



MESTA OPERATIONS MANUAL

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Section 01. Purpose and Distribution of “MOM” *Original Language: 1997.05.17* *Latest Revision: 2018.02.03*

01.A The MESTA Operations Manual (“MOM”), is intended to guide Officers and Governing Board regarding past and current practices and procedures of this organization. MOM is not intended to restrict the operation of MESTA.

01.B Proposed MOM changes will be reviewed in a timely fashion by the Governing Board. [See Sec 2. “Revising MOM”]

01.C Board members are encouraged to bring their current copy of MOM to all Governing Board meetings.

01.D An updated electronic copy of MOM should be maintained by the Operations Chair and provided to the Governing Board as needed. Board members may print a copy as needed.

Section 02. Revising MOM *Original Language: 1992.05.09* *Latest Revision: 2013.02.09*

02.A A general operations manual such as this MOM requires continuous input from MESTA members with approval of the Governing Board. To aid in that process, an Operations Chair is appointed. [See Section 23]

02.B To add or revise language on a page in MOM:

1. Contact the Operations Chair with proposed changes and rationale.
2. Arrange time for Governing Board consideration by requesting an agenda item at a forthcoming Board meeting.

Contact the President or President-Elect two weeks directly prior to any regularly scheduled meeting to request the

proposal be added to the agenda.

3. At the President's discretion, you may be asked to send the proposal electronically to the governing board as part of

reports reviewed one-week prior to the meeting.

4. If approved, the proposal will be reformatted (for consistency) and included in this manual.

Section 03. Constitution and Bylaws.

CONSTITUTION OF THE MICHIGAN EARTH SCIENCE TEACHERS ASSOCIATION

Article I (Name)

Section 1: The name of this organization shall be the Michigan Earth Science Teachers Association, hereafter to be known as MESTA.

Article II (Purpose)

Section 1: The purpose of MESTA shall be the advancement, improvement, and coordination of Earth and Space Science education in Michigan at all educational levels through the voluntary and donated efforts of MESTA members.

Section 2: MESTA shall operate exclusively as an educational non-profit organization as described in Section 501 (c) (3) of the Internal Revenue Code.

Section 3: In the event of dissolution, all assets, real and personal, shall be distributed to the National Earth Science Teachers Association, 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 Code.

Article III (Membership)

Section 1: Membership is available to those actively engaged in the teaching of Earth and Space Science, and to those with an interest in Earth and Space Science education.

Section 2: MESTA is formally committed to the principle of equal opportunity for all persons, without regard to consideration of gender, gender identity, sexual orientation, ancestry, citizenship, ethnic or national origin, race, color, political or religious affiliation, creed, disability, or age.

Section 3: For purposes within MESTA, a member in good standing shall refer to members whose dues are current and whose conduct as a member is coincident with the aims, goals and vision of MESTA.

Article IV (Organization of Officers)

Section 1: The elected officers of MESTA shall be the President, President-Elect, Immediate Past President, Secretary, Treasurer, and Membership Director.

Section 2: The appointed officers shall include, Committee Chairpersons, Editors, Coordinators, Advisors, and At Large Representatives as appointed by the President and approved by the Executive Committee.

Section 3: The Executive Committee shall consist of the President, President-Elect, immediate Past President, Recording Secretary, Treasurer, Membership Director and Editor.

Section 4: The Governing Board shall consist of the Executive Committee plus the remaining appointed officers.

Section 5: The powers and duties of officers, together with method of their selection shall be prescribed in the Bylaws.

Section 6: The President-Elect shall ascend to the position of President upon completion of his/her term of office as President-Elect. The President-Elect shall ascend to the Presidency in the case of the permanent inability of the current President to fulfill the duties of the office.

Article V (Quorum)

Section 1: Four Executive Committee Members shall constitute a quorum of any scheduled meeting of the Executive Committee.

Section 2: Four Executive Committee Members and four additional Governing Board members shall constitute a quorum of any scheduled meeting of the Governing Board.

Section 3: A quorum of the Executive Committee and those MESTA members attending any announced MESTA General Membership Meeting shall constitute a quorum for that meeting.

Article VI (Removal from Office)

Section 1: Any elected or appointed official may be removed from office for cause.

Section 2: Removal from office shall be by majority vote of the Executive Committee.

Article VII (Amendments)

Section 1: Proposed amendments to this Constitution shall be presented to the Executive Committee by any MESTA member in good standing. Proposed amendments shall be approved by a majority vote of the Executive Committee before being forwarded for approval by the Governing Board.

Section 2: Proposed amendments to this Constitution, if approved by a majority vote of the Governing Board, shall be submitted to the membership by mail and/or electronic means for ratification.

Section 3: This Constitution may be amended by a two-thirds vote of those members responding to the mail or electronic ballot, or at any planned General Membership Meeting providing a Board-approved copy of the proposed amendment is made available to every member at least 5 days before the period for ratification. The Governing Board shall determine the length of the ratification period.

Article VIII (Organizational Liability: Liability of Officers and Representatives.)

Section 1: 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.

date needed	Original Constitution
7/23/08	<i>Substitute Constitution Approved by committee—sent to Executive Committee</i>
8/24/08	<i>Constitution approved by Executive Committee</i>
9/13/08	<i>Constitution approved by Governing Board</i>
10/4/08	<i>Constitution approved by general membership</i>

BYLAWS OF THE MICHIGAN EARTH SCIENCE TEACHERS ASSOCIATION

Article I (Officers)

Section 1: Only those who are members in good standing shall be eligible for elected or appointed office.

Section 2: The President shall appoint a member of MESTA to fill the vacancy of an elected or appointed office. These appointments will terminate at the end of the regular term of office for that position.

Article II (Duties)

Section 1: The President shall preside at all meetings of the Executive Committee, Governing Board, and at the General Membership meeting held at the annual MESTA conference. Upon taking office, the President shall appoint, subject to the ratification of the Executive Committee, all Committee Chairpersons, Standing Committee Members, Editor of the Michigan Earth Scientist, Coordinators, Advisors and Governing Board members. The President, under the direction of the Executive Committee shall have charge of the affairs of MESTA.

