

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 Governing 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 Governing Board. [*See MOM section, "Revising MOM Pages"*]
- 01.D** Board members are encouraged to bring their current copy of MOM to all Governing Board meetings.
- 01.E** A complete new copy of MOM should be provided by MOM Chairperson to each member of the Governing 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 Governing Board to insert into MOM.
 2. At the discretion of the Governing 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 Governing 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: 1997.05.17

Section 02. Revising MOM.

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

1. Keep proposals short. One page or (much) less is preferred.
2. 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 Governing 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: 1992.05.09

Latest Board Approval: 2000.09.16

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 Committee 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 **Governing Board**.
- d. **The President** shall preside at all business sessions of the Association and all meetings of the Executive Committee and Governing Board. The President shall appoint all Governing Board Members subject to the ratification of the Executive Committee. The President shall appoint, subject to the ratification of the Executive Committee, persons to fill the term of office of any elective officer whose office becomes vacant. The President, under the direction of the Governing 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 Governing Board meetings.
- g. The Treasurer shall have charge of all moneys 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

Proposed language. ~~Proposed deletions.~~ **Under Review.** Already Board approved.

improve Earth Science education at all levels within their region, so far as they are able.

- j. The **Governing 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 Governing Board.

Article V (Quorum)

- a. A majority of the members of the Executive Committee constitutes a quorum for meetings of the Executive Committee.
- b. A majority of the members of the Executive Committee plus a number of Board members equal to a majority of the Executive Committee shall constitute a quorum for meetings of the Governing Board.
- c. Those members attending any announced general membership meeting shall constitute a quorum.

Article VI (Nominations and Elections)

- a. The Governing 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 Governing 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 Governing Board.

Article X (Amendments)

- a. Amendments to this document may originate with any member in good standing, but must be approved by the Governing 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.

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 year.*
- Oct 99: Membership director position was created and separated from the job of Treasurer.*
- Sep 05: Renamed Executive Board as Governing Board.*
- Sep 05: Redefined quorum for Executive Committee and Governing Board.*
- Sep 05: Established new procedure for appointing Governing Board members which requires the approval of the Executive Committee.*

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 appropriate chairperson. 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 Governing 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: 1993.03.28

Latest Revision: 2005.02.05

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 Governing Board.

- a. The purchase ceiling shall be 80% of the gross sales of the prior fiscal year [Board approval 1999.05.01]
- 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.

05.D The RockShop Chair will maintain a separate RockShop checking account which is to contain RockShop funds only.

- a. The signature card for this account shall contain the signatures of the RockShop Chair, a designated member of the Acquisitions Committee, Treasurer and President.
- b. Whenever possible, the account should be maintained at a convenient financial institution at the lowest possible overall cost to MESTA.
- c. The balance of this account shall be reported by the RockShop Chair (or designee) regularly at Governing Board meetings or at the request of the Treasurer or President between meetings.

05.E Acquisitions of materials to be used for prizes and awards will be purchased by the Acquisitions Committee using standard procedures. [Board added: 2005.06.21]

Original Language Approved: 1993.03.28
Latest Revision: 2005.06.21

Section 06. Award: Cranson Field Scholarship

- 06.A** The purpose of Cranson Field Scholarship 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 Cranson Field Scholarship will be limited to \$1000 per award.
- 06.D** Cranson Field Scholarship 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 Cranson Field Scholarship 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. Cranson Field Scholarship recipients are notified.
- 06.F** After completion of their field experience, each Cranson Field Scholarship 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 Cranson Field Scholarship 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 program is listed on the MESTA Personnel Page.

A Cranson Field Scholarship Application is in Miscellaneous section.

Original Language Approved: 2000.09.16

Latest Revision: 2005.02.05

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 Required information on nomination forms should include the following
[Board added: 2005.05.07]

1. contact information for the nominee.
2. contact information for distribution of press release should the candidate be selected as the awardee:
 - a. local newspaper/s
 - b. responsible administrator/s

07.D The OEST shall receive the following: [Board added: 2005.05.07]

1. memorial plaque for themselves
2. MESTA check in the amount of \$250 for the purpose of furthering Earth Science education.

07.E The Outstanding Earth Science Teacher Award (OESTA) is in honor of Rod Cranson, the founder of MESTA.

07.F Distribution of award information. The following people/organizations shall be promptly informed (by the OEST Chairperson) of the winner of the award, including a short informational write-up as appropriate: [Board added: 2005.05.07]

1. the winning candidate
2. local newspaper/s as indicated on the nomination form.
3. responsible administrator/s as indicated on the nomination form.
4. The National Association of Geology Teachers (NAGT) shall be notified for the purpose of possible further recognition by NAGT.

07.G 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 Teaches 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: 1993.03.26
Latest Revision: 2005.05.07*

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.

