



**BOARD POLICY
AND PROCEDURES MANUAL
2016**

COMPUTER SCIENCE TEACHERS ASSOCIATION
BOARD POLICIES AND PROCEDURES MANUAL

This document contains the policies and procedures of the Board of Directors of the Computer Science Teachers Association, hereinafter called the Organization or CSTA. As new policies and procedures are adopted or existing ones are revised, they will be distributed to each Board Member.

Generally, the role of a Board of Directors of a non-profit organization is to establish policy, and the role of the staff is to execute it. Policies are principles adopted by the Board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the staff and committees in dealing with a number of day-to-day problems. Administrative procedures or rules are detailed directions developed to put policy into practice. They tell how, by whom, where, and when things are done.

The manual is organized according to a numerical classification system. The system provides an effective means for coding, filing, and finding Board policies, administrative procedures, and other documents. The following major classifications are used in this manual:

<u>POLICIES</u>	<u>TITLES</u>
1.0	<u>GENERAL</u>
1.01	<u>Goals</u>
1.02	<u>Registration Fees</u>
1.03	<u>Services to Former Chairpersons</u>
1.04	<u>Adoption, Amendment, and Suspension of Board Policies</u>
2.0	<u>MEMBERSHIP</u>
2.01	<u>Overview</u>
2.02	<u>Code of Ethics for Members</u>
2.03	<u>Individual Members</u>
2.04	<u>Institutional Members</u>
2.05	<u>Affiliate Organizations</u>
2.06	<u>CSTA Chapters</u>
2.07	<u>Membership Term</u>
3.0	

	<u>BOARD OF DIRECTORS</u>
3.01	<u>Board of Directors</u>
3.02	<u>Duties of the Board of Directors</u>
3.03	<u>Indemnification of the Board of Directors</u>
3.04	<u>Parliamentary Authority</u>
3.05	<u>Vacancies on the Board</u>
3.06	<u>Board Operations</u>
3.07	<u>Confidentiality and Conflict of Interest</u>
3.08	<u>Board Travel</u>
3.09	<u>Ex-Officio Board of Director Members</u>
3.10	<u>Officers of the Board of Directors</u>
3.11	<u>Chairperson</u>
3.12	<u>Chairperson-Elect and Past-Chairperson</u>
3.13	<u>Executive Committee Selection Process</u>
4.0	<u>COUNCILS AND COMMITTEES</u>
4.01	<u>Advisory Council</u>
4.02	<u>Executive Committee</u>
4.03	<u>Committee Reports</u>
4.04	<u>General Information about Committees</u>
4.05	<u>Standing and Special Committees</u>
5.0	<u>CSTA CHAPTERS</u>
5.01	<u>Chapters</u>
6.0	<u>AFFILIATE ORGANIZATIONS</u>
6.01	<u>Affiliate Organizations</u>
7.0	<u>EXECUTIVE OFFICERS</u>
7.01	<u>Organization Offices</u>
7.02	<u>Executive Officers</u>
7.03	<u>Duties and Responsibilities of the Executive Director</u>
8.0	<u>FISCAL MANAGEMENT</u>
8.01	<u>Income's Effect on Tax Status</u>
8.02	<u>Reimbursement of Expenses</u>
8.03	<u>Financial Reports</u>
8.04	10.0 <u>Reserve Fund</u>
8.05	<u>Account Titles and Numbering Systems</u>
9.0	<u>PUBLICATIONS</u>
9.01	<u>CSTA Policies Concerning Publications</u>
	<u>CONTRACTOR/VENDOR</u>
10.01	<u>Policy on Member Participation as Vendor or Contractor to Association</u>

GENERAL SERIES (1.0)

<u>POLICIES</u>	<u>TITLES</u>
1.01	<u>Goals</u>
1.02	<u>Registration Fees</u>
1.03	<u>Services to Former Chairpersons</u>
1.04	<u>Adoption, Amendment, and Suspension of Board Policies</u>

POLICY NO. 1.01

GENERAL

GOALS

The purposes of the Organization are defined in Article II of the CSTA Bylaws. In support of these purposes, CSTA has adopted the following mission statement and values.

MISSION

The Computer Science Teachers Association is a membership organization that supports and promotes the teaching of computer science and other computing disciplines. CSTA provides opportunities for K–12 teachers and students to better understand the computing disciplines and to more successfully prepare themselves to teach and learn.

VALUES

CSTA prioritizes how it selects and carries out its activities, initiatives, and projects based upon the following organizational values:

- Alignment with mission
- Collaboration
- Credibility
- Diversity and equity
- Fiscal responsibility
- High quality and excellence
- Innovation
- Integrity

POLICY NO. 1.02

GENERAL

REGISTRATION FEES

The Organization has the ability to establish a registration discount for members of at least equivalent to 10% for CSTA-managed functions and events.

Exceptions may be made with the approval of the Executive Committee on a function-by-function basis.

POLICY NO. 1.03

GENERAL

SERVICES TO FORMER CHAIRPERSONS

Copies of Board Meeting Notes shall be distributed upon request to any Past Chairperson of the Board of Directors.

A Lifetime CSTA membership for a Past Chairperson shall be automatic at the conclusion of their term as Chairperson.

POLICY NO. 1.04

GENERAL

ADOPTION, AMENDMENT, AND SUSPENSION OF BOARD POLICIES

The adoption of new or the changing of existing policies or procedures is solely the responsibility of the Board. Any changes to the Policies and Procedures Manual must be approved by the Board of Directors and shall take effect immediately.

Motions for new policies, policy revisions, or suspension of existing policies shall be submitted to the members of the Board along with all relevant documentation prior to any vote on such motions.

Copies of all approved policies shall be provided to all Board Members. A complete copy of the CSTA By-laws and Board Policies and Procedures, including all updates, shall be maintained on the CSTA Web site for full membership access.

MEMBERSHIP SERIES (2.00)

<u>POLICIES</u>	<u>TITLES</u>
2.01	<u>Overview</u>
2.02	<u>Code of Ethics for Members</u>
2.03	<u>Individual Members</u>
2.04	<u>Institutional Members</u>
2.05	<u>Affiliate Organizations</u>
2.06	<u>CSTA Chapters</u>
2.07	<u>Membership Term</u>

POLICY NO. 2.01

MEMBERSHIP

OVERVIEW

Membership in this Organization shall be available to individuals or groups of individuals who are interested in supporting teaching and learning in the computing disciplines at the K-12 level.

Applications for membership shall be submitted to the Organization's New York office. The Board of Directors shall determine the dues, responsibilities, and benefits of the various categories of membership. The various categories of membership shall be classified as Individual, Institutional, Affiliate, and Chapter.

POLICY NO. 2.02

MEMBERSHIP

CODE OF ETHICS FOR MEMBERS OF THE ORGANIZATION

This Code of Ethics for the members of CSTA serves as a guide to the ethical and responsible means of achieving the Organization's mission that states: "CSTA supports and promotes the teaching of computer science and other computing disciplines. CSTA provides opportunities for K-12 teachers and students to better understand the computing disciplines and to more successfully prepare themselves to teach and learn."

This Code is meant to supplement, not supplant, the ethical codes of other professional organizations to which CSTA members may belong.