Section 2: The President-Elect shall preside at all meetings in the absence of the President. The President-Elect shall serve as Program Chair for the annual MESTA Conference. The President-Elect shall temporarily carry on the regular duties of the President in any instances where the President is incapacitated or unavailable to perform their duties for a short period of time.

Section 3: The Recording Secretary shall keep an official record of the proceedings of Executive Committee meetings, Governing Board meetings, and MESTA General Membership meetings.

Section 4: The Treasurer shall have charge of all MESTA monies and shall submit to the Governing Board an annual report.

Section 5: The Membership Director shall: 1) maintain an online membership database in cooperation with NESTA (National Earth Science Teachers Association) and its protocols, 2) report to MESTA Board important membership/database concerns, 3) manage and maintain MESTA Annual Conference registrations in cooperation with the Conference Chair, 4) update Listserv Chair with a current membership e-mail list (monthly), and 5) troubleshoot any members' problems with online database in a timely and responsible fashion.

Section 6: The Executive Committee shall have power to act for the Governing Board and shall ratify all appointments.

Section 7: The duties of the Governing Board Members shall be the advancement, improvement, and coordination of Earth and Space Science education within their region, so far as they are able.

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Section 2: Field Conferences shall be organized according to the rules approved by the Governing Board.

Article VII (Dues and Publications)

Section 1: Membership dues shall be established annually by the Governing Board. Changes in the membership dues shall be effective on November 1st. Annual membership shall expire 12 months from the date of joining.

Section 2: The *Michigan Earth Scientist* shall be the official journal of MESTA, and shall be made available to all members in good standing in a timely manner by mail or electronic delivery.

Section 3: The Editor of the journal shall be appointed by the President and shall bear responsibility for publication of The *Michigan Earth Scientist*.

Section 4: The Governing Board may authorize additional publications and productions.

Article VIII (Amendments)

Section 1: Proposed amendments to the Bylaws shall be presented to the Governing Board by any MESTA member in good standing. Proposed amendments to the Bylaws, if approved by a majority vote of the Governing Board, shall be submitted to the membership by paper and/or electronic means for ratification.

Section 2: These Bylaws may be amended by a two-thirds vote of those members responding to the mail or electronic ballot, providing a copy of the proposed amendment shall be available to every member before it is to be voted upon.

Section 3: The Bylaws also may be amended at any planned General Membership Meeting by a two-thirds vote of the membership present, provided a copy of the proposed amendments have been made available to all members 5 days prior to the planned meeting.

Article IX (Parliamentary Authority)

Section 1: In all questions of parliamentary law not covered by the Constitution and Bylaws, *Robert's Rules of Order Newly Revised* shall prevail.

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 procedure for appointing Governing Board members requiring approval of Executive Committee.

July 08 Substitute Bylaws Approved by committee—sent to Exec Committee

Aug 08 Bylaws approved by Executive Committee

Sep 08 Bylaws approved by Governing Board

Oct 08 Bylaws approved by general membership

Section 04. Acquisition Committee *Original Language: 1993.03.28 Latest Revision: 2013.02.09*

04.A The committee is composed of members appointed by the President with the approval of the Board. Current committee members are designated 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 With the approval of any two members of the Acquisitions Committee, any MESTA member may assist with acquisitions at a purchasing opportunity.

Section 05. Acquisitions *Original Language: 1993.03.28 Latest Revision: 2013.02.09*

05.A Items that are unavailable to MESTA by collection may be purchased for resale.

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 Rock Shop purchase ceiling (funds available for new purchases) shall be set by the Governing Board.

1. The purchase ceiling shall be 80% of the gross sales of the prior fiscal year [Board approval 1999.05.01]
2. 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%).
3. In any fiscal year when expenditures do not reach the purchase ceiling, the unspent funds will remain available to Rock Shop. 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.

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

1. The signature card for this account shall contain the signatures of the Rock Shop Chair, a designated member of the Acquisitions Committee, Treasurer and President.
2. Whenever possible, the account should be maintained at a convenient financial institution at the lowest possible overall cost to MESTA.
3. The balance of this account shall be reported by the Rock Shop 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]

Section 06. Award: Cranson Award *Original Language: 2000.09.16* *Latest Revision: 2013.02.09*

06.A The purpose of Cranson Award 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 Award will be limited to \$1000 per award.

06.D Cranson Award applications should be distributed as widely as possible in Michigan, including:

1. Permanent posting on MESTA website,
2. Brief reminders in the *Michigan Earth Scientist* and the MESTA E-news.
3. In special e-mailings to Math/Science Centers and ISD organizations.
4. In special e-mailings to college science educators.
5. 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 Award 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 Award recipients are notified.

06.F After completion of their field experience, each Cranson Award recipient will be expected to complete at least one of the following about their field study:

1. write an article for the *Michigan Earth Scientist*.
2. co-present a session at an upcoming conference (MESTA, MDSTA, MSTTA).

06.G The Cranson Award 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 Award program is listed on the MESTA Personnel Page.

The Cranson award application is found on the MESTA website for download.

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

Original Language: 1993.03.26 Latest Revision: 2013.02.09

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 teacher provide for his/her 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 award winner, 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), for the purpose of possible further recognition.

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 Teachers Association
2. Michigan Science Teachers Association
3. Current contact names and addresses can be found on the current MESTA Personnel page.

07.H The deadline for OESTA nomination is July 1st to allow for sufficient time for the Board to approve the award and plan a ceremony at the Fall Conference.

The OESTA application is found on the MESTA website for download.

Section 08. Award: Stoney

Original Language: 1996.09.14

Latest Revision: 2013.02.09

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. Eligibility: Any Michigan educator who is also member of MESTA or NESTA. Up to nine awards are designated for

MESTA members; one award is designated for an eligible NESTA member.

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/team teaching projects. 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.

8. The application "cover page" must be complete. It provides reviewers a summary of the idea, cost, and 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 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 application is found on the MESTA website for download.

