Membership Recruitment

- A) The Division Chairs, the Publicity Agent, the Membership Secretary, and the Editor of the NEWSLETTER shall constitute a Membership Recruitment Committee which shall function as provided in the Bylaws.
- B) This Committee shall elect its own Chair from among its members.

Section 4. Nominations and Elections

- A) The Committee on Nominations and Elections shall consist of three members, one member to be elected at each Annual Meeting for a term of three years.
- B) The Executive Committee shall have the responsibility of presenting the name of at least one nominee to the Annual Meeting.
- C) Other nominations may be made from the floor.
- D) If more than one person is nominated, election shall be by secret ballot and plurality vote.
- E) Should a vacancy occur on the Nominating Committee, the President shall appoint a member to serve until the next Annual Meeting, at which time a member shall be elected to fill the unexpired term.
- F) The senior member of the Nominating Committee will serve as Chair.
- G) The Committee on Nominations and Elections shall have the duties prescribed in Article V, Sections 2 and 3.

Section 5. Constitution and Bylaws

- A) The Committee on Constitution and Bylaws shall be appointed by the President as provided in the Bylaws.
- B) This Committee shall have duties as prescribed in the Bylaws.

Section 6. Timm Award

- A) The Timm Award Selection Committee shall consist of the President-Elect and three other members appointed by the President for overlapping three-year terms.
- B) This committee shall have duties as prescribed in the Bylaws.

ARTICLE IX PUBLICATIONS

Section 1. REPORT OF NEACT

- A) The Executive Committee shall make suitable arrangements for the annual publication of official business and such other materials as it deems advisable.
- B) The publication shall be known as the REPORT OF THE NEW ENGLAND ASSOCIATION OF CHEMISTRY TEACHERS.
- C) The REPORT shall be under the charge of an Editor to be chosen by the Executive Committee.

Section 2. NEWSLETTER

- A) The Executive Committee shall make suitable arrangements for the publication of a NEWSLETTER.
- B) The number of issues per year and the general form and content shall be decided by the Executive Committee.
- C) The NEWSLETTER shall be under the charge of an Editor, to be chosen by the Executive Committee.

Section 3. NEACT JOURNAL

- A) The Executive Committee shall make suitable arrangements for the publication of a journal, entitled NEACT JOURNAL, which shall appear one or more times per annum.
- B) The JOURNAL shall contain articles on chemistry, chemical education, and Association activities.
- C) The JOURNAL shall be under the charge of an Editor to be chosen by the Executive Committee.
- D) The Editor shall be eligible for reappointment.

Section 4. Optional

- A) Reports of Committees,
- B) a Membership Directory,
- C) and other material of interest to the members may be published at the direction of the Executive Committee.

ARTICLE X ENDOWMENT FUND

Section 1. Principal

- A) The New England Association of Chemistry Teachers shall establish and maintain an Endowment Fund to which additions may be made by contribution, by bequest, by assessment on annual dues, or otherwise.
- B) The principal of this fund, with all additions, shall remain intact and separate from the general funds of the Association.

Section 2.    Expenditures

- A) The income only of the Endowment Fund may be expended.
- B) This income (wholly or in part as determined by the Executive Committee) shall be used to subsidize the printing costs of NEACT publications.

Section 3.    Yearly Balances

- A) The income from the Endowment Fund may not be carried over to be expended in the following year.
- B) Any of the unexpended balance of the income at the end of the fiscal year shall be added to the principal.

Section 4.    Board of Trustees

- A) The Board of Trustees of the Endowment Fund shall consist of three members, one to be elected by ballot at each Annual Meeting, for a term of three years.
- B) The members of the Board shall be eligible for re-election.
- C) In the event of a vacancy on the Board, the President shall appoint a member immediately, with the approval of the Executive Committee, to serve until the next Annual Meeting.

Section 5.    Duties

- A) The Board of Trustees shall have charge of the proper care of the funds and they shall be responsible to the Executive Committee of the Association.
- B) The members of the Board shall serve without pay.
- C) The Board of Trustees shall exercise due care for the investment of the funds entrusted to them and might be governed by the choice of securities allowed to Banking Institutions.

Section 6.    Treasurer

- A) One member of the Board of Trustees shall be chosen by the Trustees as Treasurer of the Board of Trustees.
- B) This Treasurer :
  - (a) shall be bonded consistent with the amount of funds on hand, with surety;
  - (b) shall receive all donations to the Endowment Fund;
  - (c) and shall make disbursements by check from the income of the funds on authorization from the Executive Committee of the Association and approval of the Board of Trustees.