As members of CSTA, we:

1. Use computing to strengthen and improve the educational opportunities and achievement of all students.
2. Convey to our students the richness and diversity of the computing disciplines and the opportunities for further study and careers.
3. Recognize and teach the ethical components of human-computing interaction and discuss the cultural and social aspects of computing use on an ongoing basis.
4. Protect students and colleagues from conditions harmful to their emotional and physical well-being when using computers through instruction and supervision.
5. Adhere to and teach the concepts and laws related to intellectual property, intellectual freedom, privacy, confidentiality, a diversity of viewpoints, safety, and appropriate use especially as related to computing.
6. Follow sound professional practices in the evaluation and selection of instructional materials and equipment.
7. Do not advance our private interests at the expense of our students, colleagues, or institutions, nor accept any gifts or services that may

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impair our professional judgment.

8. Exemplify life-long learning by continuing to advance our knowledge and skills through professional reading, participation in professional community, unbiased research, and leadership in workshops and conferences.
9. Work to advance CSTA's mission and goals through our personal volunteer efforts.
10. Strive to exemplify the ethical conduct that we expect of our students, colleagues, and leaders.

POLICY NO. 2.03

MEMBERSHIP

INDIVIDUAL MEMBERS

Individual membership status in CSTA is available to all persons, without discrimination, who are interested in education in the computing disciplines. An individual member shall be defined as any person who has applied, been approved, and paid any required dues.

An Individual member may vote in Organization elections and hold office in the Organization.

An Individual member shall receive Organizational benefits and member discounts as approved by the Board.

A specific sub-class of General Membership known as Complimentary membership may be granted to prospective members of the Organization or to individuals who have performed a significant service for the Organization. Complimentary memberships shall be awarded one year at a time. Eligibility criteria shall be determined by the Board of Directors. Complimentary memberships may be granted by Directors and Executive Officers of the Organization and by the Board Chairperson.

The specific sub-class of Individual Membership known as Lifetime membership may be granted to members who have made outstanding contributions to the field and/or the Organization. Eligibility shall be determined by the Board of Directors. The Lifetime membership shall continue until such time as the Organization can no longer maintain communications with the Lifetime member. A Lifetime member may vote in Organization elections and hold office in the Organization.

The membership fees and benefits of Individual Membership shall be established by the Board.

POLICY NO. 2.04

MEMBERSHIP

INSTITUTIONAL MEMBERS

Institutional membership is open to any organization concerned with the development and production of technology-based systems, products, and services that support education in the computing disciplines. CSTA and the institutional members shall work together to achieve the purposes listed in Article II of the CSTA Bylaws.

An institutional member shall be defined as an organization that has made an application and paid any required dues.

Institutional members are entitled to designate a single representative of the institution who may vote in Organization elections.

The membership fees and benefits of Institutional Membership shall be established by the Board.

POLICY NO. 2.05

MEMBERSHIP

CSTA AFFILIATE ORGANIZATIONS

Affiliate status is open to any non-profit, professional organization that is committed to the same or related goals as CSTA and has well-established methods of communicating with its own members.

CSTA and the Affiliate organizations shall work together to achieve the purposes listed in Article II of the CSTA Bylaws.

Application for Affiliate status must be submitted to the Executive Director of the CSTA at least forty (40) calendar days prior to a CSTA Board of Directors meeting and must include all of the requisite information requested on the application document.

The application will be reviewed by the Executive Director. If it is complete, the Executive Director will request that the Chairperson add an item for consideration of the application to the agenda for the next meeting of the Board of Directors.

The CSTA Board of Directors will vote on the application and report the result of that vote to the applying organization within thirty (30) calendar days of the Board of Directors meeting.

The membership fees and benefits of Affiliate status shall be established by the Board.

POLICY NO. 2.06

MEMBERSHIP

CSTA CHAPTERS

A chapter is a local branch of CSTA designed to facilitate discussion of local issues; to provide member services at the local level; and to promote CSTA membership locally, regionally, and nationally.

BENEFITS/RESOURCES AVAILABLE TO CSTA CHAPTERS

1. Approved use of the CSTA name.
2. Unlimited use of CSTA Chapter logo for identification.
3. Listing of regular meeting times/activities in the member communications as appropriate.
4. Advice and support from a special CSTA Chapter Liaison.
5. Contact information for all CSTA members in local region upon request.
6. CSTA promotional materials.
7. Opportunity for Chapter President/Chairperson to attend leadership events.
8. Publicity of professional development opportunities in region.
9. Facilitation of connections to local post-secondary institutions interested in K-12 issues.

OBLIGATIONS OF CSTA CHAPTERS

1. Ensure that the chapter has a clearly stated purpose/mission aligned to the CSTA mission.
2. Have a minimum of 5 members not all from the same institution.
3. Ensure that chapter members are CSTA members in good standing.

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4. Hold regular membership meetings.
5. Have a formal leadership structure and an identified slate of leaders.
6. Ratify a set of bylaws.
7. Provide a chapter name that reflects geographic location.
8. Continuity of elected leadership.
9. Have a non-restrictive membership.
10. Include a dissolution clause in the bylaws that provides for the disbursement of excess funds to CSTA.
11. Provide standardized, ongoing communication to members.
12. Provide an annual report to CSTA that details current chapter membership, a financial report, a description of activities during past year, and proposed activities planned for upcoming year.
13. Regularly communicate updates regarding leadership, membership, and activities to the CSTA Chapter Liaison.
14. Maintain relationships with other local chapters as appropriate.
15. Answer requests for information from CSTA promptly.
16. Promote CSTA to its membership and in the local region.

Application for Chapter status must be submitted to the Executive Director of the CSTA and must include all of the requisite information requested on the application document.

The application will be reviewed by the Executive Director and the Chapter Liaison. If it is complete, the Executive Director will forward the request to the Executive Committee electronically for approval. Executive Committee members will have five (5) business days to express concerns about the application. The application will be considered approved when a three-fifths (3/5) majority has been achieved.

The result of that vote will be communicated to the applying organization within thirty (30) calendar days of the end of the Executive Committee vote.

POLICY NO. 2.07

MEMBERSHIP

MEMBERSHIP TERM

The term for all categories of membership in the Organization shall be for multiples of a period of twelve (12) months. Dues shall be payable on the anniversary of the member's join date.

BOARD OF DIRECTORS SERIES (3.00)

<u>POLICIES</u>	<u>TITLES</u>
3.01	<u>Board of Directors</u>
3.02	<u>Duties of the Board of Directors</u>
3.03	<u>Indemnification of the Board of Directors</u>
3.04	<u>Parliamentary Authority</u>
3.05	<u>Vacancies on the Board</u>
3.06	<u>Board Operations</u>
3.07	<u>Confidentiality and Conflict of Interest</u>
3.08	<u>Board Travel</u>
3.09	<u>ExOfficio Board of Director Members</u>
3.10	<u>Officers of the Board of Directors</u>
3.11	<u>Chairperson</u>
3.12	<u>Chairperson-Elect and Past Chairperson</u>
3.13	<u>Executive Committee Selection Process</u>

POLICY NO. 3.01

BOARD OF DIRECTORS

BOARD OF DIRECTORS

The affairs and property of the Organization shall be managed by the Board of Directors.

CSTA shall be governed by a Board of Directors consisting of representatives elected by the membership, including:

- Chairperson,
- Chairperson-Elect or Past-Chairperson,
- K-8 Teacher Representative (1),
- 9-12 Teacher Representative (2),
- International Teacher Representative (1),
- University Faculty Representative (1),
- College Faculty Representative (1),
- Teacher Education Representative (1),
- School District Representative (1),
- State Department Representative (1), and
- At-Large Representative (2).