08.B Each year at the May meeting of the Governing 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 Governing Board for final approval.

1. The Reader Review Committee is comprised of members of MESTA.
2. Grant applications are open to review at the Governing 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 of 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 the idea, its cost, and a way to contact the applicant to clarify any questions (including a mailing address). The request of a signature by the applicant's building principal or supervisor ensures that the appropriate administrative staff is aware and supports the application.
9. The narrative section of the application must be no more than 4 typewritten pages. It must be double-spaced and at least 12 point type. Please be sure to

- complete each of the six sections, keeping descriptions short and simple.
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: 1996.09.14

Latest Revision: 2005.02.05

Section 09. Award: Student

09.A When appropriate and with Governing Board approval, materials/awards will be purchased for specific Earth science-oriented student competitions.

09.B These purchases will be billed as a Governing Board expense.

09.C The current list of approved student competitions is:

1. Science Fair
2. Science Olympiad

Original Language Approval: 2005.06.21

Section 10. Conference (MESTA) / Selecting Locations / Past Sites

10.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.

10.B The Executive Committee will solicit conference site proposals.

Original Language Approval: 1992.09.12
Latest Modification: 1998.12.05

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 (October 23-24): Michigan State University, East Lansing
- 1999 (October 21-23): Westin Hotel-Cobo Hall (downtown Detroit), part of NSTA Regional Conference
- 2000 (October 6-7): Michigan State University, East Lansing
- 2001 (September 28-29): Delta College, Saginaw
- 2002 (October 4-5): Challenger Center, Kalamazoo CC (Fri) and Jackson High School (Sat)
- 2003 (October 10-11): Northern Michigan University, Marquette (Seaborg Conf)
- 2004 (October 1-2): Indian Springs Metropark & Holly area (Fri), and (Sat) Hartland HS, Hartland.
- 2005 (September 23-24): Washtenaw County Community College, Ann Arbor
- 2006 (October 6-7): North High School, Grosse Pointe Woods

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

Proposed language. ~~Proposed deletions.~~ **Under Review.** *Already Board approved.*

Section 11. Conference (MESTA) / Registration

- 11.A Registration (whether paid or not) is expected for all PERSONS attending the conference. Accurate counts are necessary for effective conference planning in many circumstances (lunch, sessions, handouts, room sizes, snacks, etc.).
- 11.B Pre-Registration may be required for events where specific counts are critical, such as field trips where attendance is limited by the host site, available seating on buses, etc., or when an event may be canceled due to insufficient interest. Preregistration is generally REQUIRED for Friday events at the Annual Conference.
- 11.C MESTA Membership is required of all educational professionals for conference attendance.
1. Membership is also required of college students preparing for a career in education and expected to enter the profession within 1 year of the conference. [A free year of MESTA membership is currently available to these students.]
 2. Membership is NOT required of those who are attending the conference for other reasons (such as observers from other organizations, family members, baby-sitting, etc.).
 3. The judgment of the Membership Director shall suffice for situations not specifically mentioned.
- 11.D Student volunteers who contact the Volunteer Coordinator in advance will have free conference registration. [2005.08.27]
1. MESTA membership is required (student rates).
 2. The number of such visitors will be determined by the Volunteer Coordinator, and will be limited to a maximum of 20.
- 11.E **Registration Fee.**
1. The Governing Board will determine annually an appropriate fee that will be charged for conference attendance.
 2. The fee should be designed to reach a financial "break-even" based on an attendance of 50 regular (paid) registrations.
 3. The registration fee is primarily dependent upon the cost of services such as lunch, transportation/tour and other admission or administrative costs which may be incurred by the conference.

- 11.F It is of the utmost importance to MESTA as an organization that members of the Governing Board attend the annual fall conference as official conference hosts.
- 11.G No conference fees (registration, field trip, lunch, etc.) will be charged to Board members nor to conference presenters.
- 11.H The judgment of the Membership Director shall suffice for situations regarding membership and/or registration fees not specifically mentioned.
- 11.I 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: 1996.05.04
Latest Modification: 2005.08.27

Section 12. Conference (MESTA) / Sessions

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

12.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.

12.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.

12.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. Neither the MESTA name nor logo will appear on any specimen labels or session handouts. Similar restrictions apply to names associated with MESTA such as Free & Inexpensive and RockShop.
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.]*
- 12.E** A copy of these guidelines will be provided to session presenters along with the presenter form.

*Original Language Approved : 1994.08.27
Latest Modification: 2005.02.05*

Section 13. Conferences (non-MESTA)

13.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 non-MESTA-sponsored 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 Volunteer Coordinator will be responsible for coordinating worker refreshments at each conference.
3. At the discretion of the Volunteer 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.

13.B EXPENSES RELATED TO MESTA PRESENTATIONS AT OTHER CONFERENCES.