Section 09. Student Awards *Original Language Approval: 2005.06.21*

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

Section 10. Conference (MESTA) /Selecting Locations *Original Language: 1992.09.12 Latest Revision: 2013.02.09*

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 Fall Conference could be located in that region for the convenience of those members (summer conferences excluded).
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 and will make a decision on this selection before the upcoming MESTA Summer/Fall Conference so it can be promoted.

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): Univ 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): Grosse Pointe North High School, Grosse Pointe Woods
2007 (August 23-25): Traverse City/Glen Lake HS
2008 (October 3-4): Grand Valley State University/Hudsonville HS
2009 (October 2-3) Grosse Pointe South High School, Grosse Pointe Farms, MI
2010 (August 13-15) Lake Superior State University, Sault Ste. Marie, MI
2011 (October 7-8) Kalamazoo, MI
2012 (August 15-19) Michigan Technological University, Houghton, MI
2013 (October 4-5) Belle Isle, Detroit, MI (co-hosted with MAEOE)
2014 (August 11-14) Alpena, MI
2015 (October 9-10) Okemos High School
2016 (August 3-8) Ishpeming/Northern Michigan University
2017 (October 14) Grosse Pointe South High School, Grosse Pointe Farms, MI

Governing Board members are encouraged to report missing information above to the Operations Chair.

11.A Registration (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 available to these students.]
2. Membership is NOT required of those attending the conference for other reasons (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 registration. [2005.08.27]

1. MESTA membership is required.
2. The number of such visitors will be determined by the Volunteer Coordinator, and 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 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 important 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 presenters.

11.H The judgment of the Membership Director will 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.

Section 12. Conference (MESTA) / Sessions

Original Language: 1994.08.27

Latest Revision:

2018.02.03

12.A STATE OBJECTIVES. When a conference session is proposed, the Michigan Science Standards 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 PROMOTING ENVIRONMENTAL STEWARDSHIP

1. Rationale: As part of MESTA's motto, we must also practice sound sustainable resource use at conferences
2. In an attempt to practice and promote sustainable resource use, MESTA will reduce/reuse/recycle waste by:
 - a. serving food in bulk as opposed to individual boxed meals, and using washable flatware when practical.
 - b. encouraging members to bring books, journals, classroom equipment, and other items to Free & Inexpensive
 - c. encouraging presenters to donate extra presentation materials to Free & Inexpensive,
 - d. printing the conference program on recycled paper,
 - e. asking that materials be made available electronically and/or using recycled paper.
 - f. collecting recyclable materials, providing containers for recycling, and utilizing area recycling centers

12.E 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 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 Rock Shop, 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 Rock Shop.
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.F A copy of these guidelines will be electronically provided to session presenters along with the presenter form.

Section 13. Conferences (non-MESTA) *Original Language: 1995.12.02* *Latest Revision: 2018.02.03*

13.A MESTA Workers. Workers are needed to ensure success of MESTA-sponsored sessions at conferences.

1. A worker is a person who contacts either the Rock, Shop, Free & Inexpensive, or volunteer coordinator ahead of

time and agrees to work at least 4 hours for MESTA at the conference.

2. At the discretion of the F&I or Rock Shop coordinator, MESTA shall pre-arrange that workers are admitted to non-

MESTA-sponsored conferences free, either by prearranging admission without charge or paying any required fees.

3. At the discretion of the Volunteer Coordinator MESTA shall provide food and drink for prearranged workers.

a) When appropriate, the standard conference lunch should be provided by making advanced arrangements with the conference host. Upon presentation of a receipt, MESTA workers can be reimbursed the cost of a lunch (based on an amount decided at the conference).

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.

MESTA's Free & Inexpensive, Rock Shop, 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! The possibility of MESTA offering sponsorships to conferences it attends will be considered yearly on an individual basis.

Section 14. Curriculum Position Statements *Original Language: 1997.05.17* *Latest Revision: 2018.02.03*

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) members interviewed by the press to make statements on sensitive issues.

b) MESTA members who find them useful in dealing with colleagues, parents, board of education members, etc.

4. All current position statements will be included in the Miscellaneous Section of MOM and posted electronically.

Section 15. Donations to MESTA *Latest Revision: 2013.02.09*

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 with 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 Acquisitions committee will keep records of such donations.

Section 16. Electronic Communication

Original Language: 1993.03.27

Latest Revision:

2013.02.09

16.A Electronic Mail (e-mail)

1. 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.
2. 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.
3. MESTA shall make itself accessible by way of e-mail. Persons wishing to write to MESTA shall be provided with access. E-mails should be sent through the MESTA website by using the "Contact Us" option.
4. The MESTA e-mail will be monitored by the appropriate MESTA Board member, depending on the subject category entered into the e-mail via the MESTA website "Contact Us" option. The MESTA Board shall decide which Board member position best matches the available categories that users may select from. Current categories and positions include:
 - a. Website Content ==> Web Master
 - b. Website Technical ==> Web Master
 - c. Membership ==> Membership Director
 - d. MESTA Journal ==> MESTA Journal Editor
 - e. MESTA E-News ==> E-News Editor
 - f. Volunteering ==> Volunteer Coordinator
 - g. Position Nomination ==> President
 - h. Award Nomination ==> Web Master (depending on award - will forward note to appropriate Board position)
 - i. Rock/Mineral Raffle ==> Rock Raffle Coordinator
 - j. Other ==> Web Master (will determine which Board position to forward note to)
5. The assigned Board member will answer and respond to the e-mail received or will pass the messages along to appropriate Board members.
6. MESTA will maintain a listserv for all Board members for the purposes of internal communication.
7. MESTA will also maintain a listserv that MESTA members and other interested parties may join to share appropriate communications and information.

16.B WEBSITE

1. MESTA shall maintain a website to facilitate communication between Earth Science educators and share information. The current MESTA website address is listed on the MESTA Personnel Page.
2. The MESTA website will be overseen by an official Web Master appointed by the Board. Individual web pages will be maintained by the appropriate MESTA Board member. The current Web Master is listed on the MESTA Personnel Page.

Section 17. Equipment / MESTA Owned

Latest Revision: 2005.02.05

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.