These elected positions are defined as follows:

K-8 Representative (1)—a classroom teacher who is currently teaching or promoting computer science at the pre-high school level.

9-12 Representative (2)—a classroom teacher who is currently teaching computer science at the high school level.

International Teacher Representative (1)—an international (outside the United States) classroom teacher who is currently teaching or promoting computer science at the pre collegiate level.

University Faculty Representative (1)—a faculty member from a university computing department offering graduate degrees in computer science.

College Faculty Representative (1)—a college-level faculty member or instructor from a college computing department. College in this case is defined as an

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institution of higher education that has primarily a teaching focus and not a research focus. It may include community colleges and four-year institutions.

Teacher Education Representative (1)—a college- or university-level faculty member who has primary responsibility for the instruction of pre-service and/or in-service teachers of computer science and/or computing disciplines.

School District Representative (1)—an administrator whose focus is technology or curriculum across multiple schools.

State Department Representative (1)—an educator or administrator who reports to a state department of education and oversees, in some capacity, computer science education.

At-Large Representative (2)—an educator with responsibilities for K–12 CS education.

All policy, fiscal activity, and official activity (e.g., committee creation and dissolution) decisions must be approved by a majority vote of the Board of Directors.

No individual may hold more than one of the 11 Representative positions at a time, nor may one person be a candidate for more than one position at a time.

The term of a newly elected CSTA Board Director shall be for the duration of two years, starting at the first CSTA Board summer meeting following the election and concluding on the day before the CSTA Board summer meeting two years later.

The Board of Directors shall be led by a Chairperson, with the support of either a Chairperson-Elect or Past Chairperson. Every two years, or more frequently if vacancies occur in the leadership, the Board of Directors shall elect a Chairperson-Elect. The Chairperson-Elect shall serve for one year and then assume the Chairperson position for two years, followed by one year as Past Chairperson.

The Directors shall assist in establishing the policies and organizing the activities of the Organization and shall perform such duties as may be delegated to them by the Chairperson or Board of Directors.

Voting members of the Board of Directors of the Organization shall receive no compensation. It shall be proper for a unit carrying out a contractual relationship with the Organization to receive payment as reimbursement for work, time, services, or costs of an individual who is a member of the Board of Directors, as

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long as such payment does not represent additional compensation to the member of the Board of Directors.

POLICY NO. 3.02

BOARD OF DIRECTORS

DUTIES OF THE BOARD OF DIRECTORS

It shall be the duty of the Board of Directors to:

1. Manage the affairs of the Organization with full authority and power granted to Boards of Directors of nonprofit corporations under the laws of the State of New York.
2. Recommend amendments and/or revisions to the Bylaws and Policies and Procedures, which it feels are desirable.
3. Approve Executive Director's selection and the compensation.
4. Hold nominations and an election for the Chairperson-Elect position as outlined in the Nominations and Elections Section (3.05).
5. Approve Chairperson's recommendation for appointment of chairs of standing and special committees.
6. Fill any vacancies on the Board of Directors that may occur between elections.
7. Provide for the publication of such materials that carry out the mission and purposes of the Organization.
8. Approve actions pertaining to Affiliate Organizations and CSTA Chapters.
9. Receive project ideas (preliminary proposals) for approval.

POLICY NO. 3.03

BOARD OF DIRECTORS

INDEMNIFICATION OF DIRECTORS AND OFFICERS

In consideration of their serving as Directors or Officers, the Organization shall indemnify any Director or Officer or former Director or Officer of the Organization or any person who shall have served at its request as a Director or Officer of another scientific, literary, and/or educational organization against reasonable expenses, including attorney's fees and judgments actually incurred by him/her in connection with the defense of any action, suit, or proceeding to which he/she is made a party by virtue of his/her actions while serving as a Director or Officer, except in relation to matters as to which he/she shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing right of indemnification shall not be exclusive of other rights to which any Director or Officer may be entitled.

POLICY NO. 3.04

BOARD OF DIRECTORS

PARLIAMENTARY AUTHORITY

RULES OF ORDER

Unless otherwise specified in the Bylaws or written policy, *Roberts Rules of Order*, shall prevail.

OFFICE OF THE PARLIAMENTARIAN

At the summer meeting of the Board of Directors, the Chairperson will appoint a person to serve as Board Parliamentarian.

DUTIES OF THE PARLIAMENTARIAN

The primary role of the Parliamentarian is to advise the chairperson regarding points of order and parliamentary procedures governing Board and Committee operations in accordance with Robert's Rules of Order and the CSTA Policy and Procedures Manual. In addition, the Parliamentarian shall serve as a member of the Governance committee.

POLICY NO. 3.05

BOARD OF DIRECTORS

VACANCIES ON THE BOARD

When a vacancy on the Board of Directors occurs between normal election cycles, the vacancy (with the exception of the Chairperson) shall be filled by a Board of Directors vote. The Nominations and Elections committee will nominate at most two persons with proper credentials for the vacant position to the Board of Directors for review. These candidates will be responsible for presenting their qualifications to the Board of Directors in a fashion similar to the normal election process. These qualifications will be submitted to the Board of Directors through the Executive Director at least seven (7) calendar days prior to the Board of Directors vote. The Executive Director will then deliver the qualifications to the Board of Directors at least four (4) days prior to the vote. Should a vacancy occur between regular Board of Director meetings, the selection process will be supervised by the Chairperson-Elect or Past-Chairperson who will arrange for the Board of Directors vote to occur electronically. Such an appointment will include all of the privileges and responsibilities of an elected Board Member and shall be for the duration of the unexpired term and in conformity with Article V, Section 3 of the Bylaws.

In the case of a vacancy in the office of the Chairperson, the position will be automatically assumed by the Chairperson-Elect. Such service shall not count toward the maximum of two years allowed a Chairperson.

In the case of a vacancy in the office of Past-Chairperson, the position of Past-Chairperson will remain vacant and a new Chairperson-Elect will be elected from the members of the current Board of Directors. The Chairperson will facilitate the election by asking for nominations from the current Board of Directors. The nominees for the Chairperson-Elect position must meet the qualifications for Chairperson-Elect and Chairperson.

If nominations are being made during a face-to-face meeting, the Chairperson will solicit nominations from the Board Members present. The Chairperson will announce the nominees and conduct a secret ballot to determine the new Chairperson-Elect. In the event of a tie, the Chairperson will cast the deciding vote.

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If the nominations are being made through electronic communications, the Chairperson will ensure a seven (7) business day waiting period to ensure that all Board Members have had a chance to be heard. The election process will occur by electronic communication immediately after the close of nominations. The Chairperson will send out an electronic communication listing all nominees requesting each Board Member's vote within the next five (5) business days. The winner of the election will be the member receiving the greatest votes. In the event of a tie, the Executive Director will cast the deciding vote. The Chairperson will send an electronic communication on the fourth (4th) business day advising Board Members of the election results.

One-half (1/2) of the members of the Board of Directors in office and eligible to vote shall constitute a quorum. If a quorum is present, a majority vote of those present and eligible to vote shall prevail as specified in Article IV, Section 6 of the Bylaws. The nominations committee may choose to provide electronic voting to the Board of Directors for situations where a physical meeting of the Board of Directors is not possible.