1. MESTA's Free & Inexpensive, RockShop, Raffle or other organization-wide presentations will welcome an invitation to participate in a science teacher conference with the understanding that we will not be charged for tables, room rental, loading/unloading, storage or other expenses which may be necessary in order to accommodate our presentation/s. We are presenters, not commercial exhibitors!

Original Board Approval: 1995.12.02

Latest Revision: 2005.02.05

Section 14. Curriculum Position Statements

14.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 Governing 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: 1997.05.17

Latest Revision: 2000.09.16

Section 15. Donation of Materials to MESTA

- 15.A** Donation of rock materials to MESTA does not constitute grounds for reimbursement of travel expenses.
- 15.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.
- 15.C** The person donating the materials is solely responsible for setting the value of the donation for tax purposes.
- 15.D** The Acquisitions committee will keep records of such donations.

Latest Revision: 2000.09.16

Section 16. Electronic Communication

E-MAIL

- 16.A** Whenever possible, Governing Board members should communicate through use of electronic communication. Use of existing electronic technology improves communications between us and increases everyone's awareness.
- 16.B** MESTA will *not* compensate anyone for the purchase or operation of communications hardware or software without a formal proposal and approval by the Governing Board.
- 16.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.
- 16.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.
- 16.E** The E-mail Monitor will answer and respond to the e-mail received or will pass the messages along to appropriate Board members.
- 16.F** MESTA will maintain a listserv for all Board members for the purposes of internal communication.
- 16.G** MESTA will also maintain a listserv that MESTA members and other interested parties may join to share appropriate communications and information.

WEB PAGE

- 16.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.
- 16.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: 1993.03.27

Latest Revision: 2005.02.05

Section 17. Equipment / MESTA Owned

17.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 Governing Board. The proposal should include:

1. Rationale for acquiring the equipment.
2. Cost (at nonprofit 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.

Latest Revision: 2005.02.05

Section 18. Evenings of Earth Science (Mini-Conferences)

18.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.

18.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 Governing Board meeting in order to be approved as soon as possible.

18.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:
 - a. Announcement through the Michigan Earth Scientist when possible.
 - b. Posting on the MESTA web site.
 - c. E-Mailings through ISD's to the regions within a reasonable driving distance to the host school
 - d. E-Mailings and USPS mailings to MESTA members.

18.D As with all presentations, connections to the State of Michigan science objectives should be clearly delineated by grade level and topic.

18.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. nonmembers of MESTA.

3. Preregistration allows MESTA to better prepare materials, but onsite registration is acceptable.
 4. Preregistration forms should be developed and used. Registrations should be sent to and handled by the Treasurer or the Treasurer's designee.
- 18.F** All registrations, membership forms, moneys, and expense records/receipts, and vouchers should be sent to and reimbursed by the Treasurer. Expenses should *not* be directly deducted from registration fees.
- 18.G** Reasonable size limits for groups should be imposed, and waiting lists maintained if needed.
- 18.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: 1993.03.27
Latest Revision: 2005.02.05

Section 19. Executive Committee and Governing Board

Executive Committee

19.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.**"

19.B All Executive Committee positions count toward MESTA meeting quorums and, as a result, Executive Committee members are expected to attend Board meetings and the annual general membership meeting and exercise their voting privileges both as members of the Executive Committee and members of the Governing Board. [2005.06.21]

19.C Executive Committee terms expire at the annual membership meeting in either EVEN or ODD-numbered years, according to the list of positions below (19.D). [2005.06.21]

19.D Executive Committee positions:

1. President (expires odd, becomes Past President)
 2. President-Elect (expires odd, becomes President)
 3. Past President (expires odd)
 4. Newsletter Editor (expires odd)
 5. Recording Secretary (expires even)
 6. Treasurer (expires even)
 7. Membership Director (expires even)
- [expirations added 2005.06.21]

Governing Board

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

19.F Governing Board members will serve for 2 year terms with some terms ending in even-numbered years and some in odd-numbered years (see list below). [2005.05.07]

1. At least 2 months prior to the annual membership meeting, the President shall post to the entire organization a list of Board positions that are expiring and invite all members (including the incumbent) to apply for any expiring position.
2. Prior to the annual membership meeting, the President shall chair a meeting of

Proposed language. ~~Proposed deletions.~~ **Under Review.** *Already Board approved.*

the Executive Committee during which appointments to the Governing Board will be made.

19.G Board Members At Large [2005.05.07]

1. Upon their acceptance of their nomination, Board Members at Large are expected to
 - a) represent the views of the general membership
 - b) attend Board meetings regularly to exercise their voting responsibility.
2. Unless otherwise specified, Board Members at Large will have all of the general privileges and responsibilities as any other Board members (during their two year term).

