

## **Section 01. Purpose and Distribution of “MOM”**

- 01.A** The **MESTA Operations Manual**, hereafter known as “**MOM**”, is intended to provide guidance to the Officers and Executive Board regarding the past and current practices and procedures of this organization.
- 01.B** MOM is not intended to hinder or restrict the operation of MESTA in any way. Persons with ideas for changing or adding to MOM are encouraged to do so, but should be prepared to justify their proposals.
- 01.C** Proposals to change MOM will be accepted or rejected in a timely fashion by the Executive Board. [*See MOM section, “Revising MOM Pages”*]
- 01.D** Board members are encouraged to bring their current copy of MOM to all Board meetings.
- 01.E** A complete new copy of MOM should be provided by MOM Chairperson to each member of the Executive Board on an annual basis or as needed.
1. As individual pages are changed or added, updated copies of these pages will be provided to the Executive Board to insert into MOM.
  2. At the discretion of the Executive Board, MOM or any portion thereof may be made available electronically or as hardcopy to designated persons or organizations.
  3. It is generally understood that maps to Executive Board member’s homes will not be provided to non-Board members unless specifically approved by the Board and the individual/s involved.

*Original Language Approved: 05.17.97*

## Section 02. Revising MOM.

**02.A** A general operations manual such as this one requires *continuous input* from MESTA members with approval of the Executive Board.

1. To aid the Board in that process, the Board shall make every effort to appoint a MOM Chairperson. [See MOM, "Job Descriptions of Appointed Officers"]

**02.B** To provide consistent format throughout, the following procedure should be followed to submit or revise a page in this manual. *Constitution and Bylaws already have such procedures established, and they need not be repeated here.*

### GENERAL RECOMMENDATIONS:

- *Keep proposals short. One page or (much) less is preferred.*
- *Carefully define critical terms to avoid misunderstandings.*

**02.C** To add or revise a page in MOM:

1. Carefully prepare your proposal for submission in suitable electronic form (see Electronic Communications). Include your name and the date.
2. Arrange time for Executive Board consideration by requesting an agenda item at a forthcoming Board meeting. Contact the President or President-Elect ***directly*** prior to any regularly scheduled meeting.
3. At the President's discretion, you *may* be asked to
  - send the proposal electronically to the President or President-elect for distribution to Board members prior to the meeting.
  - to duplicate (15 hard copies) your proposal and bring them to the meeting.
4. If Board approval (with or without revisions) is granted, proposal will be reformatted (for consistency) and included in this manual.

*Original Board Approval: 05.09.92*

*Latest Board Approval: 09.16.00*

## Section 03. Constitution and Bylaws.

### Article I (Name)

- a. The name of this organization shall be the **Michigan Earth Science Teachers Association**, hereafter known as **MESTA**.
- b. It shall operate exclusively as an educational organization as described in section 501(c)(3) of the Internal Revenue Code.

### Article II (Purpose)

- a. The purpose of MESTA shall be the advancement, stimulation, extension, improvement, and coordination of Earth Science education at all educational levels through the voluntary and donated efforts of MESTA members.

### Article III (Membership)

- a. Membership is available to those actively engaged in the teaching of Earth Science and to those interested in Earth Science education.

### Article IV (Officers)

- a. The elected officers of MESTA shall be the President, President-Elect, Recording Secretary, Treasurer, and Membership Director.
- b. The appointed officers shall be the Editor and others whom the Executive Board shall approve.
- c. The elected officers plus the immediate Past President and Editor shall constitute the **Executive Committee**. The Executive Committee plus the appointed officers shall constitute the **Executive Board**.
- d. **The President** shall preside at all business sessions of the Association and all meetings of the Executive Committee and Board. The President shall appoint all Executive Board Members subject to the ratification of the Executive Board. The President shall appoint persons to fill the term of office of any elective officer whose office becomes vacant. The President, under the direction of the Executive Board, shall have charge of the affairs of the association.
- e. **The President-Elect** shall preside at all meetings in the absence of the President. The President-Elect shall be the Program Chair of the Annual MESTA Conference. The President-Elect shall become President at the end of her/his term.
- f. **The Recording Secretary** shall keep a correct record of the proceedings of the Association and the Executive Board meetings.
- g. The Treasurer shall have charge of all monies of the organization.
- h. The Membership Director shall keep accurate records of the membership.
- i. The duties of the **Board Members** shall be to advance, stimulate, extend, and improve Earth Science education at all levels within their region, so far as they are able.
- j. The **Executive Board** shall transact the business, plan the overall program, make recommendations regarding proposed amendments to the Constitution and Bylaws, and devise and carry out measures for the growth and welfare of the organization.
- k. The **Executive Committee** shall provide the President with advice when requested between meetings of the Executive Board.

*continued*

[Section 03. Constitution and Bylaws, ctd.]

#### **Article V (Quorum)**

- a. A majority of the members of either Executive body shall constitute a quorum.
- b. Those members attending any announced business meeting shall constitute a quorum.

#### **Article VI (Nominations and Elections)**

- a. The Executive Board shall approve and present a slate of nominees to the membership prior to the Annual Meeting when officers are to be elected. Nominations may be made by the membership.
- b. Election of officers shall be by ballot.
- c. The term of office shall begin immediately after the Annual Meeting adjourns. All officers shall hold office for two years.

#### **Article VII (Conferences)**

- a. There shall be at least one MESTA Conference each year.
- b. Field Conferences shall be organized according to the rules approved.

#### **Article VIII (Dues)**

- a. The annual dues shall be established by the Executive Board. The membership year shall coincide with the tax year, July 1 to June 30.

#### **Article IX (Publications)**

- a. The *Michigan Earth Scientist* shall be the official journal of MESTA and shall be made available to all members in good standing.
- b. Additional publications and productions may be authorized by the Executive Board.

#### **Article X (Amendments)**

- a. Amendments to this document may originate with any member in good standing, but must be approved by the Executive Board.
- b. This document may be amended by a two-thirds vote of the members present at the annual MESTA Conference, provided a written copy of the proposed amendment has been made available to every member prior to the conference.

#### **Article XI (Dissolution)**

- a. In the event of dissolution, all assets, real and personal, shall be distributed to NESTA or such organizations as are qualified as tax exempt under section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law.

#### **Article XII (Parliamentary Authority)**

- a. In all questions of parliamentary law not covered by this document, the latest edition of Robert's Rules of Order shall govern the proceedings of MESTA.

*continued*

Proposed language. ~~Proposed deletions.~~ **All other language Board approved.**



[Section 03. Constitution and Bylaws, ctd.]

**Article XIII (Organizational Liability; Liability of Officers and Representatives)**

- a. Documents with legal standing shall be attached to, and included as part of, this document to limit to the fullest extent of the law the liability of any MESTA Officer, Board Member, or designated Representative.

**A Brief History of Latest Changes in the Constitution and Bylaws**

***Oct 93: "Voluntary and donated" reference added to purpose of organization.***

***Oct 93: Newsletter Editor added to Executive Committee.***

***Oct 94: Organizational liability clause added.***

***Oct 97: Changed membership year to coincide with fiscal***

## Section 04. Acquisition Committee

**04.A** The committee is composed of members appointed by the President with the approval of the Board.

1. Current committee members are listed on the MESTA Personnel Page.

**04.B** Purchase decisions MUST be made by at least **two** members of the committee.

**04.C** If someone runs across an exceptional resource, they should alert a committee member to initiate a purchase. AT THEIR OWN RISK they may go ahead and make a purchase, and later try to convince the committee to accept the purchase. The committee is under NO OBLIGATION to accept the purchase. (The same situation applies to a single member of the committee making a purchase.)

**04.D** When possible, MESTA will be billed directly. In all other cases, receipts covering the purchases will be submitted to the treasurer. On the reimbursement voucher, the “authorized by” portion must include the names of the committee members who authorized the purchase.

**04.E** At the discretion of the President, a report will be submitted to the Executive Board at the next meeting. The report must include the projected sale prices and proceeds from the purchase.

**04.F** With the approval of any two members of the Acquisitions Committee, any MESTA member may assist with acquisitions at a purchasing opportunity.

*Original Language Approved: 03.28.93  
Latest Revision: 09.16.00*

## Section 05. Acquisitions

**05.A** Items that are unavailable to MESTA by collection may be purchased for resale and resold at below retail prices.

**05.B** Collections that individuals want to sell or donate to MESTA are to be processed through the acquisition committee. The committee will attempt to persuade the donation of materials to the organization with appropriate tax receipts provided to the donators. If the collection is of a unique nature, the committee has the option to agree on a purchase price. The committee will then be responsible for seeing that the collection is appropriately processed for sale. See Section 13, "Donation of Materials to MESTA".

**05.C** The RockShop purchase ceiling (funds available for new purchases) shall be set by the Executive Board.

- a. The purchase ceiling shall be 80% of the gross sales of the prior fiscal year [Board approval 99.05.01]
- b. In addition, any Michigan sales tax paid by MESTA shall be deducted from the previous fiscal year's sales (lowering the purchase ceiling by an additional 6%).
- c. In any fiscal year when expenditures do not reach the purchase ceiling, the unspent funds will remain available to RockShop. The purchase ceiling for the next fiscal year will be determined according to 05.C.a and 05.C.b, and then increased by the amount unspent.
- d. On the last day of the designated fiscal year, the Treasurer and RockShop chairperson shall agree on a purchase ceiling for the forthcoming fiscal year.
- e. Funds for new purchases shall be available to RockShop on the first day of the new fiscal year.

*Original Language Approved: 03.28.93  
Latest Revision: 09.16.00*

## **Section 06. Award: Cranson Field Scholarship**

- 06.A** The purpose of Cranson Field Scholarships (CFS) is to recognize and support educators who would like to participate in an Earth science field study course.
- 06.B** Preference will be given to pre-service teachers or K-12 educators who are new to teaching Earth science content.
- 06.C** Each CFS will be limited to \$1000 per award.
- 06.D** CFS applications will be distributed as widely as possible in Michigan and in a timely fashion.
1. In the MESTA Newsletter.
  2. In special mailings to Math/Science Centers and ISD organizations.
  3. In special mailings to college science educators.
  4. As a commonly available handout at major teacher conferences, beginning with MESTA, then MDSTA, then MSTA.
- 06.E** The time line for the application/approval process for a CFS is as follows:
1. October. Applications are first made available at the MESTA Annual Conference (see distribution above).
  2. March 30 (following year). Deadline for submitting completed applications.
  3. April 30. CFS recipients are notified.
- 06.F** After completion of their field experience, each CFS recipient will be expected to complete at least one of the following about their field study:
1. write a MESTA Newsletter article.
  2. co-present a session at an upcoming conference (MESTA, MDSTA, MSTA).
- 06.G** The CFS Chair will be responsible for
1. determining that each applicant meets the stated guidelines.
  2. assembling a team to review all applications at an appropriate time.
  3. determining that each recipient meets the follow-up requirements.
- 06.H** The current chair of the Cranson Field Scholarship (CFS) program is listed on the MESTA Personnel Page.