POLICY NO. 3.06

BOARD OF DIRECTORS

BOARD OPERATIONS

REPORTS TO THE BOARD

All official reports to the Board of Directors shall be considered accepted without need for a formal vote, unless questioned by a member of the Board. In such cases, a motion for acceptance shall be entertained, voted upon, and duly recorded.

ABSENTEEISM OF BOARD MEMBERS

Any member of the Board of Directors who misses two (2) consecutive scheduled meetings shall be considered to have resigned and the Chairperson shall officially request the Board Member to immediately submit his/her resignation in writing. Exceptions to this policy may be approved by the Chairperson under unusual circumstances.

If said written resignation is not received by the subsequent Board Meeting, the Board of Directors shall assume that the Board Member has, in fact, resigned.

QUORUM

One-half (1/2) of the members of the Board of Directors in office and eligible to vote shall constitute a quorum. If a quorum is present, a majority vote of those present and eligible to vote shall prevail as specified in Article IV, Section 6 of the Bylaws.

MEETINGS

The Board of Directors shall meet in person at least twice per year and may additionally meet by telephone at the discretion of the Chairperson. At the first meeting of the Board of Directors after the Chairperson takes office, the Chairperson shall fix the number of regular meetings of the Board of Directors for the year as well as tentative dates and locations of these meetings. Members seeking to place items on the agenda should submit such items to the Chairperson at least forty-five (45) calendar days prior to the Board of Directors meeting.

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A Special Meeting of the Board of Directors may be called by the Chairperson or at the request of twenty percent (20%) of the voting members of the Board of Directors provided written notification of the meeting has been posted with documentation to each Board Member at least thirty (30) calendar days prior to the meeting along with the agenda for said special meeting. No additional items may be considered at a Special Meeting besides those listed on the agenda.

Meeting dates and locations will be communicated to Board Members through the Executive Director.

All meetings shall be open to the Individual and Institutional members of the Organization.

POLICY NO. 3.07

BOARD OF DIRECTORS

CONFIDENTIALITY AND CONFLICT OF INTEREST

All members of the CSTA Board of Directors and its committees shall agree to adhere to the following Confidentiality policies.

1. Individual will not disclose or cause to be disclosed to anyone outside of the Organization, its committees, or staff any confidential information related to the operations, initiatives, or projects of the CSTA or any information relating to disciplinary actions taken against CSTA staff, officers, volunteers, or members. This obligation shall apply at all times and in any circumstance, unless otherwise directed by the CSTA or required by law, and shall survive after the individual's term expires.
2. Individual will keep all such confidential information in his/her possession in a safe and secure place, and will take all reasonable steps to protect against inadvertent disclosure or theft of the information.
3. Upon expiration of term with the CSTA Board of Directors or one of its committees, individual will promptly return to the staff any confidential information received or acquired from the Organization.
4. Individual assigns to the CSTA all copyright, title, and interest in any information or material developed, conceived, modified, or created by individual relating to his/her service to the CSTA Board of Directors, its committees, or any of its volunteer initiatives.
5. Individual understands that as a member of the CSTA Board of Directors he/she must observe certain fiduciary duties of loyalty, care, and obedience to the CSTA Board of Directors.
6. Individual agrees not to engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of CSTA Board of Directors, and will disclose to the CSTA Board of Directors any such conflicts of interest and any business, financial, personal, and organizational interests and affiliations that are or could be construed to be a conflict of interest. Individual further agrees to recuse him or herself from participation and deliberation on any matter for which he/she has any

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significant conflict of interest and agrees that the CSTA Board of Directors has the ultimate authority to make decisions regarding conflicts of interest and recusal from deliberation or voting.

7. Individual will not in a false, misleading, or deceptive manner reference participation in the CSTA's activities.

POLICY NO. 3.08

BOARD OF DIRECTORS

BOARD TRAVEL

BOARD MEMBER TRAVEL REIMBURSEMENT

Board of Director travel reimbursement for actual allowable expenses shall be paid to each Board Member, invited ex-officio members, and Task Force Chairs for attending a Board Meeting or each Executive Committee member attending any Executive Committee meeting.

Current CSTA Board Members will be supported to attend the CSTA Board Meeting. The exact number of nights and dates supported will be determined by the Executive Director in consultation with the Executive Committee prior to making travel arrangements. Board Directors who are also providing volunteer services at a CSTA event held in conjunction with a Board Meeting may be reimbursed additional nights at the discretion of the Executive Director in consultation with the Executive Committee.

Reimbursement for Board Members will cover:

Transportation costs, hotel, meals (as established by the IRS and published in Publication 1542), tips, and only alcohol consumed with meals.

Board Members are responsible for filling out an expense form correctly and completely and submitting it, along with all receipts, within sixty (60) days from return of trip. After sixty (60) calendar days, expenses are not reimbursable.

POLICY NO. 3.09

BOARD OF DIRECTORS

EXOFFICIO BOARD OF DIRECTOR MEMBERS

The Board of Directors may establish two exofficio, nonvoting positions on the Board. The people in these positions shall be from pre-university teaching positions and will be invited to all Board of Directors meetings and reimbursed for their travel.

Ex-officio members will serve a term of one year at which time the Board of Directors may renew an individual ex-officio member's term for up to a total of three years. Ex-officio members shall be selected at the Board of Directors meeting following the full membership election of Board of Directors positions. Ex-officio members shall begin their term at the next full meeting of the Board of Directors.

The main purpose for the appointment of ex-officio Board Members is to address equity representation upon the Board of Directors or other issues as determined by the Board of Directors.

Duties of ex-officio Board Members will be similar to those of elected Board Members. Ex-officio members will be expected to serve on standing committees and may chair a standing committee with experience. Comments from ex-officio Board Members will be welcomed during the discussion of Board issues. Ex-officio Board Members, however, shall not vote on motions brought before the Board of Directors.

POLICY NO. 3.10

BOARD OF DIRECTORS

OFFICERS OF THE BOARD OF DIRECTORS

As also described in Policy 3.01, CSTA shall be governed by a Board of Directors consisting of representatives including:

- K-8 Teacher Representative (1),
- 9-12 Teacher Representative (2),
- International Teacher Representative (1),
- University Faculty Representative (1),
- College Faculty Representative (1),
- Teacher Education Representative (1),
- School District Representative (1),
- State Department Representative (1), and
- At-Large Representative (2).

Of these, one will be selected Chairperson and another either Chairperson-Elect or Past-Chairperson. A Recorder may also be appointed for each meeting at the request of the Chairperson. Any member of the Board of Directors or staff may serve as a Recorder.

Duties of the Chairperson include chairing the Board of Directors, supervising and coordinating CSTA's volunteer activities, and serving as liaison to the Executive Director and staff. All formal communication in the name of CSTA shall be copied to the Chairperson.

Duties of the Chairperson-Elect and Past-Chairperson include substituting for the Chairperson and supervising elections if appointed by the Chairperson. All formal communication in the name of CSTA must be copied to the Chairperson-Elect or Past-Chairperson.

The Board of Directors will elect Chairperson-Elect from among the member-elected directors. The Chairperson-Elect becomes the Chairperson at the conclusion of the current Chairperson's tenure or in the event of the Chairperson's resignation.