Section 18. Evenings of Earth Science (Mini-Conferences) *Original Language: 1993.03.27 Latest Revision: 2016.02.09*

18.A Evenings of Earth Science are regional drive-in mini-conferences held for teachers by teachers and serve to 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.

18.B Proposals for MESTA evenings of Earth Science should be made to the President to be put on the agenda for the next Governing Board meeting.

18.C The typical format of Evenings of Earth Science should include:

1. **Times:** for approximately 2-3 hours.
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 events 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 website and in the MESTA E-news.
 - c. E-Mailings through ISD's to the regions within a reasonable driving distance to the host school
 - d. E-Mailings to MESTA members.

18.D As with all presentations, connections to the Michigan Science Standards should be clearly delineated.

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.

Section 19. Executive Committee and Governing Board *Original Language: 1993.03.27 Latest Revision: 2018.02.03*

19. A Executive Committee

1. By definition [see Constitution, Article IV-A,C], "...the elected officers (President, President-Elect, Recording Secretary, Treasurer and Membership Director) plus the Past President and Editor shall constitute the **Executive Committee.**"
2. 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]
3. 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]
4. Executive Committee positions:
 - a. President (expires odd, becomes Past President)
 - b. President-Elect (expires odd, becomes President)
 - c. Past President (expires odd)
 - d. Newsletter Editor (expires odd)
 - e. Recording Secretary (expires even)
 - f. Treasurer (expires even)
 - g. Membership Director (expires even)[expirations added 2005.06.21]

19. B Governing Board

1. By definition [see Constitution, Article IV-C), "...the Executive Committee plus the appointed officers shall constitute the Governing Board."
2. 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]
 - a. 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.
 - b. Prior to the annual membership meeting, the President shall chair a meeting of the Executive Committee during which appointments to the Governing Board will be made.
3. Board Members At Large [2005.05.07]
 - a. Upon their acceptance of their nomination, Board Members at Large are expected to
 - i) represent the views of the general membership
 - ii) attend Board meetings regularly to exercise their voting responsibility.
 - b. 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).
4. 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]
5. There is no term limit that may be served as an appointed member of the Governing Board. [2005.05.07]
6. Listing of Governing Board positions and expirations [2005.05.07]:
 - a. Expiring in ODD numbered years:

OEST Awards Chair

Stoney Awards Chair

Cranson Awards Chair

E-Mail Monitor

Free & Inexpensive Chair

b. Expiring in EVEN numbered years:

Kits Chair

MDSTA Liaison

Meteorology Liaison

MSTA Liaison

Geoscience Liaison

NESTA Liaison

New Teacher Contact

Operations Manual Chair

Public Relations Chair

Raffle Chair Coordinator

Rock Shop Chair / Acquisition

Committee Chair

Volunteer Chair Coordinator

Website Content Coordinator

MESTA E-news editor

Some Board Member/s at Large

(designated at time of nomination)

Historian

Stalking-The-Wild-Quarry Chair

Some Board Member/s at Large

(designated at time of nomination)

7. Governing Board members may be removed by a 75% vote of the Governing Board at a Governing Board meeting.

[2005.06.21]

8. 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.

9. For the purposes of inner Governing Board communication, Board members will supply relevant means of contact

for home and/or school: addresses, phone numbers, e-mail addresses, and time restrictions on the receiving of

phone calls. It is understood that this information will be published on the MESTA Personnel Page and made available only to those whose names appear on the list.

10. 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.

11. The Executive Committee has the authority to make necessary decisions representing the Governing Board when

circumstances dictate. Such decisions can be made by e-mail, electronic meetings (ex: Skype or Zoom), 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.

12. As responsible members of the organization, all Governing Board members

a. should be present at the MESTA Annual Conference.

b. should be present at all scheduled Governing Board meetings.

c. are encouraged to be present at and actively represent MESTA at other conferences.

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

Section 20. Expense Reimbursements

Board Approval: 1993.03.27

Latest Revision: 2013.02.09

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 postage expenses for MESTA business reimbursed at their request. Reimbursement requests should be timely and submitted in writing, using the approved reimbursement form, to the Treasurer with original receipts.

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".

Section 21. Field Conferences /Summer

Board Approval: 1993.12.11

Latest Revision:

2013.02.09

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

21.C 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 whenever 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, and 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. Every effort should be made to provide optional university graduate college credit for the Conference.

Requirements for college credit will be determined by the Leader(s) and the university agreeing to award credits,

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.D 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 future group needs.

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 field trip leaders in a timely fashion.

21.E Field Conference Plan: General

1. 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.

2. The Conference flier should include a clear statement reflecting the intended nature and size (if a limit is necessary)

of the group.

3. 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.F Field Conference Plan: Lodging Arrangements

1. Both camping opportunities and indoor accommodations should be available whenever possible.

2. Activities, such as campfires or evening review sessions should be organized to encourage socialization.

21.G 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 e-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.H 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 distributed through the *Michigan Earth Scientist*, the MESTA E-news, and MESTA Website and printed to be made available at conferences (MDSTA, MSTA, etc.).
3. A detailed Field Conference itinerary must be submitted and approved by the MESTA Governing Board no later than
the May meeting.

21.I 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.J 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) or MESTA designee, then forwarded to the MESTA

Treasurer

promptly after receiving them to avoid delays in balancing checkbooks.

4. Leader(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.K 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.L 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.M Post-Trip Meeting

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.N Conference Evaluation

1. Evaluation forms are to be prepared before the conference and distributed at the end. They should allow the participant to evaluate the trip, reflect on their personal and professional experience, pick out the highlights and

lowlights, and make suggestions which might be incorporated in future trips. A summary of the evaluations will be

presented to the Board at the September meeting.

2. The Leader(s) should submit a financial summary, a copy of the participant evaluation forms, and their personal

evaluation of the field conference as soon as possible after completion.

Section 22. Free & Inexpensive, Rock Shop

Original Language: 1993.03.27

Latest Revision:

2013.02.09

22.A Purpose and Definition

1. The purpose of both the Free & Inexpensive (F&I) and Rock Shop 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 Rock Shop room shall be based on one factor only. If items

were purchased for resale (as is) they go in the Rock Shop. 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 Rock Shop, and for repricing items.