**The CFS Award Application is in the Miscellaneous section.**

*Original Language Approved: 09.16.00*

## **Section 07. Award: Outstanding Earth Science Teacher (OEST)**

- 07.A** Nominators are asked to fill out the application form (copy included), and answer several questions about the nominee. These include:
1. *Teaching ability.* What techniques does this teacher employ? Is the course comprehensive, yet enjoyed by the students? Teaching philosophy.
  2. *Inventiveness.* What new ideas are used? What new materials are produced? What new methods or devices?
  3. *Initiative.* Be specific. How are new situations handled? How are students of varying abilities accommodated?
  4. *Cooperativeness.* How does the teacher cooperate in the total school program and in other academic areas? Cooperate in community affairs?
  5. *Honors and Awards.* Is the candidate recognized for his/her accomplishments?
  6. *Publications, Papers, Workshops Presented.* How does the teacher provide for his/her continuing professional development?
  7. *Offices Held.* What offices has the candidate held in the school system and/or in the community?
  8. *Strengths.* What are the principal strengths of the candidate?
- 07.B** Nominations should also include supportive recommendations.
- 07.C** The OEST shall receive a memorial plaque, and a check for \$250 from MESTA in honor of Rod Cranson, the founder of MESTA. The check is to be used for Earth Science classroom materials, to be selected by the recipient.
- 07.D** The Michigan OEST nominee is invited to the National Association of Geology Teachers regional conference as a nominee for the NAGT regional award. Copies of the nominator/application forms should be sent to the appropriate representative.
- 07.E** Copies of the nominator/application forms are also sent to the following organizations in the late spring for incorporation into their respective newsletters. These letters should also indicate dates for conferences, summer institutes, or other MESTA activities that have been put on our calendar.
1. Metropolitan Detroit Science Teachers Association
  2. Michigan Science Teachers Association
  3. Current contact names and addresses can be found on the current MESTA Personnel page.
- 07.F** The deadline for submitting OEST applications will be August 31 to allow for sufficient time for the Board to approve the award and plan a ceremony at the Fall Conference.

**The OEST Award Application is in the Miscellaneous section.**

*Original Language Approval: 03.26.93  
Latest Revision: 12.06.97*

## **Section 08. Award: Stoney**

- 08.A** The purpose of the Stoney Award is to provide mini-grants to support innovative classroom ideas in Earth Science.

Proposed language. -Proposed deletions. **All other language Board approved.**

**08.B** Each year at the May meeting of the Executive Board, the Board will decide how much money to set aside from the general treasury for Stoney Awards for the next fiscal year. Individual awards are limited to no more than \$500, to be granted each year at the Board's discretion.

**08.C** The Stoney Award Chairperson is listed on the MESTA Personnel Page.

**08.D** Completed and submitted applications will be reviewed by the Reader Review Committee, which will make recommendations to the MESTA Executive Board for final approval.

1. The Reader Review Committee is comprised of members of MESTA.
2. Grant applications are open to review at the Executive Board's discretion.

**08.E** Grant applications are reviewed and awarded on a competitive basis.

**08.F** Guidelines for applicants:

1. Any Michigan teacher is eligible to apply for a grant award. If the applicant is not a member of MESTA, the first budget item must be for membership.
2. Each Stoney Award application is for a particular "program idea".
3. Only one grant application will be accepted from a teacher for each grant period.
4. Applications can be for interdisciplinary or team teaching projects. However, the content emphasis must be Earth Science.
5. Applications need to be geared to those activities not currently supported by existing funds, or which are not part of a school district's responsibility.
6. Funds requested must play a key role in the success of the program. Grant funds cannot be used for salaries.
7. Applicants cannot request more than \$500. Funding can be used to cover the expense of supplies and materials, transportation, and honorariums.
8. The application "cover page" must be complete. It will provide the reviewers a summary of your idea, its cost, and a way to contact you to clarify any questions. The request of a signature by your building principal or supervisor ensures that the appropriate administrative staff is aware and supports your application.
9. The narrative section of the application must be no more than 4 type-written pages. It must be double-spaced and at least 12 point type. Please be sure to complete each of the six sections, keeping your descriptions short and simple.

*continued*

Section 08. Award: Stoney (ctd)

10. The original and 4 copies of the completed application must be submitted by the deadline. [5 copies total]
11. Winning applicants will be notified of their grant award. Instructions on record keeping and reporting requirements will accompany the check.
12. Grant awards for approved applications will be made directly to the applicants.
13. Grant awards must be expended within the school year the application was approved.
14. Application grant award applicants are responsible for submitting a final progress and expense report with attached receipts within 1 year of receipt of the check. The final progress and expense report packet with instructions will be provided to grant awardees.

**The Stoney Award Application is in the Miscellaneous section.**

*Original Language Approval: 09.14.96*

*Latest Revision: 12.06.97*

**Section 09. Conference (MESTA) / Selecting Locations / Past Sites**

**09.A** Conference locations should be chosen using one or more of the following guidelines:

1. *Convenience of MESTA membership.* If a significant majority of MESTA members are located in a certain region of the State, the Annual Conference could be located in that region for the convenience of those members.
2. *Exposure to Unique Locality.* The conference could be held at a particular college/university in order to take advantage of unique facilities or a special program offered by the college or university. OR, the conference could be held in a particular place to take advantage of a unique field location.
3. *Low overhead.* In an effort to attract as many members and potential new members as possible, it is recommended that expenses be kept minimal so that registration fees are not a barrier to attendance. The Board may elect to subsidize a conference location with MESTA funds if necessary to achieve this goal.

**09.B** The Executive Committee will solicit conference site proposals.

**09.C** To make advanced planning easier, the Board has approved the following general conference cycle. [*Board Approval 1/18/92*]

**6 year cycle**

- 2 years at Michigan State University (East Lansing)
- 2 years at undetermined sites
- 2 years at University of Michigan (Ann Arbor)

**Board Approved Locations**

----- new cycle -----

- Fall 1998: Michigan State University (East Lansing)
- Fall 1999: Westin-Cobo (NSTA Regional)
- Fall 2000: Michigan State University (East Lansing)
- Fall 2001: open
- Fall 2002: University of Michigan (Ann Arbor)
- Fall 2003: University of Michigan (Ann Arbor)

*Original Language Approval: 09.12.92  
Modified : 12.05.98*

Section 09. Conference (MESTA) / Selecting Locations / Past Sites (ctd)

**For the convenience of Board members, the following list of past and already approved annual conference sites is provided.**

**[See *Woerner and Stonehouse, Oct 1991, "Our First Twenty-Five Years"*]**

- 1967 (April 15): Lansing Community College.
- 1967 (December 9): Lansing Community College.
- 1968 (November 2): Lansing Community College.
- 1969 (Fall): Flint Community College.
- 1970 (April 11): Unknown.
- 1972 (April 29): Western Michigan University, Kalamazoo.
- 1973 (September 15): Traverse City.
- 1974 (October 19): Armstrong Middle School, Flint.
- 1975 (November 1): Michigan State University, East Lansing.
- 1976 (October 16): Lansing Community College.
- 1977 (October 22): Michigan State University, East Lansing.
- 1978 (November 4): Cranbrook Institute of Science, Bloomfield Hills.
- 1979 (November 3): Jackson Community College and Space Center.
- 1980 (late October): Delta College, Saginaw.
- 1981 (October 24): Lansing Community College.
- 1982 (October 21-22): Eastern Michigan University, Ypsilanti.
- 1983 (October 21-22): Wayne State University, Detroit.
- 1984 (October 19-20): University of Michigan, Ann Arbor.
- 1985 (October 4-5): Michigan State University, East Lansing.
- 1986 (October 10-11): Albion College.
- 1987 (October 2-3): Central Michigan University, Mt Pleasant.
- 1988 (September 30-October 1): Grand Valley State University, Allendale.
- 1989 (October 20-21): University of Michigan, Ann Arbor.
- 1990 (October 5-6): University of Michigan, Ann Arbor.
- 1991 (October 4-5): Michigan State University (Fri and Sat), East Lansing.
- 1992 (October 9-10): Grand Ledge (Fri), and Michigan State University, East Lansing (Sat).
- 1993 (October 1-2): North High School (Grosse Pointe)
- 1994 (Sep 30-Oct 1): Washtenaw Community College, Ann Arbor
- 1995 (October 13-14): Okemos High School (Okemos)
- 1996 (November 8-9): Washtenaw Community College, Ann Arbor
- 1997 (October 4): University of Michigan, Ann Arbor, AND (Oct 10-11) Northern Michigan University, Marquette
- 1998 (Oct 23-24): Michigan State University, East Lansing
- 1999 (Oct 21-23): Westin Hotel-Cobo Hall (downtown Detroit), part of NSTA Regional Conference
- 2000 (Oct 6-7): Michigan State University, East Lansing
- 2001 TBD

**Executive Board members with access to information on missing dates/locations in the list above are encouraged to report them to the MOM Chair ASAP.**

**Section 10. Conference (MESTA) / Board Members**

- 10.A** It is of the utmost importance to MESTA as an organization that members of the Executive Board attend the annual fall conference as official conference hosts.
- 10.B** No conference fees (registration, field trip, lunch, etc.) will be charged to Board members as a means of encouraging their attendance.
- 10.C** Board members must respond (RSVP or regrets) to the conference chair or designee by published registration deadlines so that appropriate plans can be made (such as food, field trip numbers, etc.) for their attendance.

*Original Language Approved: 05.04.96*  
*Latest Modification: 05.17.97*

## Section 11. Conference (MESTA) / Sessions

**11.A STATE OBJECTIVES.** When a conference session is proposed, the Michigan science objectives (MEGOSE) must be clearly referenced by the presenter on the application, and included on promotional documents and handouts.

**11.B SESSION HANDOUTS.** A guide to presenters in preparing handouts for a conference session:

1. Include the name and contact information of the presenter.
2. Include the state objectives supported by the presentation (both the number and text).
3. Include contact persons/organizations as well as basic ordering information for materials featured in the session.
4. Handouts which are potentially controversial should be submitted to the Conference Chair with sufficient lead time for the Board to review the materials.

**11.C SESSION MATERIALS.**

1. Presenters should plan on bringing with them all materials which are critical to the session, unless specific arrangements have been made with the Conference Chairperson in advance.
2. MESTA will consider reimbursing (at reasonable rates) some or all of the expenses for materials used. Applications for reimbursement of materials expenses must be submitted to the Conference Chair in advance.

**11.D NON-MESTA SALES OF MATERIALS DURING SESSION.**

1. Sales will be permitted only **during** a presenter's conference session. Materials must be directly related to the session presented. The time emphasis should be on the presentation, not the material to be sold. *[This helps to insure that the materials to be sold will have direct application in the classroom, and also limits the types of materials to be sold.]*
2. There will be **no general sales**. General sales involve the rather continuous use of a constantly accessible location for many hours during the conference. *[This helps to avoid major competition with the Free and Inexpensive or the RockShop, which are major sources of income for MESTA.]*
3. The MESTA name or logo will *not* appear on any specimen labels or session handouts.
4. If MESTA determines that the *spirit* of these conditions have been violated during the Conference, requests for sessions at a future Conference(s) will be denied.
5. Price and quantity will be determined only by the seller (not MESTA).
6. No payment of any kind to MESTA is expected. *[The sale is permitted as a means of encouraging teachers attending the session to actually use the session's ideas with their students, and as a means of thanking the presenter for helping make the Conference a success.]*

**11.E** A copy of these guidelines will be provided to session presenters along with the presenter form.

*Original Language Approved : 08.27.94*

*Modification Approved : 12.05.98*

Proposed language. -Proposed deletions. **All other language Board approved.**

## **Section 12. Conferences (non-MESTA)**

**12.A MESTA Workers.** Workers are badly needed to ensure the success of both the Free & Inexpensive and RockShop sessions at the MDSTA and MSTA conferences.