CSTA Board Policies and Procedures Manual

The Chairperson, Chairperson-Elect, and Past-Chairperson will continue to represent their original representative constituency until they are no longer serving as an officer of the Board.

A standing committee is a permanent committee of CSTA. The Chairperson of a standing committee is responsible for coordinating the designated activities of the committee, choosing the volunteer members who will serve on the committee, serving as a liaison between the committee and the Board, and reporting to the Board of Directors on the committee's progress at each meeting of the Board.

At the discretion of the Chairperson, a Board Member or staff member may assume the role of Recorder. Duties of the Recorder include providing draft notes on the attendees and absences, the committee reports, and any motions or votes discussed or taken by the Board of Directors. The Recorder will submit the draft notes to the Executive Director within fourteen (14) calendar days of the completion of the Board of Directors meeting. The Executive Director will then distribute an edited set of the notes to the Chairperson and all Directors.

POLICY NO. 3.11

BOARD OF DIRECTORS

CHAIRPERSON

RESPONSIBILITIES OF THE CHAIRPERSON

1. Prepare agenda for each meeting of the Executive Committee, the Board of Directors, and the Organization. Agendas for Board of Directors meetings will be made available to all members at least thirty (30) calendar days before the scheduled meeting.
2. Attend all meetings of the Executive Committee, Board of Directors, and the Organization.
3. Preside at all meetings of the Executive Committee, the Board of Directors, and the Organization.
4. Issue special invitations to nonBoard Members who should attend the Board of Directors meetings.
5. Represent the Organization in matters of importance to the Organization.
6. Recommend appointments of chairs to Standing and Special Committees of the Organization.
7. Recommend appointments to fill vacancies on the Board.
8. Chair the committee called to search for a replacement of an Executive Director should one of this position become vacant.
9. Discharge the responsibilities of an Executive Director in the event that that position is vacant while the search for a replacement is being conducted.
10. Present a current financial report at each meeting of the Board of Directors and Executive Committee.
11. See that all of the day-to-day financial activities of the Organization are being conducted in a prudent manner and that an annual audit is conducted.

CSTA Board Policies and Procedures Manual

12. Coordinate projects, committee functions, and other relevant activities.
13. In conjunction with the Executive Committee members and the Executive Director, propose an operating budget for the subsequent year, for approval by the Board of Directors.

POLICY NO. 3.12

BOARD OF DIRECTORS

CHAIRPERSON-ELECT AND PAST CHAIRPERSON

RESPONSIBILITIES OF THE CHAIRPERSON-ELECT AND PAST-CHAIRPERSON

1. Attend all meetings of the Executive Committee, Board of Directors, and the Organization.
2. Serve for the Chairperson when the Chairperson is unable. The Chairperson-Elect shall automatically assume the office of Chairperson upon resignation of the Chairperson and shall complete the term of office of the resigned Chairperson.
3. Be responsible for aiding in the development of the Organization's programs.
4. In conjunction with the Chairperson and other Executive Committee members, propose an operating budget for the subsequent year for approval by the Board of Directors.

POLICY NO. 3.13

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE SELECTION PROCESS

The Executive Committee shall consist of the Chairperson, Chairperson-Elect or Past-Chairperson, and three (3) additional Board Members elected by the Board of Directors. One of the Board-elected Members to the Executive Committee will serve as the Secretary and will report upon Executive Committee business to the Board of Directors. The Executive Director shall serve as a nonvoting member of the Executive Committee.

Each year, at the summer Board Meeting, the Board of Directors will elect from among its members three representatives to serve on the Executive Committee for one year. Should a member of the executive committee resign from the Board of Directors or Executive committee, the Board will elect another Board Member to complete his/her term. Board of Director representatives to the Executive Committee must have previously served a minimum of one (1) year on the Board of Directors.

The Board of Directors will oversee the election of the Board representatives to the Executive Committee. Both peer and self-nominations will be accepted. Once nominations have closed, the Chairperson will oversee a concealed paper ballot election. The three members with the most votes will be elected to the Executive Committee. Board representatives to the Executive Committee may be re-elected to serve consecutive or non-consecutive terms.

The Executive Committee is responsible for electing one of the Board representatives to serve as the Executive Committee Secretary. The Secretary will be responsible for recording the Executive Committee actions. Personal matters concerning the Executive Director or other Board of Director members should be done in executive session and not recorded within the Secretary's report.

The secretary will be responsible for creating a report of the meeting and providing a copy of the report to the rest of the Executive Committee within five (5) days of the meeting. The Executive Committee members will then have three (3) days to notify the secretary of required corrections to the Secretary's report. A final copy of the Secretary's report will be forwarded to the entire Board of Directors one (1) week following any Executive Committee meeting.

COUNCILS AND COMMITTEES (SERIES 4.00)

<u>POLICIES</u>	<u>TITLES</u>
4.01	Advisory Council
4.02	Executive Committee
4.03	Committee Reports
4.04	General Information about Committees
4.05	Standing and Special Committees

POLICY NO. 4.01

COUNCILS AND COMMITTEES

ADVISORY COUNCIL

MEMBERSHIP

The Advisory Council shall consist of up to and not more than fourteen (14) members. The Advisory Council members shall be appointed by the CSTA Executive Director in consultation with the Organization's Chairperson. Board approval is not required for appointment to the Advisory Council.

The Advisory Committee shall consist of senior representatives of academe and businesses and industries that support the mission of the Organization.

The CSTA Board Chairperson may (but is not required to) attend all meetings of the Advisory Council.

MEETINGS

The Advisory Council shall meet in person at least twice per calendar year. The Executive Director, in consultation with the Advisory Council Chairperson and the Organization's Chair, shall set the agenda for each meeting. Members of the Advisory Council seeking to place items on the agenda should submit such items to the Executive Director in a timely fashion prior to the meeting. The Executive Director will provide an agenda for each meeting at least 10 (10) business days prior to the meeting.

CHAIRPERSON

The Advisory Council will select from among its own members, an Advisory Council Chairperson. The Chairperson may choose to chair the meetings or may designate the Executive Director to carry out this task. The Chairperson will approve the agenda for each meeting at least (3) three weeks prior to the meeting. The Chairperson will also speak for the Advisory Council for the purposes of media interviews, membership drives, or fundraising initiatives.

ABSENTEEISM OF COUNCIL MEMBERS

Any member of the Advisory Council who misses two (2) consecutive scheduled meetings shall be considered to have resigned; exceptions to this policy may be approved by the Executive Director under unusual circumstances.

If said written resignation is not received within a reasonable length of time following the second missed meeting, the Executive Director shall officially request the Council member to immediately submit his/her resignation in writing.

If said written resignation is not received by the subsequent Advisory Council meeting, it shall be assumed that the Council member has, in fact, resigned.

TERM

There are no limits on terms served.

PURPOSE:

The sole purpose of the Advisory Council is to advise the Executive Director and the Chairperson.

FUNCTIONS

1. The Advisory Council will receive briefings on CSTA operations and projects and will provide suggestions and directions for action to the Executive Director and the Chairperson.
2. The Advisory Council will receive briefings on CSTA revenues and fundraising efforts and will assist in identifying possible sources of funding, including corporate sponsorship and grants. Members of the Advisory Council may also assist staff members or volunteers of the Organization in fundraising and grant activities.