19.H All Governing Board terms end at the conclusion of the annual membership meeting held at the annual MESTA conference (see 19.C, 19.J). [2005.05.07]

19.I There is no limit to the number of terms that may be served as an appointed member of the Governing Board. [2005.05.07]

19.J Listing of Governing Board positions and expirations [2005.05.07]:

1. Expiring in ODD numbered years:
 - Acquisition Committee Chair
 - Awards (OEST) Chair
 - Awards (Stoney) Chair
 - Cranson Field Scholarship Award Chair
 - E-Mail Monitor
 - Free & Inexpensive Chair
 - Historian
 - Some Board Member/s at Large (designated at time of nomination)
2. Expiring in EVEN numbered years:
 - Kits Chair
 - MDSTA Liaison
 - Meteorology Liaison
 - MSTA Liaison
 - MSU Liaison
 - NESTA Liaison
 - Operations Manual Chair
 - Public Relations Chair
 - Raffle Chair Coordinator
 - RockShop Chair
 - Stalking-The-Wild-Quarry Chair
 - Volunteer Chair Coordinator
 - Web Master
 - Some Board Member/s at Large (designated at time of nomination)
 - Any other positions not mentioned in 19.B.3 or 19.B.4

- 19.K** Governing Board members may be removed by a 75% vote of the Governing Board at a Governing Board meeting. [2005.06.21]
- 19.L** For the purpose of fostering communication within MESTA, all members of the Executive Committee and Governing Board will be listed on a regular basis in the MESTA Newsletter, including their title/s, preferred e-mail address and/or contact phone and city of residence.
- 19.M** For the purposes of inner Governing 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.
- 19.N** To foster communication, meetings of the Governing Board will be open to any MESTA member. At the President's request, MESTA members who have expressed an interest in attending Governing Board meetings will be notified of the meeting as would a Governing Board member.
- 19.O** The Executive Committee has the authority to make necessary decisions representing the Governing Board when circumstances dictate, and report back to the Governing Board at the next Board meeting. Such decisions can be made by e-mail or by face-to-face meetings as appropriate. Actions of the Executive Committee will be reported in brief to the Governing Board by e-mail, and reported in full to the Board at the next Board meeting.
- 19.P** As responsible members of the organization, all Governing Board members
1. should be present at the MESTA Annual Conference. As such, their conference registration will be paid for by MESTA. [2005.06.21]
 2. should be present at all scheduled Governing 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).

Current MESTA Officers, Governing Board and Executive Committee Members can be found on the MESTA Personnel Page in the Miscellaneous section of MOM.

Original Language Approved: 1993.03.27

Latest Revision: 2005.06.21

Section 20. Expense Reimbursements

For Executive Committee and Designated Others

- 20.A** In general, expenses will be reimbursed from the MESTA Treasury only with *prior* approval of the Governing 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.
- 20.B** Members of the Governing Board shall have phone calls, stationery, and postage expenses for MESTA business reimbursed at their request. Reimbursement requests should be timely and submitted in writing to the Treasurer.
- 20.C** On occasion, Governing Board members may realize that an immediate purchase of goods or services for MESTA would be advantageous, and there is no time to get Governing 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* clearly indicating authorization by the President or President-Elect along with a brief explanation to the Treasurer.
- 20.D** Reimbursement of expenses related to field conferences is covered in "Field Conference Guidelines".

Board Approval: 1993.03.27

Latest Revision: 2005.06.21

Section 21. Field Conferences /Summer

21.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

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

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

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

21.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 onsite 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 onsite 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) that reflects both the anticipated expenditures and anticipated income. The proposed budget will be reviewed by the Governing Board as the time for the conference approaches, probably at the August meeting of the year prior to the scheduled field conference. Governing Board approval of the proposed budget is required before the trip can be approved as a MESTA Summer Field Conference. [2005.06.21]
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 soon as possible.
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. Information to help make travel, lodging, and roommate plans should be sought, especially health related special needs. Such information is beneficial to other participants and to the Leader(s).

21.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 left 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.
8. Emergency medical information and other special needs must be provided to the field trip leaders in a timely fashion. [2005.06.21]

21.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.

21.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.

21.I Field Conference Plan: Detailed [2005.06.21]

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 or cell phones are recommended for communication between vehicles and should be suggested to participants in advance. At minimum, CB's or cell phones 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. The mailing 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

21.J Approval of a Field Conference Plan

1. The general Field Conference plan should be approved by the MESTA Governing 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. The handout will be printed and distributed through the MESTA Newsletter, the Michigan Earth Scientist, and made available at conferences (MDSTA, MSTA, etc.). Information will also be available on the MESTA website and through the MESTA listservs.

3. A detailed Field Conference itinerary must be submitted and approved by the MESTA Governing Board *no later than the May meeting*.