1. At the discretion of the F&I or RockShop coordinator, MESTA shall make arrangements to ensure that prearranged workers are admitted to conferences free, either by getting prearranged workers admitted without charge or by paying any required fees.
  - a) A prearranged worker is a person who contacts either coordinator ahead of time and agrees to work at least 4 hours working for MESTA at the Free & Inexpensive or the RockShop.
2. The F&I Chairperson, the RockShop Chairperson, and the Rock Raffle Chairperson shall meet to determine who will be responsible for coordinating worker refreshments at each conference.
3. At the discretion of the F&I or RockShop coordinator, MESTA shall provide food and drink for prearranged workers [see definition in 12.A.1.a].
  - a) Whenever appropriate, the standard conference lunch should be provided by making advanced arrangements with the conference host.
  - b) As with any purchases, reimbursement of refreshment expenses will be made upon presentation of receipts and appropriate vouchers to the Treasurer.

*Verbal Board Approval: 12.02.95*

*Formal Approval and Latest Revision: 09.16.00*

## **Section 13. Curriculum Position Statements**

### **13.A MESTA Position Statements.**

1. MESTA will develop position statements on potentially sensitive issues as needed.
2. Position statements should be developed, approved by the Executive Board, and published in MOM in a timely fashion, hopefully in advance of their being needed.
3. Position statements can be useful to
  - a) officers who are occasionally interviewed by the press to make statements on sensitive issues.
  - b) MESTA members who find them useful in dealing with colleagues, parents, local board of education members, etc.
4. All current position statements will be included in the Miscellaneous Section of MOM and posted electronically on the MESTA web site.

*Original Language Approved: 05.17.97*  
*Latest Revision: 09.16.00*

**Section 14. Donation of Materials to MESTA**

- 14.A** Donation of rock materials to MESTA does not constitute grounds for reimbursement of travel expenses.
- 14.B** If the person donating materials wishes to use the donation for tax purposes, that person will prepare an itemized list without appraised values of donated items and present it to a member of the Acquisitions Committee. Upon acceptance of the gift, the verified list will be signed by the Acquisitions Committee Chairperson and returned to the donating person and a copy of the signed verified list will be sent to the Treasurer for filing.
- 14.C** The person donating the materials is solely responsible for setting the value of the donation for tax purposes.
- 14.D** The Acquisitions committee will keep records of such donations.

*Latest Revision: 09.16.00*

## Section 15. Electronic Communication

### E-MAIL

- 15.A** Whenever possible, Executive Board members should communicate through use of electronic communication. Use of existing electronic technology improves communications between us and increases everyone's awareness.
- 15.B** MESTA will *not* compensate anyone for the purchase or operation of communications hardware or software.
- 15.C** MESTA shall make itself accessible by way of e-mail. Persons wishing to write to MESTA shall be provided with access. The current MESTA e-mail address is listed on the MESTA Personnel Page.
- 15.D** The MESTA e-mail will be monitored by a person appointed by the Board. The current e-mail monitor is listed on the MESTA Personnel Page.
- 15.E** The e-mail monitor will answer and respond to the e-mail received or will pass the messages along to appropriate Board members.
- 15.F** MESTA will maintain a listserv for all Board members for the purposes of internal communication.
- 15.G** MESTA will also maintain a listserv that MESTA members and other interested parties may join to share communications and information about Earth Science communication.

### WEB PAGE

- 15.H** MESTA shall maintain a Web page to facilitate communication between Earth Science educators and share information. The current MESTA web page address is listed on the MESTA Personnel Page.
- 15.I** The MESTA Home page on the Web will be maintained by an official web master appointed by the Board. The current web master is listed on the MESTA Personnel Page.

*Original Language Approved: 03.27.93  
Latest Revision: 05.17.97*

## Section 16. Equipment, MESTA

**16.A** When MESTA and/or its members can benefit from the acquisition of a piece of equipment, a proposal supporting the acquisition should be made to the Executive Board. The proposal should include:

1. Rationale for acquiring the equipment.
2. Cost (at non-profit educational organization rates) and availability.
3. A proposal clearly outlining how the equipment would be stored and maintained.
4. Appropriate limitations on private/personal use of the equipment.
5. A proposal clearly outlining how/when the equipment would be made available to MESTA members.

### **16.B** Laptop Computer

1. A Mac laptop computer and mini-printer has been acquired by MESTA for the following reasons:
  - (a) Meeting minutes. Minutes can be keyboarded at Executive Committee and Executive Board meetings. At the end of the meeting, both printed and electronic copies on disk may be distributed as needed.
  - (b) Membership database. The Membership Director can easily make copies of the current database and distribute them on disk to Board members as needed.
  - (c) Use at Conferences/Registration. New membership data can be entered directly at the registration area, and conference name tags printed on site.
  - (d) Use at Conferences/General. Promotional fliers, signs, and specimen labels could be printed on site, eliminating the need to find a copy machine (for small runs). Graphic presentations featuring MESTA could be developed and delivered at appropriate meetings using a graphic interface. The lap top may be convenient for featured speakers at the MESTA conference.
  - (e) Use at Field Conferences. With a digital camera and appropriate software, important images from the field conference could be saved on the lap top, for later processing into the MESTA News or a graphic presentation for the web.
2. The lap top and associated equipment will be kept by the Recording Secretary, who will also be responsible for
  - (a) maintaining the equipment.
  - (b) safely storing master copies of MESTA-purchased software and documentation.
  - (c) checking out the equipment to MESTA Board members for one of the uses identified above, including a mutually agreed deadline for return of the equipment.
  - (d) inspecting the equipment on check-in.

## Section 17. Evenings of Earth Science (Mini-Conferences)

**17.A** Evenings of Earth Science are regional drive-in mini-conferences held for teachers by teachers.

1. The philosophy of these meetings is a simple one: provide a time and place for local Earth Science teachers to get to know each other, to trade ideas and materials, and to discuss relevant issues and problems.
2. An informal goal of MESTA has been to host at least four Evenings a year, and to rotate locations around the state.

**17.B** Proposals for these evening mini-conferences should be made to the MESTA President so that the proposal can be put on the agenda for the next Executive Board meeting in order to be approved as soon as possible.

**17.C** The format of Evenings of Earth Science is as follows:

1. Times: usually on a week night, for 2-3 hours in the evening.
2. Places: Anywhere someone can be found to host one: schools, homes, museums, parks, etc.
3. Activities: Demonstrations, discussions, material swaps, computer sessions, field exercises.
4. People: Usually a cadre of 2-4 fellow teachers volunteer to provide some structured part of the program. In some cases, university professors or specialists may host or present.
5. Extras: Some Evenings have provided meals, refreshments, door prizes or free materials.
6. Atmosphere: Casual, fun, stimulating.
7. Publicity for Evenings should include one or more of the following as appropriate:
  - Announcement through the **Michigan Earth Scientist** when possible.
  - Posting on the MESTA web site.
  - Mailings through ISD's to the regions within a reasonable driving distance to the host school
  - Mailings to MESTA members.

**17.D** As with all presentations, connections to the Michigan Essential Goals and Objectives for Science Education (MEGOSE) should be clearly delineated by grade level and topic.

**17.E** Registration Guidelines:

1. A nominal registration fee will be charged to defray the costs of handouts and materials.
2. A differential fee *may* be charged for members vs. non-members of MESTA.
3. Preregistration allows MESTA to better prepare materials, but on-site registration is acceptable.
4. Preregistration forms should be developed and used. Registrations should be sent to and handled by the Treasurer.

*continued*

Section 17. Evenings of Earth Science (Mini-Conferences) (ctd.)

**17.F** All registrations, membership forms, monies, and expense records/receipts, and vouchers should be sent to and reimbursed by the Treasurer. Expenses should ***not*** be directly deducted from registration fees.

**17.G** Reasonable size limits for groups should be imposed, and waiting lists maintained if needed.

**17.H** An evaluation form will be provided to participants, and a summary presented to the MESTA Board.

**An Evaluation Form can be found in the Miscellaneous section.**

*Original Language Approval: 03.27.93*  
*Latest Revision: 09.16.00*

## **Section 18. Executive Committee and Executive Board**

**18.A** By definition [see Constitution, Article IV-A,C], "...the elected officers (President, President-Elect, Recording Secretary, Treasurer and Membership Director) plus the immediate Past President and Editor shall constitute the **Executive Committee.**"

### **Executive Committee (terms expire at fall conference in odd numbered years)**

- President
- President-Elect
- Recording Secretary
- Treasurer
- Membership Director
- Past President
- Newsletter Editor

**18.B** By definition [see Constitution, Article IV-C), "...the Executive Committee plus the appointed officers shall constitute the **Executive Board.**"

### **Current Executive Board (individuals serve at pleasure of the President)**

- All members of Executive Committee AND
- Acquisition Committee Members and Chair
- Awards (OEST) Chair
- Awards (Stoney) Chair
- Board Member/s at Large
- Cranson Field Scholarship Chair
- E-Mail Monitor
- Free & Inexpensive Chair
- Historian
- Kits Chair
- MDSTA Liaison
- Meteorology Liaison
- MSTA Liaison
- MSU Liaison
- NESTA Liaison
- Operations Manual Chair
- Public Relations Chair
- Raffle Chair
- RockShop Chair
- Slide Publications Chair
- Stalking-The-Wild-Quarry Chair
- Volunteer Coordinator
- Web Master

Section 18. Executive Committee and Executive Board (ctd)

- 18.C** For the purpose of fostering communication within MESTA, all members of the Executive Committee and Board will be listed on a regular basis in the MESTA Newsletter, including their title/s, preferred e-mail address and an address and phone number at which they can be reached.
- 18.D** For the purposes of inner Board communication, Board members will supply relevant means of contact for both home and school: addresses, phone numbers (including cell), fax phone numbers, e-mail addresses, pagers, instant message screen names and time restrictions on the receiving of phone calls. It is understood that this information will be published on the MESTA Personal Page and made available only to those whose names appear on the list.
- 18.E** To foster communication, meetings of the Executive Board will be open to any MESTA member. At the President's request, MESTA members who have expressed an interest in attending Board meetings will be notified of the meeting as would a Board member.
- 18.F** The Executive Committee has the authority to make necessary decisions representing the Board when circumstances dictate, and report back to the Board at the next Board meeting.
- 18.G** As responsible members of the organization, all Board members
1. should be present at the MESTA Annual Conference. As such, their conference registrations and lunch will be paid for by MESTA.
  2. should be present at all scheduled Board meetings.
  3. are encouraged to be present at and actively represent MESTA at the conferences of Michigan Science Teachers Association (MSTA) and Metropolitan Detroit Science Teachers Association (MDSTA).