Section 6.    ( Cont. )

C) The Treasurer or some other member of the Board of Trustees, chosen by the Trustees, shall serve as a member of the Executive Committee.

Section 7.    Reports

A) The Board of Trustees shall make an audited report to the Association at each Recessed Annual meeting

B) and shall make a report to the Executive Committee at the May meeting

C) and any meeting when so requested in advance by the President of the Association.

Section 8.    Board Expenses

The expenses of the Board of Trustees shall be paid by the Treasurer of the Association on approval by the President of the Association.

Section 9.    Audited Accounts

The accounts of the Treasurer of the Endowment Fund shall be audited Annually by the Auditor of the Association.

Section 10.    Annual Income

The Treasurer of the Association shall transfer to the Endowment Fund Annually two (2) percent of the dues collected during the current fiscal year.

ARTICLE XI    TIMM AWARD FUND

Section 1.    Principal

A) The New England Association of Chemistry Teachers shall maintain a Timm Award Fund for the purpose of financing the John A. Timm Award.

B) Additions to this fund may be made by contribution, by bequest, or otherwise.

C) The principal of this fund, with additions, shall remain intact and separate from all other funds of the Association.

Section 2.    Expenditures

A) The income only of the Timm Award Fund may be expended.

B) This income shall be used primarily to provide the honorarium for recipients of the Timm Award and also to cover expenses of the presentation.

Section 3. Yearly Balance

- A) The income of the Timm Award Fund may be allowed to accumulate from year to year.
- B) Upon instruction from the Executive Committee, the Treasurer of the Board of Trustees shall add all or any part of the accumulated income to the principal.

Section 4. Board of Trustees

- A) The Board of Trustees of the Endowment Fund, constituted in accordance with Article X, Section 4, of this Constitution, shall serve as the Board of Trustees of the Timm Award Fund.
- B) The provisions of Section 5 and Section 6 of that Article shall also apply to the management of the Timm Award Fund.

Article XII DISSOLUTION OF NEACT

Section 1. Procedure

- A) The Executive Committee, upon a 2/3 affirmative vote of this body, shall authorize a mail ballot proposing dissolution be sent to the active members.
- B) The organization known as the New England Association of Chemistry Teachers shall be dissolved upon the affirmative vote of 75% of the active members whose dues are current during the voting period.
- C) The returned mailed ballot must be signed by the member.

Section 2. Dispersements of Archives

The Executive Committee shall make appropriate arrangements for the dispersement of the archives of the Association.

Section 3. Dispersements of Assets

- A) If the Association's general treasury has insufficient funds to meet the debit expenses, the total debt expense shall be borne by the Endowment and Timm Fund accounts, with each contributing half of the sum .
- B) The remainder of the funds in these accounts will be distributed according to Section 4 and Section 5

Section 4. Endowment Fund Assets

If and when the New England Association of Chemistry Teachers shall cease to exist, all surplus monies in the Endowment Fund shall be transferred to the Publications Trust Fund of the Northeastern Section of the American Chemical Society to help promote the publication activities of the Northeastern Section.

Section 5. Timm Fund Assets

If and when the New England Association of Chemistry Teachers shall cease to exist, all surplus monies in the Timm Award Fund and the General Treasury shall be transferred to the Division of Chemical Education, Inc., of the American Chemical Society, to be used for purposes consistent with the purposes of the John A. Timm Award.

ARTICLE XIII AMENDMENTS TO THE CONSTITUTION

Section 1. Procedure

A) Proposed amendments to the Constitution must be brought to the attention of each member of the Association at least one month before a meeting of the Association or published in the NEWSLETTER announcing the next meeting of the Association and must be presented for discussion at that meeting.

B) Within three months after the discussion, ballots containing the proposed amendments (modified, if necessary, as a result of the discussion) shall be mailed to all Active members.

Section 2. Adoption Exception

A) Amendments to Article XII and Article XIII Section 2 or their subsequent numbering shall be finally adopted by an affirmative vote of two-thirds of the total Active membership.

B) The returned ballots must be signed.

Section 3. Adoption

Other amendments shall be finally adopted if two-thirds of the ballots returned are affirmative.