Prices for Rock Shop items will be determined by the Rock Shop 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. The Governing Board specifically reserves the power to determine where and when the F&I or Rock Shop will occur.

2. Every effort should be made to locate the F&I and Rock Shop sessions in an easily accessible area at the conference.

F&I and Rock Shop rooms should be separate when possible, but in rooms that are close or adjoining.

3. At the MESTA Conference, both F&I and Rock Shop sessions should be scheduled simultaneously by mutual agreement of F&I Chair, Rock Shop Chair, and Conference Chair.

4. F&I and Rock Shop will generally be available at MSTA (for both days) and generally at MDSTA.

22.D Financial Matters

1. In both Rock Shop and F&I sessions, a form for the shopper to record purchases will be provided.

[2005.06.21]

2. In both F&I and Rock Shop sessions, a cashier area will be set up, including cash box, calculator, and receipts.

3. The chairpersons of both F&I and Rock Shop shall be responsible for preparing an accounting system which would

monitor moneys collected and expenses. Completed forms should be sent to the Treasurer promptly after the conference.

22.E Crowd Control

1. When F&I and Rock Shop 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 Rock Shop chairpersons shall decide when it is appropriate to begin limiting access to the room to prevent overcrowding.

Section 23. Job Descriptions of Appointed Chairs (listed on MESTA Personnel Page)

23.A 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 Rock Shop (purchased materials for resale).

2. Committee members may focus their attention on Free & Inexpensive, Rock Shop, or divide their volunteer time.

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. Rock Shop 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.

See MOM Sections, "Acquisitions", "Acquisitions Committee", "Donations to MESTA", "Free & Inexpensive / Rock Shop", "Rock Parties".

23.B AWARD (Cranson Field Scholarship) CHAIR

Latest Revision: 2013.02.09

1. The chairperson for the Cranson Field Scholarship shall be responsible for:

a. posting the application to the MESTA website, writing short reminders in the *Michigan Earth Scientist* MESTA e-news, and distributing award applications at conferences,

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.C AWARD (OEST) CHAIR

Original Language: 2018.02.03

1. The chairperson for the Outstanding Earth Science Teacher award shall be initially responsible for:
 - a. Publicizing the award to MESTA membership by multiple means (e-mail, newsletter, conference flier), as well as share the nomination forms with other regional or state science organizations.
 - b. Receiving nominations from MESTA members throughout the year until the deadline.
 - c. Assembling an award committee to evaluate potential candidates based on criteria listed in Section 7 above.
2. The OEST chairperson shall then be responsible for:
 - a. notifying the award recipient,
 - b. contacting school administrators, local, regional, and/or state media outlets to publicize the awardee.
 - c. obtaining award plaques and monetary award in time for presentation of the award.See also MOM Section, "Award (OEST)"

23.D AWARD (Stoney) CHAIR

Latest Revision: 2013.02.09

1. The chairperson for the Stoney Award shall be responsible for:
 - a. posting the application to the MESTA website, writing short reminders in the *Michigan Earth Scientist*, MESTA e-news, and distributing award applications at conferences,
 - 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 Stoney Award review committee to modify guidelines and requirements as needed. Input from the governing board will be solicited via e-mail or at regularly scheduled meetings. See MOM Section, "Award (Stoney)"

23.E BOARD MEMBER AT LARGE

Original: 1997.05.17

Latest Revision: 2013.02.09

1. A Board Member at Large currently holds no other MESTA 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 Annual Conference as are all Board members.

23.F E-MAIL MONITOR

Original: 1997.05.17

Latest Revision: 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 MOM Section, "Electronic Communication"

23.G FREE AND INEXPENSIVE CHAIR

No Language Approved

Job description sought. See also MOM Section, "Acquisitions", "Acquisitions Committee", "Free & Inexpensive"

23.H GEOSCIENCE LIAISON

Original Language: 2013.02.09

1. The Geoscience Liaison maintains communication with other universities and specifically Michigan State University.
2. The Geoscience Liaison represents MESTA with Incorporated Research Institutions for Seismology (IRIS) and the Seismometers in Schools program.
3. The Geoscience Liaison provides technical and content support for the MIQuakes seismometer network.
4. The Geoscience Liaison monitors Solid-Earth Geoscience issues and assists the development of workshops. See MOM Section, "University Partnership"

23.I HISTORIAN

Original Language: 1993.03.27

Latest Revision: 2005.06.21

1. The Historian shall be responsible for keeping a general record of past and present MESTA activities, including:
 - 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

Original Language: 2013.02.09

1. The Kit Coordinator will be responsible for making sure any MESTA sponsored kit and their associated materials is maintained, transported, and present for sales at MDSTA, MSTA, and MESTA Summer/Fall conferences for sale and distribution.
2. The Kit coordinator will be encouraged to develop additional kits or solicit and assist MESTA members to do so.

23.K MESTA E-News Editor

Original Language: 2013.02.09

The editor of the E-News is responsible for prompting board members to upload the E-News content starting on the 1st of the month, and concluding on the 17th of each month. The editor then makes sure the E-News is properly formatted and ready for sending on the 20th of each month.

1. Send notices to the board listserv for members to begin uploading content each month. Send reminder notices as the deadline of the 20th approaches.
2. When possible, each article should have an image of a person, activity, or a logo.
3. Article content should be formatted to be easy to read (small paragraphs, ordered or un-order lists, etc)
4. Web and e-mail addresses should be active links, each of which must be tested to be sure that they work.

The

links should show the actual address as the “click on” item.

5. Make sure all board members have the latest version of “How to upload to the E-News.” Assist board members with uploading or formatting difficulties.
6. Select items to appear in the calendar section.
7. After re-testing all the links, and reviewing the MESTA E-News in preview mode, send a notice to Roberta and Julia that the E-News is ready to send. If the E-News does not come out by mid day on the 20th—send a reminder notice to Roberta Johnson and Julia Genyk.

23.L METEOROLOGY LIAISON

Original Language: 2013.02.09

1. The Meteorological Liaison will represent MESTA on the Michigan Committee for Severe Weather Awareness.
2. The Meteorological Liaison shall monitor meteorological and climatological education resources and materials; communicating availability of these resources to the MESTA governing board and membership.