**A current list of MESTA Officers, Board and Committee Members can be found on the MESTA Personnel Page in the Miscellaneous section of MOM.**

*Original Language Approved: 03.27.93  
Latest Revision: 09.16.00*

## Section 19. Expense Reimbursements

### ***For Executive Committee and Designated Others***

- 19.A** In general, expenses will be reimbursed from the MESTA Treasury only with *prior* approval of the Executive Board. Those who make purchases of goods and/or services “for MESTA” but without *prior* Board approval do so *at their own risk*. Board approval should not be assumed.
- 19.B** Members of the Executive Board shall have their MESTA phone calls, stationery, and postage expenses reimbursed at their request. Reimbursement requests should be timely and submitted in writing to the Treasurer.
- 19.C** On occasion, Executive Board members may realize that an immediate purchase of goods or services for MESTA would be advantageous, and there is no time to get Executive Board approval at a scheduled meeting. In such cases, a phone call to the President or President-Elect for approval should be made prior to the purchase. The request for reimbursement will be made by the purchasing Board member by delivering the receipt/s **with voucher** clearing indicating authorization by the President or President-Elect and a brief explanation to the Treasurer.
- 19.D** Reimbursement of expenses related to field conferences is covered in "Field Conference Guidelines".

*Board Approval: 03.27.93*  
*Latest Revision: 09.16.00*

## **Section 20. Field Conferences (Summer)**

**20.A General Philosophy.** MESTA Summer Field Conferences are held for the following reasons:

1. improve the classroom performance of MESTA members
2. provide professional growth through teacher interactions and college credit
3. expose MESTA members to areas of special Earth Science significance

**20.B** Field Conferences can be successful in a wide variety of formats.

**20.C** The purpose of this document is to identify procedures which are likely to make the Conference successful.

**20.D** The President will provide a copy of these guidelines to prospective field conference leaders.

### **20.E Expectations of Field Conference Leader(s): Pre-Trip**

1. Planning and executing a successful Conference is very challenging for one person. If possible, we recommended more than one leader be involved from the very beginning of trip planning.
2. The Leader(s) must be conversant with the nature and content of the conference area, both on-site and in the literature. A knowledge of local history, economy, and land uses/abuses enhances the conference.
3. The Leader(s) must have visited the conference site recently. A 'dry-run', with conference specifics in mind, is strongly recommended.
4. Characteristic specimens should be collected during the dry run to be used as examples for participants during the trip. The dry run would also be an excellent opportunity to collect extra specimens for MESTA.
5. Local resource people should be used where ever possible. Short-term resource people should be provided with a description of the group and its goals well ahead of time to allow for planning an appropriate presentation. The speaking ability of a resource person should be analyzed to determine the most effective method(s) of on-site presentations: lecture, open questioning, informational handouts.
6. Technical vocabulary should be either avoided (if not critical to understanding) or carefully explained at the moment of introduction.
7. Activities likely to enhance a teacher's classroom performance such as collecting geological specimens, photography, exposure to latest technology, etc. should be included in the itinerary. Exceptional specimen and photograph locations should be noted in the field guide. "No Collecting" rules will be strictly enforced in non-collecting areas.
8. A budget will be prepared by the Leader(s) reflecting the expenditures and anticipated income. The budget will be reviewed by the Board as the time for the conference approaches, probably at the May meeting.
9. Requirements for college credit will be determined by the Leader(s) and Michigan State (or other) University, and should be made clear in writing to participants as early as possible.

**Proposed language.** ~~Proposed deletions.~~ ***All other language Board approved.***

*continued*

## Section 20. Field Conferences (Summer) (ctd)

10. A pre-trip survey should include name, sex, home and school address, subject(s) taught, Earth Science background, and classroom experience (grade level and years). Those desiring credit should be identified, and information to help make travel, lodging, and roommate plans should be sought. Such information is beneficial to other participants and to the Leader(s).

### **20.F General Expectations of Field Conference Participants**

1. Each Field Conference participant must be a member of MESTA or NESTA.
2. Each participant should be aware of departure times and be prompt in returning to vehicles at the end of each stop.
3. Each participant should have a regular 'buddy' for safety reasons.
4. All campsites and other locations visited are to be clean and in good order after the visit.
5. *Each participant should have regular exchange* with other participants regarding how to use ideas specimens, photographs, and/or maps of the conference area in the classroom.
6. *Each participant should ask* questions of leaders as appropriate. This will help leader(s) assess group needs at future stops.
7. Participants who choose not to participate in a portion of a field conference should notify the trip leader before that portion begins. The participant is also responsible for contacting the trip leader to learn where and when to rejoin the group.

### **20.G Field Conference Plan: General**

1. Every effort should be made to provide optional MSU (or other university) graduate college credit for the Conference.
2. The Leader(s) should decide whether to include educators only, educators and their families, or non-educators. Successful MESTA Field Conferences can be held under each of these provisions. Generally, family-oriented Conferences include the participants and their families in as many activities as possible, and are paced appropriately. An educator-only Conference maximizes professional interaction, and is often paced a bit faster.
3. The Conference flier should include a clear statement reflecting the intended nature and size (if a limit is necessary) of the group.
4. Family-oriented Conferences should include a list of general family activities available in the Conference area when the family doesn't directly participate in the Conference activities.

### **20.H Field Conference Plan: Lodging Arrangements**

1. Both camping opportunities and indoor accommodations should be available whenever possible.
2. Activities, such as camp fires or evening review sessions should be organized to encourage socialization.

*continued*

## Section 20. Field Conferences (Summer) (ctd.)

### 20.I Field Conference Plan: Detailed

1. Permits to visit and/or collect should be obtained ahead of time.
2. Places not readily available to the average tourist such as mines, quarries, private properties, unique collecting localities, etc. should be included in the itinerary.
3. CB's are recommended for communication between vehicles and should be suggested to participants in advance. At minimum, a CB should be used in the Leader(s) vehicle and the last vehicle in the caravan.
4. Vehicles in the caravan should be counted frequently, and preferably marked with an antenna ribbon, bumper sticker, etc.
5. Sessions should be scheduled as appropriate (in the evening after dinner) for the purpose of answering questions, reviewing plans for the next day, providing enrichment activities, and social and professional interaction.
6. A pre-conference mailing to all registered participants should be made at least two weeks in advance. It should include:
  - a) a list of all participants and their general backgrounds
  - b) the general itinerary, date, time and place of first meeting
  - c) Leader(s)'s address and phone number

### 20.J Approval of a Field Conference Plan

1. The general Field Conference plan should be approved by the MESTA Executive Board **no later than** the September meeting (for a trip to run the following summer).
2. Upon Board approval, a Field Conference handout will be promptly designed by the Leader(s) and Newsletter Editor, printed, and distributed through the MESTA Newsletter, the Earth Scientist, and made available at conferences (MDSTA, MSTA, etc.)
3. A detailed Field Conference plan must be submitted and approved by the MESTA Executive Board **no later than** the May meeting.

### 20.K The Field Conference Guide

1. The Field Guide should include:
  - a) Daily itineraries including stop sequences and estimated times.
  - b) Regional descriptions and small scale maps as appropriate.
  - c) Detailed road logs.
  - d) Informational handouts and classroom activities such as diagrams, stratigraphy, cross-sections, etc.
  - e) Large scale maps/clear photocopies showing location of each stop.
  - f) Geological Highway Maps published by the American Association of Petroleum Geologists (AAPG), books, or pamphlets as appropriate. Purchase costs should be built into the registration fee. Additional material may be recommended to participants for individual purchase.

*continued*

## Section 20. Field Conferences (Summer) (ctd.)

### 20.K The Field Conference Guide, ctd.

2. A clean copy of the field guidebook will be provided upon request by MESTA so that copies can be made available to others wishing to visit the area independently.

### 20.L Financial Policies

1. All monies collected and disbursed are to pass through the MESTA Treasurer or Treasurer's designee, including commercial tour fees.
2. All checks written by participants should be made payable to MESTA.
3. Participant checks should be sent to the Leader(s), then forwarded to the MESTA Treasurer promptly after receiving them to avoid delays in balancing checkbooks.
4. Leader(s)s will keep a list of income and expenditures which will become part of the balance sheet presented to the Board after the conference.

### 20.M Registration Fees/Procedures

1. The Registration fee shall be set to cover only the cost of preparing and printing the Field Guide, purchasing maps and books which are provided to each participant, and making reservations for accommodations and visits. MESTA or NESTA membership required.
2. In general, MESTA will not cover leader's personal expenses (food, travel, lodging). These expenses may be reimbursable through a sponsoring university. Additional expenses may be reimbursed with prior Board approval.
3. The total registration fee is generally considered to include a deposit which is not refundable after a specified date. Material which is purchased for participants should be ordered after this date so as not to incur costs for participants who withdraw. Participants who pay a deposit must be supplied with all the pre-trip materials, even though they may indicate that they do not plan to attend the conference.
4. Registration confirmation should be mailed by Leader(s) to participants upon receipt of completed registration forms and fee, and not held until the registration deadline. This mailing should also include lists of suggested lodgings, travel routes, itemized (estimated) trip costs, required and recommended equipment, tentative itinerary, time and place of first meeting, suggested bibliography, etc.

### 20.N Expectations of Field Conference Leader(s): During-Trip

1. The Conference leader's attention at each stop should be totally directed toward the safety and involvement of the participants. The Leader(s) should make every effort to provide each participant with the maximum opportunity to obtain the necessary specimens or photographs essential to the purpose of the stop.
2. The Leader(s) should make certain all can hear or see, and should repeat any questions asked by participants so that their entire group can hear.

*continued*

## Section 20. Field Conferences (Summer) (ctd.)

Proposed language. ~~Proposed deletions.~~ **All other language Board approved.**

20.N Expectations of Field Conference Leader(s): During-Trip, ctd.

3. The Leader(s) is responsible for encouraging the collection of extra specimens for MESTA's Free & Inexpensive.
4. If it is necessary to change meeting times or places during the Field Conference, the Leader(s) shall make a reasonable effort to notify each participant of the change.
5. The Leader(s) should attempt to minimize the number of vehicles in the caravan for both safety and environmental reasons. Caravan drivers who provide a ride for others should be compensated for gas (at least) by their riders.
6. At the beginning of each day the Leader(s) outlines the stops to be visited with anticipated times. It is essential that the Leader(s) remind participants of the schedule and route before leaving each stop, in case someone gets lost or has a vehicle problem en route to the next stop.

**20.O Post-Trip Meeting**

1. The Leader(s) may wish to organize a wrap-up session about a month or more after the conference when experiences can be shared, specimens traded, slides can be reviewed, slide duplicates arranged, information interchanged and questions answered. Plans for a slide program of the conference might be finalized at that time.