21.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.
2. A clean copy of the field guidebook will be provided to the MESTA President or designee upon request so that copies can be duplicated and made available in suitable formats to others wishing to visit the area independently.

21.L Financial Policies

1. All moneys 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.

21.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.

21.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 both the question and the answer.
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) will outline the stops to be visited with anticipated times of arrival and departure. 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.

21.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, images can be reviewed and exchanged, information interchanged and questions answered.

21.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 low lights, 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: 1993.12.11
Latest Modification: 2005.06.21*

Section 22. Free & Inexpensive, RockShop

22.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 for resale (as is)* they go in the RockShop. Items *collected for or donated to MESTA* and kits assembled by MESTA go into the F&I.

22.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 RockShop, 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 for resale must be approved by the Governing Board at a Governing Board meeting. Providing written materials to Board members in advance of the meeting is preferred; otherwise a reasonable time period during the meeting should be planned by the President.

22.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 Governing 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.
5. In situations where other conferences/events conflict with the MESTA Fall

Conference, the advice of the RockShop and Free & Inexpensive Chairs will be important in determining the scheduling of Free & Expensive and RockShop, with the final resolution being solely determined by the Governing Board.
[2005.06.21]

22.D Financial Matters

1. In both RockShop and F&I sessions, a form for the shopper to record purchases will be provided. [2005.06.21]
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.

22.E Crowd Control

1. When F&I and RockShop are scheduled at the end of the MESTA conference day, a completed conference evaluation form will be required for entry into either session.
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: 1993.03.27

Latest Revision: 2005.06.21

Section 23. Job Descriptions of Appointed Chairs

23.A Appointed Chair Positions are listed on the MESTA Personnel Page.

23.B ACQUISITION COMMITTEE *Original Language Approved: 2000.09.16*

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".

23.C AWARD (Cranson Field Scholarship) CHAIR *No Language Approved*

1. The chairperson for the Cranson Field Scholarship shall be responsible for:
 - a. distributing award applications through a variety of publications, mailings, and conferences to reach the target audience,
 - b. reviewing applications received by the stated deadline to verify that they meet preliminary guidelines,
 - c. heading a committee to review applications that have met preliminary guidelines,
 - d. contacting awardees in a timely manner regarding award status and formal procedure to obtain funding.
2. The chairperson will also maintain constant contact with awardees to ensure funding is received from MESTA treasurer, and when requested, help arrange the completion of follow-up requirements.
3. The chairperson will communicate with members of the Cranson Field Scholarship review committee to modify guidelines and requirements as needed to help achieve the goal of the field scholarship (assisting teachers new to Earth Science in attending summer field experiences). If necessary, input

from the governing board will be solicited via e-mail or at regularly scheduled meetings.

23.D AWARD (OEST) CHAIR

No Language Approved

Job Description sought.

See also MOM Section, "Award (OEST)"

23.E AWARD (Stoney) CHAIR

No Language Approved

Job Description sought.

See also MOM Section, "Award (Stoney)"

23.F BOARD MEMBER AT LARGE

Original: 1997.05.17 Modified: 2005.06.21

1. A Board Member at Large currently holds no chair nor other leadership position.
2. Board Members at Large are nominated by the Executive Committee to 2 year terms.
3. Board Members at Large have all the privileges and responsibilities of voting members of the Governing Board.
4. Board Members at Large are expected to regularly attend Governing Board meetings and the MESTA Fall Conference as are all Board members.

23.G E-MAIL MONITOR

Original: 1997.05.17 Modified: 2005.06.21

1. E-mail sent to the MESTA e-mail address will be read and processed by the E-Mail Monitor.
2. Routine requests for general information will be processed by the E-mail Monitor, who will refer the request to the MESTA Home Page whenever possible.
3. E-mail not of a general nature will be forwarded to the appropriate MESTA Board Member for processing. The Board member who handles the request will inform the E-Mail Monitor that it has been handled.
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"

23.H FREE AND INEXPENSIVE CHAIR

No Language Approved

Job description sought.

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

23.I HISTORIAN

Original: 1993.03.27 Modified: 2005.06.21

Proposed language. ~~Proposed deletions.~~ **Under Review.** Already Board approved.

1. The Historian shall be responsible for keeping a general record of MESTA activities, both past and present, including the following:
 - a. images in various formats, including digital, prints, 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.

23.J KIT COORDINATOR

No Language Approved

Job description sought.

23.K MDSTA LIAISON

Original Language Approved: 03.27.93

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

23.L METEOROLOGY LIAISON

No Language Approved

Job description sought.