23.M MSO LIAISON No Language Approved Job description sought.

23.N MSTA LIAISON

Original Language: 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, Rock Shop)
- 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.O NESTA LIAISON *Original Language: 2013.02.09*

1. Shall be the primary person for MESTA's official liaison with NESTA.
2. The NESTA Liaison will comply with NESTA requirements for Affiliates by:
 - a. Supplying a current list of officers of MESTA, annually (will reference the MESTA officer web page).
 - b. Working with the MESTA Treasurer to provide a one page annual financial statement.
 - c. Submitting an annual one-page report on MESTA's accomplishments. (Including such information as meetings held, field conferences, publications, awards granted, liaisons with other teacher associations, and so on.)
 - d. Notifying NESTA of any changes in MESTA's Articles of Operation as they occur. (The current Constitution and Bylaws will be available on the MESTA website. The MESTA Operations Manual (MOM) will be offered.)
3. The NESTA Liaison will serve as MESTA's representative to participate in any NESTA Affiliate Association Meeting(s) that take place by teleconference. See MOM Section, "NESTA Partnership"

23.P JOURNAL EDITOR *Original Language: 1993.03.27 Language Modified: 2013.02.09*

1. The Newsletter Editor's primary responsibility is the production of The Michigan Earth Scientist. 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. Submission to the Web Master
2. The Editor is responsible to ensure that copyright laws are not violated and to request permission to reprint articles from other publications as needed.
3. 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 Language: 1997.05.17 Language Modified: 2013.02.09*

The MOM chair is responsible for:

1. writing/drafting new MOM language as necessary to fairly represent current MESTA procedures.
2. maintaining an accurate master operations manual to be used for distributing as needed electronically.
3. assisting the Governing Board or Executive Committee during meetings to recall current written procedures.

4. encouraging electronic distribution of MOM whenever possible (and keeping receipts for printing and mailing costs for paper copies for reimbursement by the MESTA treasurer).
5. supplying an updated electronic copy of MOM for the MESTA website.
See MOM Sections, "Purpose/Distribution of MOM" and "Revising MOM"

23.R PROFESSIONAL DEVELOPMENT Chair

Original Language: 2018.02.03

The Professional Development chair is responsible for coordinating Earth Science/NGSS-style teacher training activities, including:

1. Online professional development sessions through a variety of media such as Google Hangouts or Zoom,
2. Online guest speakers who provide teachers with valuable professional development
3. In-Person events such as Saturdays or Evenings of Earth Science or MESTA workshop

The professional development chair is also responsible for promoting these events with the public relations chair.

23.S PUBLIC RELATIONS Chair

Original Language: 1997. 05.17

Language Modified: 2013.02.09

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 name 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 depend on the Public Relations chair 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 Content Coordinator for posting on the MESTA website and should be linked to each MESTA E-news.

23.T RAFFLE CHAIR

Original Language: 2013.02.09

The Raffle Chair is responsible for:

1. setup and take-down of the raffle and coordinating with the Volunteer Coordinator if assistance is required.
2. the sale of raffle tickets during the MESTA and MSTA conferences and coordinating with the MESTA Board if assistance is required (i.e. while Raffle Chair attends a session, lunch etc). If no assistance is available, Raffle Chair will temporarily close the raffle until such time that the Raffle Chair returns or a MESTA board member is present.
3. running the raffle.
4. storage of raffle materials, including (but not limited to): specimens, \$5 special items, tubs, cash-box, and tickets.
5. keeping inventory of stored raffle items, including information on donor, where collected, and cost (if purchased).
6. the development of information slips for each specimen.

7. coordinating with Acquisition Committee members to ensure a sufficient supply of \$5 raffle items.
8. reporting deposit totals for each conference regularly at board meetings.
9. reporting deposit totals to the MESTA Treasurer upon completion of deposit.

23.U ROCKSHOP CHAIR *Original Language: 12.02.95* *Language Modified: 2013.02.09*

1. The Rock Shop Chair is responsible for making all session and room arrangements for Rock Shop Sessions.
2. The Chair will keep the inventory of Rock Shop materials on hand.
3. The Chair will prepare reports to the Board and the Treasurer after each sales event.
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 Rock Shop allotment for the coming fiscal year. [See Acquisitions, 05.C]
6. The Chair will maintain a Rock Shop 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 Rock Shop"

23.V STALKING-THE-WILD-QUARRY CHAIR No Language Approved

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

23.W VOLUNTEER COORDINATOR *Original Language: 2013.02.09*

1. The Volunteer Coordinator is responsible for contacting the Free and Inexpensive Chair and the Rock Shop Chair prior to a conference to determine what assistance is required.
2. All MESTA volunteers must be MESTA members. Volunteer coordinator is responsible for reminding volunteers to update their membership (if necessary).
3. Volunteer Coordinator shall make arrangements to ensure that prearranged workers, or volunteers, are admitted to non- MESTA-sponsored conferences free, either by getting prearranged workers admitted without charge or by paying any required fees.
4. For the MSTA conference, the Volunteer Coordinator will contact the listserv to request volunteers 1 month prior to early registration. Volunteer coordinator will generate a list of 10 volunteers (determined by the number of allotted free MSTA conference registrations) from the email response, first come first serve.
5. Volunteer Coordinator is responsible for registering volunteers for the MSTA conference. This does NOT include membership. Volunteers should be members of MSTA prior to registering for the conference.
6. Volunteer Coordinator will contact each volunteer so that they are aware of what their volunteer responsibilities will be during the conference. A minimum of 4 hours of volunteering is expected.