**20.P Conference Evaluation**

1. Evaluation forms are to be prepared before the conference and distributed at the end. They should allow the participant to evaluate the trip, reflect on their personal and professional experience, pick out the highlights and lowlights, and make suggestions which might be incorporated in future trips. A summary of the evaluations will be presented to the Board at the September meeting.
2. The Leader(s) should submit a financial summary, a copy of the participant evaluation forms, and their personal evaluation of the field conference as soon as possible after completion.

*Board Approval: 12.11.93*  
*Latest Modification: 05.17.97*

## Section 21. Free & Inexpensive, RockShop

### 21.A Purpose and Definition

1. The purpose of both the Free & Inexpensive (F&I) and RockShop is to distribute quality educational materials to classroom teachers who attend major conferences (or other MESTA events), and to raise revenue for MESTA as an organization.
2. The division between the traditional F&I room and the RockShop room shall be based on one factor only. If items were *purchased* they go in the RockShop. Items collected for or donated to MESTA and kits assembled by MESTA go into the F&I.

### 21.B Acquisition of Materials

1. The Board will actively encourage volunteers to collect and donate specimens to MESTA for sale at the F&I.
2. The Acquisitions Committee will be responsible for purchasing materials for the RockShop area, and for repricing items. Prices for RockShop items will be determined by the RockShop chair or designee. See the section, "Acquisition Committee".
3. All written materials (in kits or not) to be purchased by the Acquisition Committee must be approved by the Executive Board.

### 21.C Scheduling of Sessions

1. Because of the time and effort involved in producing sufficient materials to put on a quality F&I or RockShop session at a teacher conference, and because these sessions reflect directly on MESTA as an organization, the Executive Board specifically reserves the power to determine where and when the F&I or RockShop will occur.
2. Every effort should be made to locate the F&I and RockShop sessions in an easily accessible area at the conference. F&I and RockShop rooms should be separate when possible, but in rooms that are close or adjoining.
3. At the MESTA Conference, both F&I and RockShop sessions should be scheduled simultaneously by mutual agreement of F&I chair, RockShop chair, and Conference chair.
4. F&I and RockShop will generally be available at MSTA (for both days) and generally at MDSTA, if not scheduled in conflict with the MESTA conference.

*continued*

Section 21. Free & Inexpensive, RockShop (ctd.)

**21.D Financial Matters**

1. At RockShop sessions, a preprinted list of available items and their prices will be made available to shoppers. At F&I sessions, a form for the shopper-recording of purchases will be provided.
2. In both F&I and RockShop sessions, a cashier area will be set up, including cash box, calculator, and receipts.
3. The chairpersons of both F&I and RockShop shall be responsible for preparing an accounting system which would monitor moneys collected and expenses. Completed forms should sent to the Treasurer promptly after the conference.

**21.E Crowd Control**

1. At the MESTA Conference, a completed conference evaluation form will be required for entry into the F & I or RockShop sessions.
2. The F&I and RockShop chairpersons shall decide when it is appropriate to begin limiting access to the room to prevent overcrowding.

*Original Language Approved: 03.27.93*  
*Latest Revision: 09.16.00*

## **Section 22. Job Descriptions of Appointed Officers**

**22.A** Current Appointed Officers are listed on the MESTA Personnel Page.

**22.B ACQUISITION COMMITTEE** *Original Language Approved: 09.16.2000*

1. Members of this committee are charged with the responsibility of discovering, acquiring, and preparing worthwhile educational specimens for redistribution to teachers through the activities of Free & Inexpensive (collected or donated materials) and RockShop (purchased materials for resale).
2. Committee members may focus their attention on Free & Inexpensive, RockShop, or divide their volunteer time between the two.
3. Free & Inexpensive activities: traveling and collecting, trimming, sorting, cleaning, loading and unloading vehicles, display set up/tear down, helping teachers find what they need at the conference, cashier.
4. RockShop activities: traveling to wholesale/retail rock and mineral shows, preparing educational labels, loading and unloading vehicles, display set up/tear down, helping teachers find what they need at the conference, cashier.
5. Contact information for Free & Inexpensive and RockShop chairs are listed on the MESTA Personnel page.

*See also MOM Sections, "Acquisitions", "Acquisitions Committee", "Donation of Materials to MESTA", "Free & Inexpensive / RockShop", "Rock Parties".*

**22.C AWARD (Cranson Field Scholarship) CHAIR** *No Language Approved*  
Job Description sought.

*See also MOM Section, "Award (Cranson)"*

**22.D AWARD (OEST) CHAIR** *No Language Approved*  
Job Description sought.

*See also MOM Section, "Award (OEST)"*

**22.E AWARD (Stoney) CHAIR** *No Language Approved*  
Job Description sought.

*See also MOM Section, "Award (Stoney)"*

**22.F BOARD MEMBER AT LARGE** *Original Language Approved: 05.17.97*

1. A Board Member at Large currently holds no other officer or committee title, but must still be appointed by the President with the approval of the Executive Board.
2. Board Members at Large have all the voting privileges of any other member of the Executive Board.
3. Board Members at Large are expected to attend Executive Board meetings and the MESTA Fall Conference as are all Board members.
4. Board Members at Large who cannot attend Board meetings regularly are expected to so inform the President. Those who can shortly return to active Board participation should be continued as Board Members at Large.

**Proposed language.** -Proposed deletions. ***All other language Board approved.***

**22.G E-MAIL MONITOR**

*Original Language Approved: 05.17.97*

1. E-mail sent to the MESTA mail account will be read and processed by the E-Mail Monitor.
  - a) The MESTA account will keep its address. Mail will be automatically forwarded to the E-mail Monitor by way of a "dot forward" file on the MESTA account.
2. Routine requests for general information will be processed by the E-mail Monitor. The primary delivery method for information will be the MESTA home page. A series of form letters will be maintained by the Monitor directing people to the MESTA home page, detailing where on the page the information they requested is found. People without world wide web access will receive information and forms from the monitor by FAX or US Mail.
3. E-mail not of a general nature will be forwarded to the appropriate MESTA Board Member for processing. When that board member notifies the monitor the request has been handled, the monitor may then mark the message as done.
4. When deemed appropriate the monitor will forward messages to the entire board, or committees contained within.
5. The Monitor will keep records on the number and nature of correspondences to the MESTA mail account. Reports of the e-mail account activity will be made at each board meeting.

*See also MOM Section, "Electronic Communication"*

**22.H FREE AND INEXPENSIVE CHAIR**

*No Language Approved*

Job description sought.

*See also MOM Section, "Acquisitions", "Acquisitions Committee", "Free & Inexpensive"*

**22.I HISTORIAN**

*Original Language Approved: 03.27.93*

1. The Historian shall be responsible for keeping a general record of MESTA activities, both past and present, including the following:
  - a. photographs, video tapes, slide sets
  - b. written documents
  - c. membership records
  - d. development of constitution and bylaws
  - e. The Michigan Earth Scientist (also known as the MESTA News)
2. The Historian should actively seek items deemed appropriate, rather than waiting for others to provide them.
3. The Historian should store items in a fashion to allow for relatively easy retrieval when necessary.
4. The cost of storage (disks, video tapes, moisture-resistant containers, etc.) will be reimbursed when receipts and a written request are received by the Treasurer.

**22.J KIT COORDINATOR**

*No Language Approved*

Job description sought.

**22.K MDSTA LIAISON**

*Original Language Approved: 03.27.93*

1. The MDSTA Liaison shall be responsible for reporting to the MESTA Executive Board about MDSTA happenings.
2. The MDSTA Liaison shall report to the MDSTA Board about MESTA happenings.
4. The MDSTA Liaison shall attempt to coordinate and advertise MESTA activities to the MDSTA membership and MDSTA activities to the MESTA membership. This activities may consist of (but not be limited to) the following:
  - a. MDSTA-DACTM Fall Conference (MESTA member presentations, Free and Inexpensive Table)
  - b. MESTA Fall Conference
  - c. MESTA Evenings of Earth Science
  - d. MDSTA Professional Activities
  - e. MESTA Field Trips and Workshops
  - f. Newsletter article exchanges between MDSTA and MESTA

**22.L METEOROLOGY LIAISON**

*No Language Approved*

Job description sought.

**22.M MSTA LIAISON**

*No Language Approved*

Job description sought.

**22.N MSU LIAISON**

*No Language Approved*

Job description sought.

*See MOM Section, "MSU Partnership"*

**22.O NESTA LIAISON**

*No Language Approved*

Job Description sought.

*See MOM Section, "NESTA Partnership"*

**22.P NEWSLETTER EDITOR**

*Original Language Approved: 03.27.93*

1. The Newsletter Editor's primary responsibility is the production of **The Michigan Earth Scientist**, also known as the **MESTA NEWS**. The production can be subdivided into these parts:
  - a. Gathering / receiving of newsletter materials
  - b. Writing / rewriting copy
  - c. Proofreading and editing
  - d. Newsletter design and layout
  - e. Delivery to / pick up from printer
  - f. Preparation for bulk mailing
  - g. Bulk mailing
2. The editor holds the bulk mailing permit for the organization. According to U.S. Post Office rules, the bulk mailing permit must be filed and maintained in the same city in which the official publications and mailings are produced. As permit holder, the editor is responsible for the following:
  - a. Keeping current on all U.S. Postal regulations and procedures
  - b. Payment of all bulk mailing and permit renewal fees

**Proposed language.** -Proposed deletions. ***All other language Board approved.***

- c. Ensuring that all publications meet bulk mailing regulations and that they are properly prepared for mailing
3. The bulk mailing address functions as the official address of the organization. As a result, one of the duties of the editor is to receive organization mail, and to respond to it or forward it to the appropriate Executive Board member.
4. The Editor trades journals with other state and national organizations, such as those listed below:
  - a. NESTA
  - b. MSTA
  - c. MDSTA
  - d. other state Earth Science organizations
5. The Editor is responsible to ensure that copyright laws are not violated and to request permission to reprint articles from other publications as needed.
6. The Editor exercises judgment as to what material is appropriate for printing in the newsletter. In case of doubt, the MESTA Executive Board should be consulted.

*See MOM section, "Newsletter Publication".*

**22.Q OPERATIONS MANUAL CHAIR** *Original Language Approved: 05.17.97*

1. The MESTA Operations Manual ("MOM") is always under development, which requires the continuous attention of the MOM chair.
2. The MOM chair is responsible for
  - a. writing/drafting new MOM language as necessary to fairly represent current MESTA procedures.
  - b. maintaining a set of clean, accurate masters which can be used for duplicating MOM as needed.
  - c. assisting the Executive Board or Committee during meetings to recall current written procedures.
  - d. encouraging the Executive Board or Committee to draft new MOM language at the moment it chooses to depart from established MOM procedures.
  - e. duplicating and distributing copies of MOM for every Executive Board member at least once a year, or on other occasions at the request of the President or Executive Board.
  - f. duplicating and distributing copies of MOM to other interested parties, but only with the approval of the President or Executive Board.
  - g. supplying updated MOM pages to the web master for posting on the MESTA home page.
3. Upon written request from the MOM Chair, accompanied by a receipt, duplicating, distribution, or other costs associated with producing MOM shall be reimbursed by the MESTA Treasurer.