23.M MSTA LIAISON

Original Language Approved: 2005.06.21

1. The MSTA Liaison shall be responsible for reporting to the MESTA Governing Board about MSTA happenings.

2. The MSTA Liaison shall report to the MSTA Board about MESTA happenings.
3. The MSTA Liaison shall attempt to coordinate and advertise MESTA activities to the MSTA membership and MSTA activities to the MESTA membership. These activities may consist of (but not be limited to) the following:
 - a. MSTA Annual Conference (MESTA member presentations, Free and Inexpensive, RockShop)
 - b. MESTA Fall Conference
 - c. MESTA Evenings of Earth Science
 - d. MSTA Professional Activities
 - e. MESTA Field Trips, Field Conferences and Workshops
 - f. Newsletter exchange between MSTA and MESTA

23.N MSU LIAISON

No Language Approved

Job description sought.
See MOM Section, "MSU Partnership"

23.O NESTA LIAISON

No Language Approved

Job Description sought.
See MOM Section, "NESTA Partnership"

23.P NEWSLETTER EDITOR

Original: 1993.03.27 Modified: 2005.06.21

1. The Newsletter Editor's primary responsibility is the production of The Michigan Earth Scientist (which has also been 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. Mailing
4. The Editor trades journals with other state and national organizations, such as those listed below:
 - a. NESTA
 - b. MSTA
 - c. MDSTA
 - d. Earth Science organizations in other states
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 Governing Board

should be consulted.

See MOM section, "Newsletter Publication".

23.Q OPERATIONS MANUAL CHAIR *Original: 1997.05.17 Modified: 2005.06.21*

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 (printed and/or electronic) which can be used for duplicating and distributing MOM as needed.
 - c. assisting the Governing Board or Committee during meetings to recall current written procedures.
 - d. encouraging the Governing 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 Governing Board member as appropriate, or at the request of the President or Governing Board.
 - f. duplicating and distributing copies of MOM to other interested parties, but only with the approval of the President or Governing 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"

23.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 Governing 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 Governing Board members will likely attend.
3. developing, updating, duplicating and distributing the official MESTA membership brochure.
 - a. Masters suitable for duplicating should be provided to all Governing 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 Governing 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.

23.S RAFFLE CHAIR

No Language Approved

Job Description sought.
See MOM Section, "Raffle"

23.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 value of inventory sold as well as the suitability of the remaining inventory for planned events in the immediate future.
4. The Chair will coordinate the efforts of the Acquisition Committee members to ensure coverage at regular wholesale purchasing opportunities.
5. The Chair will contact the Treasurer near the end of each fiscal year to determine the RockShop allotment for the coming fiscal year. [See Acquisitions, 05.C]
6. The Chair will maintain a RockShop checking account, clearly showing individual deposits and disbursements, and report balances regularly at Governing Board meetings. [See Acquisitions, 05.D]

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

23.U STALKING-THE-WILD-QUARRY CHAIR

No Language Approved

Job Description sought.
See MOM Section, "Stalking the Wild Quarry"

23.V VOLUNTEER COORDINATOR

No Language Approved

Job description sought.

23.W 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 24. Membership

24.A Membership benefits:

1. MESTA Newsletter mailed to your address.
2. Announcements of field trips available to members.
3. Participation in Annual Conference.
4. Participation in Summer Field Conference.
5. Access to the entire MESTA membership through e-mails to the general membership listserv for appropriate and noncommercial uses.

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

24.C Membership is required for any adult (18 or older) attending the Annual Conference (except for invited guests and presenters) or any adult attending a MESTA-sponsored Summer Field Conference.

24.D Membership database requirements:

1. NAME
2. STREET ADDRESS
3. CITY ST ZIP
4. CONTACT (home or cell) PHONE/s as preferred by the member.
5. e-MAIL ADDRESS (required for participation in membership listserv)
6. SCHOOL DISTRICT
7. SCHOOL BUILDING NAME
8. POSITION -- GRADES TAUGHT -- SUBJECTS

24.E MESTA Membership costs:

1. Membership rates are set by the Governing 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.

24.F Life Membership Price Schedule

[Lifetime membership section: Board Approval 2004.08.28]

1. This lifetime membership dues category is based upon age and, to a lesser extent, years of service in the education field. The sliding scale cost is:

<u>Age</u>	<u>One-time Membership cost</u>
21 - 29	28 x annual dues [\$280]
30 - 34	24.5 x annual dues [\$245]
35 - 39	21 x annual dues [\$210]
40 - 44	17.5 x annual dues [\$175]
45 - 49	14 x annual dues [\$140]
50 - 54	10.5 x annual dues [\$105]
55+ or 30+ years in teaching	7 x annual dues [\$70]

2. The lifetime dues will be adjusted at the Board's discretion to keep them consistent with the annual membership fee rate.

24.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.

24.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.

24.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 Chair for inclusion in the membership database.
2. The current Treasurer and Membership Chair 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 Governing Board member from their copy of MOM.