POLICY NO. 4.02

COUNCILS AND COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chairperson, Chairperson-Elect or Past-Chairperson, and three (3) additional Board Members elected by the Board of Directors. One of the Board-elected Members will serve as the secretary with the responsibility to report on business conducted by the Executive Committee. The Executive Director shall serve as an exofficio, nonvoting member of the Executive Committee.

The Executive Committee will have the authority to act for the full Board between regularly scheduled meetings of the Board provided:

1. That a proposed agenda of the Executive Committee session be sent to the members of the Executive Committee prior to the Executive Committee meeting.
2. That no changes to the Rules of Order of the Organization (Bylaws and Policies and Procedures) may be acted upon during Executive Committee session.
3. That a quorum of the Executive Committee is defined as three-fifths (3/5) of the voting members of the Executive Committee.
4. That passage of any motion in an Executive Committee session requires an affirmative vote of three-fifths (3/5) of the voting members of the Executive Committee.
5. That a report of the outcomes and decisions made in an Executive Committee session be approved by the Executive Committee and distributed to the Board of Directors during the next meeting of the Board of Directors. It will be the responsibility of the Board-elected Secretary to ensure that the report is made.

POLICY NO. 4.03

COUNCILS AND COMMITTEES

COMMITTEE REPORTS

Written reports on committee activities shall be submitted to Executive Director in sufficient time so that they shall arrive at least thirty (30) calendar days prior to the subsequent Board Meeting. It is the responsibility of the Directors and Committee Chairs to ensure that their reports are submitted in a timely manner.

POLICY NO. 4.04

COUNCILS AND COMMITTEES

GENERAL INFORMATION ABOUT COMMITTEES

Unless specified differently below, each committee shall have the following responsibilities:

MEMBERSHIP

The chair of each Standing Committee shall be appointed by the CSTA Board Chairperson and approved by the Board.

The CSTA Board Chairperson, in consultation with the committee chair, shall designate the Board Members who will serve on the committee.

The CSTA Board Chairperson may serve at his/her pleasure as an ex-officio voting member of all CSTA committees and may be called upon to place a tie-breaking vote of the committee.

PURPOSE

Each Standing Committee shall be designed to address a specific, continuing interest or activity area related to the Organization's mission and goals.

FUNCTIONS

1. Within two (2) months after the Summer Board Meeting, each Standing Committee will provide the Board with:
 - a. Its agenda for the year, what major tasks it will address for the year, and what it expects to accomplish.
 - b. A proposal and discussion of any Organization staff resources that will be needed to accomplish the agenda of the Standing Committee.

2. Each Standing Committee will report to the Board of Directors at each Board of Directors meeting and shall present a written report to the Organization staff for distribution at least thirty (30) days prior to each Board of Directors Meeting.

CSTA Board Policies and Procedures Manual

3. Each Standing Committee shall carry out other functions and duties as assigned by the Board of Directors.

POLICY NO. 4.05

COUNCILS AND COMMITTEES

STANDING AND SPECIAL COMMITTEES

APPOINTMENTS

The Chairperson shall with the approval of the Board of Directors provide for implementation of Organization programs through the appointment of Standing and Special Committees and the designation of the Chairpersons, as necessary to meet the needs of the Organization.

The Committee Chairperson shall report regularly, and upon special request, to the Executive Director, the Chairperson, and Board of Directors.

Each committee shall recommend to the Board of Directors action deemed necessary and appropriate for the successful operation of the Organization.

Terms of office, size, and operational requirements of Standing and Special Committees shall be established by the Board of Directors.

Standing Committees of the Organization:

- 4.05.1 [Certification and Standards](#)
- 4.05.2 [Curriculum](#)
- 4.05.3 [Equity](#)
- 4.05.4 [Funding Development](#)
- 4.05.5 [Governance](#)
- 4.05.6 [International](#)
- 4.05.7 [Membership](#)
- 4.05.8 [Nominations and Elections](#)
- 4.05.9 [Professional Development](#)
- 4.05.10 [Research](#)

POLICY NO. 4.05.1

COUNCILS AND COMMITTEES

Certification and Standards Committee

PURPOSE

To represent the Board in developing and recommending teacher accreditation and endorsement requirements and to provide tactical support to the staff for the purpose of guiding and shaping current and future CSTA credentialing initiatives.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Conduct and report on current computing teacher certifications and endorsement requirements at the state level.
2. Develop and recommend to the CSTA Board, teacher certification and endorsement requirements models and assist CSTA in presenting those models to the various certification agencies for approval.
3. Provide recommendations to accrediting agencies for members to serve on their Boards, committees, and/or task forces.
4. Provide insight into future directions, trends, and strategies regarding teacher certification and endorsement requirements and the essential conditions for meeting these requirements.

CSTA Board Policies and Procedures Manual

5. Advise and provide a sounding board for CSTA staff.

POLICY NO. 4.05.2

COUNCILS AND COMMITTEES

Curriculum Committee

PURPOSE

To work to establish national computing curriculum based on the *ACM Model Curriculum for K-12 Computer Science Education* and other materials, to create and disseminate materials to support the implementation of the curriculum, to facilitate sharing of projects/ideas among members, and to inform ongoing curriculum work with current research.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Develop an in-depth understanding of K-12 computing curriculum issues in order to be an information provider and advocate for improved standards.
2. Raise awareness of the *ACM Model Curriculum for K-12 Computer Science* among educational leaders across the nation and internationally.
3. Review proposals and recommend projects to address curriculum issues, support the adoption of curriculum standards, and support the implementation of the *ACM Model Curriculum for K-12 Computer Science*.

CSTA Board Policies and Procedures Manual

4. Create a substantial body of teaching and learning resources that will support the implementation of the *ACM Model Curriculum for K-12 Computer Science* and facilitate the sharing of these resources among members.
5. Build collaborative relationships with other organizations and groups committed to addressing curriculum issues.
6. Advise and provide a sounding board for CSTA staff.

POLICY NO. 4.05.3

COUNCILS AND COMMITTEES

Equity Committee

PURPOSE

To ensure that equity is at the forefront of work done throughout the organization and to create opportunities to make computer science education more equitable.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Review all Board appointments to ensure that the Organization attempts to represent the rich diversity of its member constituency.
2. Increase general understanding of career opportunities in computing for all students, especially young women and underrepresented minorities.
3. Review proposals and recommend projects to address issues of the underrepresentation of young women and minority students in computer science.
4. Serve as the CSTA representative to the K-12 Alliance of the National Center for Women in Information Technology.
5. Build collaborative relationships with other organizations and groups committed to addressing equity issues.

CSTA Board Policies and Procedures Manual

6. Advise and provide a sounding board for CSTA staff.

POLICY NO. 4.05.4

COUNCILS AND COMMITTEES

Funding Development Committee

PURPOSE

To assist the Organization in developing and maintaining a diverse and balanced revenue stream with the goal of achieving long-term financial sustainability.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Advise the Board and Executive Director on potential revenue sources from CSTA products and services.
2. Advise the Board and Executive Director on potential revenue sources from foundations and state and federal granting institutions.
3. Work with CSTA staff to investigate and secure corporate sponsorships and memberships to support CSTA operations and projects.
4. Work with CSTA staff to prepare and submit grant proposals to support CSTA operations and projects.
5. Work with CSTA staff to carry out grant-related responsibilities in compliance with grant funding requirements.