*See MOM Sections, "Purpose/Distribution of MOM" and "Revising MOM"*

**22.R PUBLIC RELATIONS CHAIR**

*Original Language Approved: 05.17.97*

The Public Relations Director is responsible for

1. acquisition/distribution of name badges to all leaders of MESTA, including the Executive Committee and the Executive Board. It is important to maintain the same look to all of the badges.
2. encouraging the wearing of those badges at MESTA events, especially those where people who are not Executive Board members will likely attend.
3. distributing Outstanding Earth Science Teacher (OEST) award applications (especially in the Spring and Summer MESTA News), soliciting candidates, and organizing a screening process through which a candidate can be fairly selected.
4. maintaining a suitable supply of OEST award plaque blanks for long term consistency, and arranging for the engraving of those plaques.
5. developing, updating, duplicating and distributing the official MESTA membership brochure.
  - a. Masters suitable for duplicating should be provided to all Executive Board members in the Operations Manual so that the current membership brochure is conveniently available from *any* Board member on short notice. Board members should not be dependent upon the Public Relations Director to provide copies of the brochure.
  - b. Printed membership brochures should be provided in quantity at MESTA, MDSTA, and MSTA conferences. Extras should be made available at Executive Board meetings.
  - c. A copy of the membership brochure will be provided in electronic form to the web master for posting on the MESTA home page.

**22.S RAFFLE CHAIR**

*No Language Approved*

Job Description sought.

See MOM Section, "Raffle"

**22.T ROCKSHOP CHAIR**

*Original Language Approved: 12.02.95*

1. The RockShop Chair is responsible for making all session and room arrangements for RockShop Sessions.
2. The Chair will keep the inventory of RockShop materials on hand.
3. The Chair will prepare reports to the Board and the Treasurer after each sales event. Reports will involve the summary of inventory sold as well as the value of the unsold inventory.
4. The Chair will coordinate the efforts of the Acquisition Committee members to ensure coverage at regular wholesale purchasing opportunities.

See MOM Sections, "Acquisitions", "Acquisitions Committee", and "Free & Inexpensive and RockShop"

**22.U SLIDE PUBLICATIONS CHAIR** *Original Language Approved: 03.27.93*

1. The slide publications chair shall be responsible for keeping records of sales. This includes:
  - a. copies of invoice
  - b. cost of postage and shipping
  - c. record of payments received
  - d. record of pay-outs to authors
2. The slide publications chair will fill all orders in a timely fashion and provide shipping.
3. The slide publications chair will publish a year-end report of sales and funds raised, given to the Treasurer.
4. The slide publications chair will keep an inventory of slides and scripts, and will be responsible for keeping inventory filled and stored.
5. The slide publications chair will promote slide sales.
6. The slide publications chair, along with the Executive Board, will approve new slide sets for publication.

*See MOM Section, "Publications for Sale"*

**22.V STALKING-THE-WILD-QUARRY CHAIR** *No Language Approved*

Job Description sought.

*See MOM Section, "Stalking the Wild Quarry"*

**22.W VOLUNTEER COORDINATOR** *No Language Approved*

Job description sought.

**22.X WEB PAGE MASTER** *No Language Approved*

Job Description sought.

*See MOM Section, "Electronic Communications"*

**A current list of MESTA Officers, Board Members, and Chairpersons can be found in the Miscellaneous section on the Personnel Page.**

**Section 23. Membership**

**23.A Membership benefits:**

1. MESTA Newsletter mailed to your address.
2. Reduced prices on MESTA slide sets (\$2/set less).
3. Announcements of field trips available to members.
4. Participation in Annual Conference.
5. Participation in Summer Field Conference.

**23.B Membership is open** to any person or any institution interested in Earth Science education.

**23.C Membership is required** for any person attending the **Annual Conference** or attending a **Summer Field Conference**.

**23.D Membership database requirements:**

1. NAME
2. STREET ADDRESS
3. CITY ST ZIP
4. HOME PHONE
5. WORK PHONE
6. e-MAIL ADDRESS
7. FAX NUMBER
8. SCHOOL DISTRICT
9. POSITION -- GRADES TAUGHT -- SUBJECTS

**23.E MESTA Membership costs:**

1. Membership rates are set by the Executive Board annually. College student rate is half of the regular rate.
2. The current membership rates appear on the MESTA Personnel Page in the Miscellaneous Section of MOM.

**23.F Life Membership Price Schedule**

*[ Lifetime membership section: Board Approval 01-09-93 ]*

1. This lifetime membership dues category is based upon years of service in the education field. The sliding scale cost shall be as follows:

<b>Educational Experience</b>	<b>One-time Membership cost</b>
0 - 5 years	28 x annual dues
6 - 10 years	24.5 x annual dues
11 - 15 years	21 x annual dues
16 - 20 years	17.5 x annual dues
21 - 25 years	14 x annual dues
26 - 30 years	10.5 x annual dues
31+ years	7 x annual dues

2. The Executive Committee will settle disputes regarding years of educational experience.
3. The lifetime dues will be adjusted at the Board's discretion to keep it updated to

Proposed language. -Proposed deletions. **All other language Board approved.**

the annual membership fee rate.

*continued*

## Section 23. Membership (ctd.)

### **23.G Determining Membership Prices**

1. Membership prices should be set at a rate such that
  - a) the cost of printing and distributing the Newsletter is no less than a "break-even" proposition.
  - b) the cost of Life memberships is not likely to be a major loss to MESTA over the life of the member.

### **23.H Membership Year**

1. The membership year is defined in the MESTA Constitution/Bylaws, Article VIII.
2. Memberships paid at the annual Fall Conference will be valid for the membership year which includes that Conference date.
3. Memberships which expire before the Fall Conference will be extended until the Conference.

### **23.I Submitting Membership Application:**

1. Those seeking membership in MESTA should send information needed for membership database along with a check (payable to MESTA) to the current Treasurer. The Treasurer forwards membership information to the Membership Director to be included in the membership database.
2. The current Treasurer and Membership Director are shown on the MESTA Personnel Page.
3. A current membership form may be downloaded off the MESTA home page or is available from any Executive Board member from their copy of MOM.

**The current MESTA Membership Brochure  
is found in the Miscellaneous section.**

*Latest Revision: 09.16.00*

## **Section 24. MESTA Name / Logo**

- 24.A** The Executive Board shall regulate the use of the MESTA name.
- 24.B** Use of the MESTA name for any private use or personal gain is specifically denied. “**Name**” includes the name of the organization, the logo, letterhead, tax-free number, or any other reference to this specific organization.
- 24.C** No person may use the MESTA tax-free number for commercial, non-MESTA purposes.
- 24.D** Persons who misuse the MESTA “name” will be subject to Board censure, removal from any MESTA office or title, or cancellation of MESTA membership. The course of action will be decided by the Executive Board after the facts are known and verified.
- 24.E** The Executive Board reserves all legal rights to protect its “name”.

*Board Approval [01/29/94]*

*Item eventually to include copyright and trademark information regarding our name and logo*

### **Organization Name**

***Michigan Earth Science Teachers Association (MESTA)***

### **Official Logo**



**Section 25. Michigan Essential Goals and Objectives (MEGOSE) for Earth Science**

**Key Goals** for Scientific Literacy in Michigan (*Generalized from 1991 MEGOSE*)

1. **Emphasize understanding over content coverage.** Covering more content is a teaching strategy which is failing. Most students are memorizing facts rather than becoming scientifically literate. Minimize terminology.
2. **Emphasize learning that is useful and relevant outside of school.** The “facts-first” approach to science teaching is practically and developmentally inappropriate. Most students engage in activities requiring “higher order thinking” before they learn “basic scientific facts.”
3. **Emphasize scientific literacy for all students.** The widespread evidence of scientific illiteracy among students and adults, as well as the alarming under representation of minority and female students in science, indicate that many students are *not* well served by existing science programs.
4. **Promote interdisciplinary learning.** Teaching that involves students in complex activities in real-world situations is necessarily interdisciplinary in nature. Students success in the future will depend on science teaching that emphasizes connections.
5. **Develop support systems for teachers.** Teachers can become more effective only if they have access to a more extensive knowledge base about science teaching and learning, and to the tools, materials, and working conditions that will make it possible for them to use that knowledge. Improved science learning requires stimulating teachers and administrators to make changes necessary to support teaching for understanding.

**Benchmarks** for Scientific Literacy in the *Earth Sciences* (June, 2000)

Code Level Description

**EG = GEOSPHERE** (e = elementary, m = middle, h = high)

EGe1	Elem	Describe major features of the Earth’s surface.
EGe2	Elem	Recognize and describe different types of Earth materials.
EGe3	Elem	Describe natural changes in the Earth’s surface.
EGe4	Elem	Explain how rocks and fossils are used to understand the history of the Earth.
EGe5	Elem	Describe uses of materials taken from the Earth.
EGe6	Elem	Demonstrate ways to conserve natural resources and reduce pollution through reduction, reuse, and recycling of manufactured materials.
EGm1	Mid	Describe and identify surface features using maps.
EGm2	Mid	Explain how rocks are formed.
EGm3	Mid	Explain how rocks are broken down, how soil is formed and how surface features change.
EGm4	Mid	Explain how rocks and fossils are used to understand the age and geological history of the Earth.
EGm5	Mid	Explain how technology changes the surface of the Earth.
EGh1	High	Explain the surface features of the Great Lakes region using ice age theory.
EGh2	High	Use the plate tectonics theory to explain features of the Earth’s surface and geological phenomena and describe evidence for the plate tectonics theory.
EGh3	High	Explain how common objects are made from earth materials and why earth materials are conserved and recycled.
EGh4	High	Evaluate alternative long range plans for resource use and by-product disposal in terms of environmental and economic impact.

*continued*

Proposed language. -Proposed deletions. **All other language Board approved.**

Section 25. Michigan Essential Goals and Objectives (MEGOSE) for Earth Science (ctd)

**EH = HYDROSPHERE** (e = elementary, m = middle, h = high)

EHe1	Elem	Describe how water exists on Earth in three states.
EHe2	Elem	Trace the path that rain water follows after it falls.
EHe3	Elem	Identify sources of water and its uses.
EHm1	Mid	Use maps of the Earth to locate water in its various forms and describe conditions under which they exist.
EHm2	Mid	Describe how surface water in Michigan reaches the ocean and returns.
EHm3	Mid	Explain how water exists below the Earth's surface and how it is replenished.
EHm4	Mid	Describe the origins of pollution in the hydrosphere.
EHH1	High	Identify and describe regional watersheds.
EHH2	High	Describe how human activities affect the quality of water in the hydrosphere.

**EAW = ATMOSPHERE & WEATHER**

EAWe1	Elem	Describe weather conditions.
EAWe2	Elem	Describe seasonal changes in Michigan's weather.
EAWe3	Elem	Explain appropriate safety precautions during severe weather.
EAWm1	Mid	Explain patterns of changing weather and how they are measured.
EAWm2	Mid	Describe the composition and characteristics of the atmosphere.
EAWm3	Mid	Explain the behavior of water in the atmosphere.
EAWm4	Mid	Describe health effects of polluted air.
EAWh1	High	Explain how interactions of the atmosphere, hydrosphere and geosphere create climates and how climates change over time.
EAWh2	High	Describe patterns of air movement in the atmosphere and how they affect weather conditions.
EAWh3	High	Explain and predict general weather patterns and storms.
EAWh4	High	Explain the impact of human activities on the atmosphere and explain ways that individuals and society can reduce pollution.