23.X WEBSITE COORDINATOR

Original Language: 2018.02.03

1. The Website Coordinator shall be in charge of making (or directing the NESTA website programmer) changes to all the pages of the MESTA website and should have some working knowledge of HTML code, or a willingness to learn about HTML.
2. When appropriate, the Website Coordinator will work with any MESTA Governing Board member to make sure that web page updates are correct and reflect the change requested by the MESTA Board.
3. The Website Coordinator shall update the Website Calendar as needed since these items are pulled into the MESTA E-Newsletter.
4. The Website Coordinator will periodically scan the web pages to determine if any page contains outdated information that can either be updated or deleted.
5. The Website Coordinator will work with the NESTA Website Coordinator to keep current with proposed or installed changes to the websites (this is assuming that the MESTA web site continues to be installed to work with the NESTA web site).
6. The Website Coordinator should serve as an advisor to the MESTA Governing Board whenever questions arise about adding, changing, or deleting web site material.
See MOM Section, "Electronic Communications"

Section 24. Membership

Latest Revision: 2005.06.21

Language Modified: 2018.02.03

24.A General Provisions:

1. Membership is open to any individual or organization interested in Earth Science education at any level.
2. 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.
3. Membership database is maintained online through our affiliation with NESTA. At no time shall any database information be sold or made public for any reason. Access to this information shall be made available only to those with an expressed interest by the membership director
4. It is suggested that prospective members as well as current members use the online membership option to begin or renew their membership. However inquiries and membership renewals can also be facilitated through the membership director via USPS. It is the member's responsibility to keep their membership up-to-date.

24.B Membership benefits include:

- a. access to an online listserv discussion forum.
- b. online access to MESTA E-News, Journal and other features on our webpage (some available only to current MESTA members.
- c. access and participation in field experiences, annual conferences.
- d. representation in various state and national educational organizations.
- e. eligibility to apply for several monetary scholarships including Cranson Awards, Stoney Awards, and Outstanding Teacher Awards.

24.C MESTA Membership costs:

1. Membership rates are set by the Governing Board annually. Current membership rates are \$10/yr or \$25/3yrs. Student memberships are FREE to students currently pursuing an Earth Science degree with a teaching certificate.
2. Life Membership Price Schedule [Lifetime membership section: Board Approval 2004.08.28]
This lifetime membership dues category is based upon age and, to a lesser extent, years of service in the education

Age	21-29	30-34	35-39	40-44	45-49	50-54	55+ / 30yrs Teaching+

Cost	\$280	\$245	\$210	\$175	\$140	\$105	\$70
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field. The sliding scale cost is:

3. Lifetime dues will be adjusted at the Board's discretion to keep them consistent with annual membership fee rates.

24.D Determining Membership Prices

Membership prices should be set at a rate so the cost of Life memberships is not likely to be a major loss to MESTA over the life of the member.

24.E Membership Year

1. The membership year is defined in the MESTA Constitution/Bylaws, Article VII.

24.F Reciprocal and Liaison Memberships:

1. *Reciprocal Memberships:* With neighboring institutions, a reciprocal membership is allowed when agreed upon by respective Membership Directors. Reciprocal memberships shall be reconsidered yearly. Reciprocal memberships shall remain between Membership Directors only of each entity and is customary for each director to forward any pertinent information to its members from the other organization it feels appropriate. This agreement does not necessarily allow all organizations members full reciprocal membership. Reciprocal Membership Directors may have voting rights where appropriate.

2. *Liaison Memberships:*

MESTA has developed relationships with certain individuals and organizations over the years. MESTA feels these relationships are important to facilitate conferences, field experiences, educators

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

Section 25. MESTA Name / Logo

Board Approval: 1994.01.29

Latest Modification:

2005.06.21

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

Section 26. Michigan Science Standards

Language Modified 2018/02/03

The latest standards were modified from the Next Generation Science Standards, formally adopted by the Michigan Department of Education in 2015, and can be found at http://www.michigan.gov/mde/0,4615,7-140-28753_64839_65510-339833--,00.html

Section 27. Minutes

Original Language: 1997.05.17

Latest Revision: 2005.06.21

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.

Section 28 University Partnership

28.A Background

MESTA has a long-standing, mutually beneficial, relationship with Michigan State University to offer graduate and undergraduate course credit for approved MESTA field conferences. In recent years, MESTA has partnered with other universities to also offer graduate and/or undergraduate credit for MESTA approved field conferences.

28.B MESTA Responsibilities

1. MESTA will establish guidelines for conducting MESTA-endorsed field conferences.

2. The MESTA Board shall consider field conference requests and recommend to either endorse or not endorse them.

3. MESTA will designate a person(s) to handle contacts with the university's designated representative.

28.C University Responsibilities

1. The university will designate its procedures and representative(s) and convey them to MESTA.

28.D Financial Support of Field Conference Leaders

1. MSU will not pay field conference leaders. Reimbursement of expenses, , is possible depending on the arrangement reached with the university.

2. "Expenses" are defined primarily as travel, food, and lodging, but may include other expenses not reimbursed by MESTA.

3. 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.

4. The MESTA Board will determine reimbursement pay-out to each field conference leader based on MESTA policy.

5. MESTA will transfer original supporting receipts to the university along with its specific determination for

reimbursement pay-outs.

Section 29 NESTA Affiliation

Original Language: 2013.02.09

State, local, or regional Earth Science Teacher Associations (ESTAs) are invited to apply for affiliation with NESTA by meeting the following conditions:

1. Notifying by letter signed by the chief officer that the association has declared its intention to become a NESTA

Affiliated Association.

2. Providing NESTA with a copy of the association's articles of operation such as their Constitution and Bylaws.

3. Providing a list of present officers, their addresses, and relevant contact information.

4. Providing a brief financial statement indicating sources of income and the nature of expenditures.

5. Providing indication of the applying affiliate's dues structure.

6. The above materials should be delivered to the current NESTA President, for presentation to the NESTA Board of

Directors, who will vote on the affiliation application.

Groups affiliated with NESTA will:

1. Designate one person who shall be that association's official liaison with NESTA.

This person shall be responsible for:

a. Supplying a current list of their officers of the Affiliate, annually.

b. Providing a one page annual financial statement.

c. Submitting an annual one-page report on the Affiliate's accomplishments. (This should include such information as meetings held, field conferences, publications, liaisons with other teacher associations, etc.)

d. Notifying NESTA of any changes in the Affiliate's Articles of Operation as they occur.

2. Affiliates agree to appoint a representative to participate in NESTA Affiliate Association Meeting(s) that will take

place by way of teleconference.