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

Latest Revision: 2005.06.21

Section 25. MESTA Name / Logo

- 25.A** The Governing Board shall regulate the use of the MESTA name.
- 25.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.
- 25.C** No person may use the MESTA tax-free number for commercial, non-MESTA purposes.
- 25.D** Persons who misuse the MESTA "name" will be subject to Board censure, removal from any MESTA office or title, and/or cancellation of MESTA membership. The course of action will be decided by the Governing Board after the facts are known and verified.
- 25.E** The Governing Board reserves all legal rights to protect its "name".

Organization Name

Michigan Earth Science Teachers Association (MESTA)

Official Logo



Journal Name

The Michigan Earth Scientist

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

*Board Approval: 1994.01.29
Latest Modification: 2005.06.21*

Section 26. Michigan Science Standards (Benchmarks)

Available at: <http://mtn.merit.edu/mcf/SCI.html> (verified 2004.12.21)

GEOSPHERE

Code	Level	Description
SCI.V.1.E.1	Elem	Describe major features of the Earth's surface.
SCI.V.1.E.2	Elem	Recognize and describe different types of Earth materials.
SCI.V.1.E.3	Elem	Describe natural changes in the Earth's surface.
SCI.V.1.E.4	Elem	Explain how rocks and fossils are used to understand the history of the Earth.
SCI.V.1.E.5	Elem	Describe uses of materials taken from the Earth.
SCI.V.1.E.6	Elem	Demonstrate ways to conserve natural resources and reduce pollution through reduction, reuse, and recycling of manufactured materials.
SCI.V.1.MS.1	Middle	Describe and identify surface features using maps.
SCI.V.1.MS.2	Middle	Explain how rocks are formed.
SCI.V.1.MS.3	Middle	Explain how rocks are broken down, how soil is formed and how surface features change.
SCI.V.1.MS.4	Middle	Explain how rocks and fossils are used to understand the age and geological history of the Earth.
SCI.V.1.MS.5	Middle	Explain how technology changes the surface of the Earth.
SCI.V.1.HS.1	High	Explain the surface features of the Great Lakes region using ice age theory.
SCI.V.1.HS.2	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.
SCI.V.1.HS.3	High	Explain how common objects are made from Earth materials and why Earth materials are conserved and recycled.
SCI.V.1.HS.4	High	Evaluate alternative long range plans for resource use and by-product disposal in terms of environmental and economic impact.

HYDROSPHERE

Code	Level	Description
SCI.V.2.E.1	Elem	Describe how water exists on Earth in three states.
SCI.V.2.E.2	Elem	Trace the path that rain water follows after it falls.
SCI.V.2.E.3	Elem	Identify sources of water and its uses.
SCI.V.2.MS.1	Middle	Use maps of the Earth to locate water in its various forms and describe conditions under which they exist.
SCI.V.2.MS.2	Middle	Describe how surface water in Michigan reaches the ocean and returns.
SCI.V.2.MS.3	Middle	Explain how water exists below the Earth's surface and how it is replenished.
SCI.V.2.MS.4	Middle	Describe the origins of pollution in the hydrosphere.
SCI.V.2.HS.1	High	Identify and describe regional watersheds.
SCI.V.2.HS.2	High	Describe how human activities affect the quality of water in the hydrosphere.

ATMOSPHERE & WEATHER

Code	Level	Description
SCI.V.3.E.1	Elem	Describe weather conditions.
SCI.V.3.E.2	Elem	Describe seasonal changes in Michigan's weather.
SCI.V.3.E.3	Elem	Explain appropriate safety precautions during severe weather.
SCI.V.3.MS.1	Mid	Explain patterns of changing weather and how they are measured.
SCI.V.3.MS.2	Mid	Describe the composition and characteristics of the atmosphere.
SCI.V.3.MS.3	Mid	Explain the behavior of water in the atmosphere.
SCI.V.3.MS.4	Middle	Describe health effects of polluted air.
SCI.V.3.HS.1	High	Explain how interactions of the atmosphere, hydrosphere and geosphere create climates and how climates change over time.
SCI.V.3.HS.2	High	Describe patterns of air movement in the atmosphere and how they affect weather conditions.
SCI.V.3.HS.3	High	Explain and predict general weather patterns and storms.
SCI.V.3.HS.4	High	Explain the impact of human activities on the atmosphere and explain ways that individuals and society can reduce pollution.