**ES = SOLAR SYSTEM, GALAXY and UNIVERSE**

ESe1	Elem	Compare and contrast characteristics of the Sun, Moon, and Earth.
ESe2	Elem	Describe the motion of the Earth around the Sun and the Moon around the Earth.
ESm1	Mid	Compare the Earth to other planets and moons in terms of supporting life.
ESm2	Mid	Describe, compare, and explain the motions of solar system objects.
ESm3	Mid	Describe and explain common observations of the night skies.
ESh1	High	Compare our Sun to other stars.
ESh2	High	Describe the position and motion of our solar system in our galaxy and the overall scale, structure and age of the universe.
ESh3	High	Explain how stars and planetary systems form and how stars produce energy.
ESh4	High	Explain how technology and scientific inquiry have helped us learn about the universe.

The listing above shows only the benchmarks themselves. The complete *Michigan Curriculum Framework Science Benchmarks* file currently includes the following for *each* benchmark:

- 1) The benchmark. This material is testable on MEAP and MHST.
- 2) Key concepts. A listing of vocabulary which is considered part of the benchmark itself. This material is testable on MEAP and MHST.
- 3) Real world contexts. A simple listing of examples suggesting how the benchmark might be related to the "real world".

As of Aug 8 2000, the *complete* file is downloadable as a "Word" or a "pdf" file from:

**<http://cdp.mde.state.mi.us/science>**

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 Ongoing (1999-2001) work by the "Goals 2000" team is aimed at additional support for the benchmarks by providing for *each* benchmark: a statement clarifying each benchmark, an instructional strategy and an assessment strategy.

**Proposed language.** -Proposed deletions. ***All other language Board approved.***

## **Section 26. Minutes**

- 26.A** All minutes of Board meetings are published in the *Michigan Earth Scientist (a.k.a. MESTA News)*.
- 26.B** The official minutes of the organization shall be the version published in the *Michigan Earth Scientist*.
- 26.C** The Recording Secretary will provide a copy of the unedited, unapproved minutes to all Board members as soon as they are available, noting the date they are sent.
1. Should a Board member identify a problem with the minutes, they will report it promptly to the Recording Secretary for resolution. The Recording Secretary will revise the minutes as necessary and resubmit them to all Board members for approval.
  2. The Recording Secretary will keep track of responses received. If no response is received from a Board member within two weeks of sending out the original minutes or the revised minutes, approval will be assumed.
- 26.D** Upon editing, the Editor will first consult with the Recording Secretary for clarifications or revision. If further clarification is needed, they will then consult the President or the acting leader of the meeting.

*Original Language Approved: 05.17.97*

## Section 27. M.S.U. Partnership

### 27.A Background

1. MESTA has a long-standing relationship with Michigan State University. MSU graduate and undergraduate course credit has been offered for approved MESTA field conference. This arrangement has been mutually beneficial. This document is an attempt to formally clarify and put to paper a good share of what has been past practice.

### 27.B MESTA Responsibilities

1. MESTA will establish guidelines that outline the requirements for conducting field conferences that are seeking MESTA endorsement.
2. The MESTA Board shall consider field conference requests and recommend to endorse or not endorse said field conferences.
3. MESTA Board will notify MSU of all approved field conferences. The names of the trip leaders will be supplied at this time.
4. MESTA will designate a contact person(s) to handle contacts with MSU's designated office or representative.

### 27.C MSU Responsibilities

1. MSU has established its own guidelines that govern requirements for the offering of college course credit for field conferences. *[see attached policy statement]*
2. MSU will share written copies of said policy and will provide MESTA with copies of relevant forms. *[Application for Approval to Offer Activity for MSU Credit; one form required for each activity]*
3. MSU will designate its procedures and representative(s) and convey them to MESTA. *[Rebecca Murthum, Outreach Programs, 215 N. Kedzie, Michigan State University, East Lansing, MI 48824]*

### 27.D Financial Support of Field Conference Leaders

1. MSU will **not pay** field conference leaders. Reimbursement of expenses, however, is possible. MSU will make payment to MESTA based on a letter of invoice submitted for each activity.
2. "Expenses" are defined primarily as travel, food, and lodging, but may include other expenses not reimbursed by MESTA.
3. Of the total tuition dollars generated, MSU retains 25% as its overhead, leaving up to 75% for reimbursement of expenses.
4. The MESTA Board will consider, verify, and approve the requests for reimbursement made by ALL field trip leaders, *after* the total amount of reimbursement is known.
5. The MESTA Board will determine the reimbursement pay-out to each field conference leader based on MESTA policy.
6. MESTA will transfer original supporting receipts to MSU along with its specific determination for reimbursement pay-outs.

*MESTA Board Approval [01/29/94 ]*

*MSU Approval [ 08/27/94 ]*

Proposed language. -Proposed deletions. **All other language Board approved.**

**MSU Policy Statement, Application for Credit, and Contracts  
in Miscellaneous section.**

**Section 28. N.E.S.T.A. Affiliation**

*Language adopted from "NESTA Board Book and Procedures Manual", distributed to NESTA Board members at the April 1993 NSTA Conference (Kansas City MO).*

**Affiliated Associations**

**28.A** State, local, or regional Earth Science Teacher Associations are invited to affiliate with NESTA under the following conditions:

1. Notify, by letter signed by the chief officer, that the association has declared intention to become a NESTA Affiliated Association.
2. Provide NESTA with a copy of the association's articles of operation such as their constitution and bylaws.
3. Provide a list of present officers, their addresses and office and home phone numbers.
4. Provide a financial statement indicating sources of income and the nature of expenditures; this should include the dues structure.
5. Designate one long-term officer or other person who shall be the association's official liaison with NESTA. This person shall be responsible for:
  - 5.1 Providing a list of new officers at the end of the officer's term (one or two years).
  - 5.2 Providing a one page annual financial statement.
  - 5.3 Submitting an annual one page report on the association's accomplishments such as meetings, field conferences, publications, liaisons with other teacher associations, etc.
  - 5.4 Notifying NESTA of any changes in the association's articles of operation.
  - 5.5 Exchanging publications with other affiliates; affiliate editors must agree that all copied material be acknowledged.
  - 5.6 Advertising your field and other conferences in adjacent affiliate states and welcome members from those states.
6. Agree to send a representative to an Affiliate Association meeting which will take place during the NSTA National Convention.

**28.B** NESTA agrees to:

1. Provide the option for joint annual national and state, local or regional membership.
  - 1.1 Affiliates may elect joint membership; the affiliate shall determine whether their members have the option of joint membership. Such an arrangement requires that the state association collect the dues and joint members names and send them to NESTA for the start of their membership (calendar) year. The membership fee shall be one dollar less than the annual NESTA membership fee plus a cost determined by the affiliate (currently \$9/joint member/year sent to NESTA).
  - 1.2 Affiliates who elect separate membership must agree to provide their members with a NESTA membership form, slide set brochures, and other

**Proposed language.** -Proposed deletions. ***All other language Board approved.***

NESTA promotional literature at least once annually.  
*continued*

**Section 28. N.E.S.T.A. Affiliation (ctd)**

2. Obtain IRS Tax Exempt Status for affiliates through a group exemption letter. This requires that affiliates obtain an employee identification number (submit a completed form SS-4 with your application) and designate a tax-exempt association such as NESTA to receive their assets on the occasion of their dissolution. The articles of operation must clearly state the purpose of the association (See Article II in NESTA's Constitution [**see below**]). The cost for this service will be \$30; current cost for an association to seek tax-exempt status is \$500. Affiliates may elect to be granted tax-exempt status on any NESTA annual report to the IRS.

Article II, NESTA Constitution

Section 1. The purpose of NESTA shall be the advancement, stimulation, extension, improvement, and coordination of Earth Science education at all educational levels.

Section 2. To operate exclusively as an educational organization as described in section 501(c) of the Internal Revenue Code.

Section 3. In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under section 501(c) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law.

3. Make every effort to provide state association members with the opportunity to be included in the Earth Science Alliance or other similar effort where professional Earth Scientists are associated with Earth Science teachers.
4. Appoint a liaison person to receive annual reports and other communications.

Adopted 1991

*Confirmation of Current Status of this Language sought (3/97) from  
Frank Ireton, NESTA Executive Advisor  
Washington DC*

## Section 29. Newsletter Publication

- 29.A** The official title of the newsletter is *The Michigan Earth Scientist*, also known as the *MESTA News*.
- 29.B** The newsletter is published 5 times a year, more or less every other month during the school year, beginning in September.
- 29.C** Material to be submitted may be articles, photos or diagrams. Material may be mailed, hand-delivered, sent by e-mail to the editor.
1. The current editor is listed on the MESTA Personnel Page.
- 29.D** Formatting of submitted materials:
- a. One paper copy plus article on 3.5" disk (Macintosh format)
  - b. If a DOS file is submitted, please save as an ASCII file.
  - c. Articles should not be typed in all capital letters.
  - d. Files may be transferred via ftp to the editor from within the "Board member only" portion of the MESTA home page.
  - e. Format questions should be directed to the editor.
- 29.E** Generally, the 20th of the month preceding mailing is the deadline for material submission. For example, August 20th is the deadline for publication in the September newsletter.

*Original Language Approved: 12.02.95*  
*Latest Revision: 05.17.97*

## Section 30. Publications for Sale

**30.A** The purpose of MESTA shall be the advancement, stimulation, extension, improvement, and coordination of Earth Science education at all educational levels through the voluntary and donated efforts of MESTA members [Constitution/Bylaws, Article II, adopted 10/93]. As a result, we are interested in books, slide sets, movies, or other publishable works which will advance our purpose and our organization.

**30.B** In order to receive **MESTA ENDORSEMENT**, promotion, distribution, or publication (exclusive of the *Michigan Earth Scientist*), any publishable work must meet the following restrictions:

1. The subject matter must be related to the features of Michigan, or be an outstanding natural event of wide interest occurring elsewhere.
2. The subject matter should *not* be a substantial duplication of an already existing publication.
  - a. If the intent of the author was to *revise* an already existing MESTA or MESTA-promoted publication, advanced notice should be given by the author of the revision to the Executive Board and the original author. In this way, many ideas and suggestions for the improvement of the publication may be considered for the revised edition.
  - b. If advanced notice of revision intent was *not* provided to the Executive Board, then the author/publisher must show to the Executive Board's satisfaction that the new work is a substantial improvement of the original, and that the original work should be replaced with the new work.
3. The work must be reviewed by the Executive Board of MESTA at a regularly scheduled meeting. If not yet published, the work should be in a format as near as possible to its intended publication format.