CSTA Board Policies and Procedures Manual

6. Review CSTA grant and corporate sponsorship materials and proposals to ensure that all grant-related activities support CSTA's mission and goals.
7. Advise and provide a sounding board for CSTA staff.

POLICY NO. 4.05.5

COUNCILS AND COMMITTEES

Governance Committee

PURPOSE

To provide vision, strategic direction, and recommendations to the Board of Directors regarding the policies and procedures governing the operations of the Board of Directors (as defined in the Policies and Procedures Manual) and the Bylaws, which set forth the constitutional operations of the organization.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board. In addition the Parliamentarian shall serve as a member of the Governance Committee.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Review and make recommendations to the CSTA Board with regard to issues of member representation on the CSTA Board of Directors.
2. Develop strategies and proposals for the Board of Directors for increasing and supporting diversity on the Board.
3. Review and recommend possible changes to the policies and procedures governing the operations of the Board of Directors as codification in the CSTA Policies and Procedures Manual.

CSTA Board Policies and Procedures Manual

4. Review and recommend possible changes to the Bylaws to be voted on by the Board of Directors and submitted for approval to the members, in accordance with the procedures outlined in the Bylaws.
5. Adjudicate on issues relating to contraventions or infractions of Board of Directors or member policies and recommend actions to be taken by the Board of Directions.

POLICY NO. 4.05.6

COUNCILS AND COMMITTEES

International Committee

PURPOSE

To represent the Board in developing and recommending international policies, to provide vision and guidance on international initiatives and involvement, and to increase awareness of CSTA as an international membership organization.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Collaborate with other CSTA committees in recommending ways to build CSTA's international presence.

360673096. Recommend ways to broaden CSTA's visibility on an international scale.

360673097. Recommend and support CSTA projects and initiatives that will build CSTA's credibility and international membership base.

360673098. Advise the Board and Executive Director on ways to ensure that the interests of CSTA's international members are represented at CSTA Board Meetings and in the overall delivery of the Organization's products and services.

CSTA Board Policies and Procedures Manual

360673099. Provide information regarding the process for becoming an International Affiliate and work with the Executive Director to bring affiliate applications before the Board of Directors.
360673100. Advise and provide a sounding board for CSTA staff.

POLICY NO. 4.05.7

COUNCILS AND COMMITTEES

Membership Committee

PURPOSE

To provide vision and strategic direction in making recommendations to the Board of Directors regarding membership.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Review and make recommendations to the CSTA Board and staff on existing and new membership benefits for all member categories. In fulfilling its purpose, the Committee may survey CSTA Members, Chapters, and Affiliate Organizations to determine their satisfaction with current member benefits and ascertain their opinions regarding possible future benefits of membership.
2. Develop strategies for increasing and supporting individual, institutional, and international membership.
3. Review and recommend membership benefits to increase the number and type of partnerships with Affiliate Organizations.

CSTA Board Policies and Procedures Manual

4. Review monthly membership reports and provide information reports to the Board and CSTA staff on domestic and international membership trends.
5. Review and make recommendations to the CSTA Board and staff on new member participation and strategic direction for growing membership.
6. Review and make recommendations to the CSTA Board and staff on dues structures.
7. Assist CSTA in developing strong organizational relationships with other groups that support CSTA's mission and goals.
8. Advise and provide a sounding board for CSTA staff.

POLICY NO. 4.05.8

COUNCILS AND COMMITTEES

Nominations and Elections Committee

PURPOSE

To oversee and maintain the nominations and elections process as well as assist the Board of Directors in maintaining volunteer levels.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chair and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Conduct and oversee the Call for Nominations prior to each Board of Directors election.
2. Actively recruit and bring forth qualified applicants to maintain diversity on the Board of Directors.
3. Ensure that recruiting of applicants for open positions on the Board of Directors occurs prior to the close of nominations. If only one qualified nomination is received, the Nominations and Elections committee may seek additional candidates.

CSTA Board Policies and Procedures Manual

4. Select two applicants from the pool of nominations for each open Board of Director position during an election period. These two applicants will then be presented to the general membership during the Board of Directors election process. If only one qualified nominee can be found, that nominee will be acclaimed.
5. Work with staff to facilitate the sharing of candidate information with the members.
6. Work with the Executive Director and CSTA staff to select and refine technologies for conducting fair and secure election. Election technologies shall be approved by the Board of Directors.
7. Ensure that all elections are carried out in accordance with the current Bylaws and Board of Directors Policies and Procedures.
8. Make recommendations to the Board of Directors for qualified candidates to fill vacated positions on the Board of Directors.
9. Provide recommendations to the Board for the revision of the current election process and eligibility requirements of candidates.
10. Stagger the elections for the positions of 9-12 Teacher Representative and At-Large Representative so that only one from each is position is elected each year. If more than one position from either of these representative categories will become vacant in the following year, the Board may vote to extend the term of one of the current representatives for a period of one year. The Chair will determine which of the two current representatives will be asked to extend their term of service.

POLICY NO. 4.05.9

COUNCILS AND COMMITTEES

Professional Development Committee

PURPOSE

To improve teaching and learning in the computing disciplines by identifying the ongoing professional development needs of members; by developing, facilitating, and overseeing the professional development activities of the organization; and by building partnerships with other organizations that support CSTA's mission and goals.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee Chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Provide insight into future directions, trends, and strategies regarding the professional development needs of K-12 computing teachers and the essential conditions for meeting these needs.
2. Review proposals and recommend projects to address CSTA members' professional development needs.
3. Provide oversight and assist with fundraising for professional development workshops and events conducted under the auspices or programs of CSTA.
4. Provide oversight of professional development initiatives carried out by the Organization.

CSTA Board Policies and Procedures Manual

5. Advise and provide a sounding board for CSTA staff.

POLICY NO. 4.05.10

COUNCILS AND COMMITTEES

Research Committee

PURPOSE

To identify the larger questions relating to content, curriculum, and methodology in K–12 computing education, to formulate and carry out sound research projects, to identify potential sources of research funding/grants and assist in the preparation of proposals and reports, and to collect and disseminate data as appropriate.

MEMBERSHIP

The chair of this committee will be appointed by the CSTA Board Chairperson and approved by the Board. Members of this committee will be appointed by the committee chair in consultation with the Board Chairperson and the Executive Director. Care should be taken with appointments to ensure that all appropriate levels of education and under-represented populations are included. The committee chair must be a Director of the CSTA Board.

TERM

One-year term. There are no limits on terms served.

FUNCTIONS

1. Develop research projects that provide information on key concerns and issues in K–12 computing education in support of CSTA’s mission and goals.
2. Identify or conduct top-quality research on improving teaching and learning.
3. Help identify and document the benefits of computer science education for teachers, students, the workforce, the economy and as related to issues such as national competitiveness.
4. Conduct research that provides an accumulation of data relating to the state of computing education.

CSTA Board Policies and Procedures Manual

5. Assist other Committees of the Board in meeting their research needs, for example, by assisting with surveys of members to determine member satisfaction.
6. Advise and provide a sounding board for CSTA staff.

COUNCILS AND COMMITTEES

CSTA CHAPTERS SERIES (5.00)

<u>POLICIES</u>	<u>TITLES</u>
5.01	Chapters

POLICY NO. 5.01

CHAPTERS

CHAPTERS

PURPOSE

A CSTA Chapter is a local branch of CSTA designed to facilitate discussion of local issues, provide member services at the local level, and to promote CSTA membership on the national level.