SOLAR SYSTEM, GALAXY and UNIVERSE

SCI.V.4.E.1	Elem	Compare and contrast characteristics of the Sun, Moon, and Earth.
SCI.V.4.E.2	Elem	Describe the motion of the Earth around the Sun and the Moon around the Earth.
SCI.V.4.MS.1	Middle	Compare the Earth to other planets and moons in terms of supporting life.
SCI.V.4.MS.2	Middle	Describe, compare, and explain the motions of solar system objects.
SCI.V.4.MS.3	Middle	Describe and explain common observations of the night skies.
SCI.V.4.HS.1	High	Compare our Sun to other stars.
SCI.V.4.HS.2	High	Describe the position and motion of our solar system in our galaxy and the overall scale, structure and age of the universe.
SCI.V.4.HS.3	High	Explain how stars and planetary systems form and how stars produce energy.
SCI.V.4.HS.4	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 Michigan standardized tests.
- 2) Key concepts. A listing of vocabulary which is considered part of the benchmark itself. This material is testable on Michigan standardized tests.
- 3) Real world contexts. A simple listing of examples suggesting how the benchmark might be related to the "real world".

Further information on line can be found at the following sites: (valid 2004.12.21)

http://www.michigan.gov/documents/Updated_Science_Benchmarks_27030_7.pdf

http://www.michigan.gov/mde/1,1607,7-140-6525_6530_6568-19448--,00.html

Section 27. Minutes

27.A All approved minutes of Board meetings are published in The Michigan Earth Scientist (a.k.a. The MESTA News).

27.B The official minutes of the organization shall be the version published in The Michigan Earth Scientist.

27.C The Recording Secretary or designee 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 or designee for resolution. The Recording Secretary or designee will revise the minutes as necessary and resubmit them to all Board members for approval.
2. The Recording Secretary or designee 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.

27.D Upon editing, the Editor will first consult with the Recording Secretary or designee 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: 1997.05.17

Latest Modification: 2005.06.21

Section 28. M.S.U. Partnership

28.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 conferences. 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.

28.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: 1994.01.29

MSU Approval: 1994.08.27

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

Section 29. 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

- 29.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 NESTA promotional literature at least once annually.
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 30. Newsletter Publication

- 30.A** The official title of the newsletter is The Michigan Earth Scientist, also known as The MESTA News.
- 30.B** The newsletter is published 4 times a year: Fall, Winter, Spring, Summer.
- 30.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.
- 30.D** Formatting of submitted materials:
1. Contact the current Editor to determine the best possible formats for e-transfer of relevant materials.
- 30.E** Submission Deadlines.
- September 01 (for Fall Issue)
 - December 01 (for Winter Issue)
 - March 01 (Spring)
 - June 01 (Summer)

Original Language Approved: 1995.12.02
Latest Revision: 2005.06.21

Section 31. Publications for Sale

31.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, images, movies, or other publishable works which will advance our purpose and our organization.

31.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 Governing 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 Governing Board, then the author/publisher must show to the Governing 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 Governing 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.

31.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 Governing 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 Governing 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.

31.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 Governing 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 Governing 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 Governing 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 Governing Board to be only slightly higher than the cost of obtaining and promoting the work.

31.E The MESTA Governing 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 Governing 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 Governing 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.

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

*Original Language Approved: 1981.12.n
Latest Revision: 1997.05.17*

Section 32. Raffle

- 32.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.
- 32.B** The current MESTA Raffle Chair is listed on the MESTA Personnel page.
- 32.C** Materials for the raffle shall be gathered through donation or purchase, following appropriate guidelines (see "Donation" and "Acquisitions").
- 32.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.
- 32.E** A raffle site should be carefully chosen according to the following:
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.
- 32.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.

32.6 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: 2000.09.16

Section 33. Rock Parties

33.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

33.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, gloves and safety glasses, 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.

33.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

33.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: 1993.03.27

Latest Revision: 2005.06.21

Section 34. Safety Procedures

34.A Language yet to be developed.

Section 35. Stalking the Wild Quarry

- 35.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.
- 35.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.
- 35.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.
- 35.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 flier.
 4. A differential fee *may* be charged for members vs. nonmembers 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.)
- 35.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).
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.

35.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 moneys collected from "onsite" registration promptly to the Treasurer.
3. tally the evaluation forms and prepare a brief report for the next meeting of the MESTA Governing 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 newsletter.

Original Language Approved: 1997.05.17

Modification approved : 1998.12.05

Section 36. Treasurer Reports

36.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 nonprofit status.

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

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

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

Board business (income)*

Board business (expense)*

Cranson Field Scholarship Award (expense)

Free & Inexpensive (income)

Free & Inexpensive (expense)

Membership (income/expense)/Newsletter (expense)

MESTA Conference (income)

MESTA Conference (expense)

Raffle (income)

Raffle (expense)

RockShop (income)

RockShop (expense)

Stoney Award (expense)

*Also includes MDSTA Conf, MSTA Conference, Summer Field Conf (income), Summer Field Conference (expense).

36.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.

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

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

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

Original Language Approved: 1995.12.02

Latest Revision: 2005.06.21

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