### **30.C ACCEPTANCE OF THE WORK FOR MESTA PUBLICATION**

1. Author may be reimbursed for initial development expenses, after submitting an itemized cost list to the Publications Chair and with the specific approval of the Executive Board.
2. MESTA will not reimburse author expenses incurred after the publication has been accepted.
3. The author retains full copyright to the work, and the author name will always appear on each copy of the work.
4. MESTA will assume the costs of publishing, promoting, and distributing the copies of the work to be sold by MESTA.
5. The Publications Chair, with Executive Board approval, will determine the selling price of the item.
6. MESTA will receive all proceeds from the sales of the work at MESTA or from MESTA's promotional efforts.

*continued*

Section 30. Publications for Sale (ctd.)

**30.D ACCEPTANCE OF A PRE-PUBLISHED WORK FOR MESTA RESALE.**

1. Anyone may propose that an already published work be purchased and promoted for resale.
2. Such works should be submitted to the Publications Chair for pre-approval.
3. The Publications Chair will ask the President to add the review of the work as an agenda item for the next Executive Board meeting, and will determine the most appropriate method of providing reasonable access to the work for Board member inspection. It is NOT reasonable to expect LENGTHY documents can be satisfactorily reviewed just in the few minutes normally available at Executive Board meetings.
4. The proposer must prepare BOTH a purchase plan AND a promotional plan for the work. Both plans must be approved by the Executive Board.
5. Whenever possible, bulk purchases and/or discount prices should be obtained using the MESTA name (tax-free numbers, etc.)
6. Resale price shall be set by the Executive Board to be only slightly higher than the cost of obtaining and promoting the work.

**30.E** The MESTA Executive Board reserves the right to discontinue publication, promotion, distribution, or endorsement of any work or publication at any time.

1. The age or quality of the work, the lack of sales, or other reason will be given and appear in the official minutes of the Executive Board. Whenever appropriate, the author shall be notified of the reason before Board action is taken.
2. Existing MESTA stock of the work will be disposed of at the discretion of the Executive Board, acting on a recommendation by the Publications Chair.
3. Publication and promotion of the work by the author may continue at the author's expense and discretion, but without any endorsement or reference to MESTA.

**30.F** The MESTA Publications Policy may be altered or amended only by the action of the Executive Board, after a recommendation by the President or the Publications Chair.

*Original Language Approved: 12.81  
Latest Revision: 05.17.97*

## Section 31. Raffle

- 31.A** The purpose of the MESTA Raffle is to promote interest in MESTA by distributing attractive and rather unique specimens or other items of educational value to those attending MESTA functions.
- 31.B** The name of the MESTA Raffle Chairperson is listed in the current MESTA Personnel page.
- 31.C** Materials for the raffle shall be gathered through donation or purchase, following appropriate guidelines (see “Donation” and “Acquisitions”).
- 31.D** The Raffle Chairperson makes the final decision about whether an item is raffle-appropriate, and when to raffle the item. The Raffle Chairperson should, whenever possible, maintain an inventory of raffle-appropriate items. If sufficient materials are not being donated, then the Acquisitions Committee should be notified and provided with some guidelines by the Raffle Chairperson.
- 31.E** A raffle site should be carefully chosen according to the following guidelines:
1. Whenever possible, a high traffic location should be used to maximize interest.
  2. Signs and fliers which are raffle-specific should be suitably displayed or distributed.
  3. Specimens should be displayed on tables arranged in a way to provide easy access to participants, yet sufficiently controlled so that interested participants must pass directly by the raffle ticket sales table.
  4. Educational labels should be carefully prepared and clearly displayed for each specimen in the raffle. Labels should include the following:
    - a. Name of specimen (preferred name and alternate names, if any).
    - b. Chemical formula (for minerals).
    - c. Geologic age (if known).
    - d. Location.
    - e. Description of the sample, appropriately written for a novice teacher.
    - f. Significance of sample in a classroom setting. It should be clear to all participants the reason the item is special.
    - g. Donor’s name.
- 31.F** The Raffle Chair, with approval of the Executive Committee (acting on the Board’s behalf), shall determine the price of raffle tickets.
1. If raffle specimens are sufficiently discrepant in price or value, the Raffle Chair may propose the use of different ticket prices. Every effort should be made to make certain that participants are aware that there are different kinds of tickets.
- 31.G** Every effort should be made to provide sufficient quantities of IDENTICAL (material, rigidity, size, color, etc.) raffle tickets to all participants. It is critical that the raffle maintains a positive image to all.

*Original Language Approval: 09.16.00*

## Section 32. Rock Parties

**32.A** The popularity of MESTA's Free & Inexpensive and RockShop sessions have necessitated an ever increasing supply of materials to be sold. While it has been a long-standing function of MESTA field conferences and members vacations to supply the rocks and minerals sold at F & I, processing is often required. The demand has grown way beyond the ability of one person to keep materials supplied. Rock parties are gatherings of volunteers to help in the processing of materials for later sale.

1. Rock parties may be convened to do any of the following:
  - a. cleaning and sorting specimens
  - b. crushing specimens into student sized pieces
  - c. packaging specimens
  - d. labeling
  - e. pricing

### **32.B Planning A Rock Party**

1. A MESTA member decides to host a rock party. Giving ample notice increases the chance of people attending. Notifying the Board and Newsletter Editor is advised. Helpers need not be MESTA members.
2. Keep track of people in your building or district that show or indicate an interest in rocks. Student teachers are often a good source of helpers, as well as your own students. It is a good idea to establish a database of people that can be called whenever you decide to throw a rock party.
3. The host makes all the arrangements with regards to location, maps, invitations, etc. The host will supply as much hardware as possible (hammers, rock crushers, saws, etc.), but should invite others to bring their own equipment as well.
4. It is difficult to supervise and keep busy more than 7 or 8 people. Larger crowds suggest the need for a co-host to assist.
5. Lunch will be provided by MESTA. The rock party host will make reasonable food and beverage arrangements. Receipts are to be submitted to the treasurer on proper forms after pre-approval of the President.

**32.C Safety.** The host must explain and follow MESTA standard safety procedures (see MOM, Section "Safety Procedures and MESTA Standards"), including the following:

1. OSHA approved goggles for all participants
2. leather gloves
3. first aid kit

**32.D Rewards to Participants.** Helpers are not to be paid in cash for their efforts, but should feel free to take reasonable amounts of the materials being processed for their own personal or classroom use.

*Original Language Approval: 03.27.93*

*Latest Revision: 05.17.97*

Proposed language. -Proposed deletions. **All other language Board approved.**

**Section 33. Safety Procedures**

**33.A** Language yet to be developed.

## Section 34. Stalking the Wild Quarry

- 34.A** Stalking the Wild Quarry visits are 1 day mini-digs for the purposes of
1. providing Earth Science materials for the teacher participant's classroom.
  2. providing appropriate samples for MESTA's Free and Inexpensive (F&I).
  3. learning about local geology for classroom applications.
  4. social gatherings for **MESTA members** and friends.
- 34.B** All stalking localities/ideas must be submitted to the **MESTA Wild Quarry Chairperson** or their official designee.
1. The current Wild Quarry chairperson is listed on the MESTA Personnel Page.
- 34.C** While it is recommended that the Wild Quarry chairperson should check for safety equipment and procedures, **safety in and around the quarry remains the responsibility of the individual.**
- 34.D** To **plan/publicize** the visit, the Wild Quarry chairperson (or designee) shall
1. contact the quarry and verify all arrangements for the visit, including the following:
    - a) arrival and departure times
    - b) safety equipment required by the quarry operators.
    - c) safety equipment recommended by MESTA
    - d) rocks, minerals, and fossils known to be found at the site
    - e) any limits to work areas, or quantity of specimens to be taken
    - f) the history of the area, including economics, geology, mineralogy, and background on current uses, as well as suggestions for classroom applications if appropriate
  2. prepare a publicity flier in a timely manner so that the visit can be publicized in the MESTA News.
  3. include a MESTA membership form with the the flier.
  4. A differential fee *may* be charged for members vs. non-members of MESTA.
  5. prepare a map clearly showing the quarry location and recommended access route for distribution to pre-registrants.
  6. write and duplicate sufficient copies of local quarry history or geology as appropriate for classroom application.
  7. check with F&I chairperson to determine any specific F&I requirements (specimen types, sizes, quality, etc.)
- 34.E** On the **day of the visit**, the Wild Quarry chairperson (or designee) shall
1. carry a basic first aid kit for minor injuries.
  2. know the phone numbers and location of the nearest emergency center.
  3. arrange access to a cellular phone (if possible).

### Section 34. Stalking the Wild Quarry (ctd)

4. make certain that all participants on or shortly after arrival are familiar with
  - a) quarry safety procedures, acceptable work areas, and any quantity limits
  - b) how to identify the desired specimens (minerals, rocks, fossils) so that all know what to collect
  - c) best collecting techniques
5. distribute and collect a Wild Quarry evaluation sheet before the end of the visit.
6. "check out" with the quarry supervisor to confirm that all MESTA people have departed.

**34.F** In a timely manner **after the visit**, the Wild Quarry chairperson (or designee) shall

1. report any difficulties with the visit to the President **immediately**.
2. turn over any monies collected from "on-site" registration promptly to the Treasurer.
3. tally the evaluation forms and prepare a brief report for the next meeting of the MESTA Executive Board.
4. be responsible for delivery of appropriate specimens to the F&I chairperson.
5. be responsible for the publication of a brief report of the visit to the Editor of the MESTA News.

*Original Language Approved: 05.17.97*  
*Modification approved : 12.05.98*

## Section 35. Treasurer Reports

**35.A** If the new Treasurer is not living within the same area as the past treasurer, then s/he needs to open a checking account with an institution which will allow no monthly fees due to non-profit status.

**35.B** On the checking account should appear the signatures of the President, President-Elect, Treasurer, and Recording Secretary.

**35.C** If possible, the Treasurer's bookkeeping should be kept electronically on such a program as "Quicken" which allows for readily available information.

**35.D** The following categories are installed in Quicken. They may added to or deleted as necessary.

Dues/Membership	Rock Raffle
Conference	RockShop
Field Conference	Slides
Free & Inexpensive	Stalking the Wild Quarry
General Communications	Stoney Awards
Miscellaneous	Computer Support
Newsletter	Checking Balance
	Savings Balance

**35.E** An electronic teller card for deposits during off hours at the bank makes life simpler for the Treasurer. The President and President-Elect should also have ATM cards for deposit only. These can be arranged for at the banking institution.

**35.F** The Treasurer will prepare a detailed quarterly or year-to-date report for each meeting of the Executive Board.

**35.G** It is the Treasurer's responsibility to provide the President with a detailed, printed report each quarter, while providing the Executive Board members with the shorter version.

**35.H** It is the Treasurer's responsibility to deposit all checks as soon as possible after receiving them.

**35.I** The Treasurer is responsible for the membership list, recording and depositing money received for membership.

**35.J** An up-to-date membership list, preferably on disk or computer, must be made available to the Newsletter Editor prior to mailing date of the newsletter.

1. At each regular meeting of Executive Board, the Treasurer shall have an updated copy of the membership database available for Board members who wish to copy it for the purpose of conducting MESTA business.

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**A sample Treasurer Report template appears in Miscellaneous section.**