3. Affiliates agree to link their home page to the NESTA web site and allow NESTA to link to their site.

4. Affiliates agree to provide their members with NESTA membership forms and other NESTA promotional literature

at least once annually.

5. There will be a one-time set up fee of \$50 to affiliate with NESTA.

6. Members of affiliates will gain access to special joint membership rates. The NESTA portion will be set by the NESTA Board. The affiliate sets its own membership portion of the joint membership rate.

7. NESTA shall deduct the transaction fees for processing credit cards from the Affiliates.

NESTA agrees to:

1. Grant access to the NESTA web service package options to NESTA Affiliates.

2. Link to the NESTA Affiliate's website.

3. Affiliates have the option to be included in plans NESTA has in seeking outside grants.

4. Receive reports from the NESTA Affiliates.

5. Raise Affiliate's concerns to groups with which NESTA is affiliated (AGU, AGI, NSTA, CESE, GSA, Triangle, etc.)

6. Wave the requirement of NESTA membership for participation in NESTA events for individuals belonging to an NESTA Affiliate. (field trips & field conferences).

Adopted by NESTA 1991;

Modified March 2001;

Modified March 2009

NESTA is one of the original NESTA Affiliates and is in compliance with the 2009 Affiliation Guidelines.

MESTA finally completed its adoption of the NESTA web services in 2012 when the MESTA Website re-launched with the NESTA format, design, and many of the NESTA web capabilities. Mestarocks.org is now hosted in conjunction with NESTA. The MESTA online newsletter, the MESTA E-News, also began publishing in December of 2012.

Section 30. Newsletter Publication

Original Language: 1995.12.02

Language Revised: 2013.02.09

30.A The official title of the newsletter is The Michigan Earth Scientist (MES).

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 sent by e-mail to the editor.

30.D Formatting of submitted materials should follow instructions listed in the MES.

30.E Submission Deadlines: September 15 (Fall Issue) December 15 (Winter) March 15 (Spring) June 15 (Summer)

Section 31. Publications for Sale

Original Language: 1981.12.

Latest Revision: 1997.05.17

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, Article II, adopted 10/93]. As a result, we are interested in books, images, movies, kits, 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. Subject matter must be related to Michigan features, or outstanding natural events of wide interest 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 and receiving approval from 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. Rock Shop or Free & Inexpensive Chair (depending on location of sale) 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, and may do so by

contacting the President to have the work added to agenda for the upcoming Governing Board meeting.

It is NOT reasonable to expect LENGTHY documents can be satisfactorily reviewed just in the few minutes normally

available at Governing Board meetings.

2. The proposer must prepare BOTH a purchase plan AND a promotional plan for the work. Both plans must be approved by the Governing Board.

3. Whenever possible, bulk purchases and/or discount prices should be obtained using the MESTA name (tax-free numbers, etc.)

4. 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, lack of sales, or other reason will be given and appear in 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 Rock Shop or Free & Inexpensive Chair (depending on where sold).

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.

Section 32. Raffle

Original Language: 2000.09.16

Language Revised: 2013.02.09

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 Materials for the raffle shall be gathered through donation or purchase, following appropriate guidelines (see "Donation" and "Acquisitions").

32.C 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.D 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 classroom setting. It should be clear to all participants the reason the item is special.
- g. Donor's name.

32.E The Raffle Chair, with approval of the Executive Committee (acting on the Board's behalf), shall determine the price of raffle tickets. 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.F 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.

Section 33. Rock Processing Parties

Original Language: 1993.03.27

Latest Revision:

2013.02.09

33.A Rock parties are gatherings of volunteers to help the processing of materials for sale at Free & Inexpensive sessions.

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 Processing 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.
2. 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.
3. It is difficult to supervise and keep busy more than 7 or 8 people. Larger crowds suggest need for a co-host to assist.
4. 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 ask all participants to 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
4. proper use of all tools and UV lamps

33.D Rewards to Participants. Helpers are not to be paid in cash for their efforts, but may be able to take reasonable amounts of the materials being processed for their own personal or classroom use.

Section 34. Safety Procedures

Original Language: 2013.02.09

34.A Safety at MESTA activities: No activity deemed unsafe by the MESTA executive board will be allowed at any MESTA-sponsored event. At any activity within MESTA-sponsored event that has any associated personal risk, the participant will take responsibility for that risk which will be accepted as such with their participation in that activity. **MESTA will not be held responsible or liable for any personal injury.** Trip or conference leaders are strongly encouraged to remind participants of personal responsibility and liability.

Section 35. Stalking the Wild Quarry

Original Language: 1997.05.17

Language Revised:

2013.02.09

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 and approved by the MESTA Governing Board.

35.C While it is recommended that the leader of a specific stalking activity 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 leader of a specific stalking activity 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 Michigan Earth Scientist, MESTA

E-News, and on the MESTA website.

3. include a MESTA membership form with the publicity flier.
4. decide if 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.
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 leader of a specific stalking activity 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 leader of a specific staking activity 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.

Section 36. Treasurer Reports

Original Language: 1995.12.02 Latest Revision:

2013.02.09

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 so they have access to the account if needed.

36.C 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 should be included in the electronic bookkeeping. They may added/deleted as necessary.

- *Free & Inexpensive (income)*
- *Free & Inexpensive (expense)*
- *Membership (income/expense)*
- *Conference (MESTA, MDSTA, MSTA, Summer Field Conference) (income)*
- *Conference (MESTA, MDSTA, MSTA, Summer Field Conference) (expense)*
- *Raffle (income)*
- *Raffle (expense)*
- *Rock Shop (income)*
- *Rock Shop (expense)*
- *Bank Fees (expense)*
- *Interest (income)*
- *Awards such as OESTA, Cranson, Stoney, and heART of MESTA award (expense)*

36.E An electronic teller card for deposits during off hours at the bank makes life simpler for the Treasurer. The President should also have ATM cards for deposit only.

36.F The Treasurer will prepare a detailed quarterly for each meeting of the Governing Board.

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

A sample Treasurer Report template appears in Miscellaneous section.