APPLICATION PROCEDURE

All Chapter applications must be submitted in writing to the CSTA Board of Directors in care of the Executive Director. A Chapter application form will be provided upon request.

Approval of the formation of a CSTA Chapter is subject to approval by the Executive Committee based on the recommendation of the CSTA Chapter Liaison and Executive Director.

FUNCTIONS

1. Promote CSTA in the local region.
2. Identify key contacts and events such as computing education conferences.
3. Develop strategies for reaching local teachers and disseminate information resources such as model curricula, research reports, careers information, and so on.
4. Provide local/regional professional development and outreach events to meet the learning needs of K–12 computing teachers.
5. Help build local and regional community by providing regular membership meetings where members can share experiences, strategies, and successes.
6. Provide standardized, ongoing communication to members.

CSTA Board Policies and Procedures Manual

7. Provide CSTA with regionally based information to better help CSTA serve its membership.

AFFILIATE ORGANIZATIONS SERIES (6.00)

<u>POLICIES</u>	<u>TITLES</u>
6.01	<u>Affiliate Organizations</u>

POLICY NO. 6.01

AFFILIATE ORGANIZATIONS

AFFILIATE ORGANIZATIONS

PURPOSE

A CSTA Affiliate Organization is a registered non-profit organization that shares CSTA's mission and works in partnership with CSTA to support K-12 computing education at the local, regional, and national levels.

MEMBERSHIP

All Affiliate Organization applications must be submitted in writing to the CSTA Board of Directors in care of the Executive Director. An Affiliate Organization form will be provided upon request.

Approval of the formation of a CSTA Affiliate Organization is subject to approval by CSTA Board of Directors based on the recommendation of the CSTA Executive Director.

DISASSOCIATING WITH AN AFFILIATE MEMBER

Should a staff or Board member have a concern with one of CSTA's affiliate members, a written or emailed statement of concern will be forwarded to the CSTA Executive Director. The Executive Director will review the statement of concern and forward it (along with any supplemental information) to the Executive Committee. The Executive Committee will determine by a majority vote if the matter warrants action by the Board of Directors. If action is warranted, the Executive Committee will bring a motion for disassociation before the Board of Directors. The motion for disassociation must pass by a two-thirds (2/3) vote of the Board of Directors.

FUNCTIONS

1. Work in partnership with CSTA to support K-12 computing education at the local, regional, national, and international levels.
2. Provide information about CSTA programs, resources, and benefits to International Affiliate organization.

EXECUTIVE OFFICERS SERIES (7.00)

<u>POLICIES</u>	<u>TITLES</u>
7.01	<u>Organization Offices</u>
7.02	<u>Executive Officers</u>
7.03	<u>Duties and Responsibilities of the Executive Director</u>

POLICY NO. 7.01

EXECUTIVE OFFICERS

ORGANIZATION OFFICES

CSTA/ACM HEADQUARTERS

As a Limited Liability Company of the ACM (Association for Computing Machinery), CSTA's official corporate headquarters resides at ACM headquarters. ACM Headquarters staff file necessary reports or forms with state, federal, or private agencies; maintain the Organization's financial accounts; provide CSTA with financial management and reporting services; maintain the membership information; and provide professional services such as marketing, public relations, and information technology support. The ACM Headquarters staff is managed by ACM's Chief Operations Officer.

CSTA's day-to-day operations are managed by the Executive Director. These functions include:

- facilitating the activities of the CSTA Board of Directors and the CSTA Advisory Council;
- managing of CSTA staff;
- developing strategic plans;
- developing marketing, membership, and outreach activities;
- oversight of all CSTA publications;
- developing and disseminating CSTA position papers on policy and legislation; and
- interacting with any committees, task forces, special interest groups, or associations concerned with K-12 computing education.

POLICY NO. 7.02

EXECUTIVE OFFICERS

EXECUTIVE OFFICERS

An Executive Director shall be hired by the Board of Directors to manage the day-to-day operations of the Organization.

The Executive Director shall be accountable to the Board of Directors. The Executive Director shall serve as the principal administrative officer and is responsible for carrying out the policy as set by the Board of Directors. All paid employees at their respective office shall directly or indirectly report to the Executive Director except where otherwise specified by the Board of Directors. They shall have duties and responsibilities related to supporting the officer and Board of Directors, office operations, membership including general members, organizational affiliates and chapters, publications, marketing and communications, development services, research and evaluation.

PROCEDURE NO. 7.03

EXECUTIVE OFFICERS

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

1. Administer the business affairs of the Organization.
2. Hire and supervise staff subject to the guidelines of the budget and the policy of the Board of Directors.
3. Assist the Chairperson in presenting periodic financial statements.
4. Attend meetings of the Board, the Executive Committee, and the Advisory Council.
5. Report to the Board, the Executive Committee, and the Advisory Council on Organizational activities.
6. Oversee the distribution of meeting notices, agendas, and any other material, as requested by the Chairperson.
7. Provide oversight in making the necessary arrangements for Board and Council meetings (e.g., hotel reservations, meeting room(s), food and beverages).
8. Oversee the maintenance of information on each Board and Advisory Council Member that includes the Board Member's name, business address and telephone, home address and telephone, and email address.
9. Assist the organization's officers in the performance of their official duties, including making each official aware of any required actions when necessary.
10. Oversee the dissemination of Organization Board and Advisory Council meeting notes, when available, to each Board and/or Council Member.
11. Keep the Board of Directors and Advisory Council members informed of activities related to monitoring government policy, legislation, and funding related to K-12 computing education.

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12. Interact with any committees, task forces, special interest groups, or associations concerned about K–12 computing education.

MEMBERSHIP

1. Maintain current and accurate membership records.
2. Distribute notices of membership dues and renewals.
3. Maintain an adequate supply of membership material.

PUBLICATIONS

1. Manage the publications of the Organization to ensure maintenance of the Organization's standards of quality and policies.
2. Distribute any pertinent information to the editors of the Organization's publications.
3. Maintain an adequate supply of the Organization's publications for promotional purposes.
4. Oversee the publication and mailing of all of the Organization's publications. Oversee all online publication and resources.

CONFERENCES AND WORKSHOPS

1. Participate in the planning of any and all Symposia.
2. Oversee the Organization staff in the performance of their duties relating to the planning, promotion, and delivery of CSTA's supported or endorsed professional development workshops.

AFFILIATES

1. Receive applications for potential Affiliate Organizations and forward them to the Board for its consideration.
2. Determine which Affiliates have not completed annual requirements for affiliation, and forward the information to the Affiliate representative.

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3. Maintain a file of current Affiliate officers, members, and Bylaws to the extent that they have been submitted by the Affiliate representative.
4. Furnish promotional material for Affiliate functions upon request.
5. Facilitate interactions between Affiliates and other CSTA member groups.

ELECTIONS

1. Support the Nominations committee chair in conducting elections and ensure consistency with the CSTA Bylaws (Article 5).

GENERAL

1. Represent the Organization in the absence of its elected officials whenever necessary.
2. Coordinate the activities among and between various Organization committees.
3. Maintain current official Organization records.
4. Maintain the security of all critical Organization records, including personal information of the members.
5. Maintain a current roster of committee chairs, representatives, and any other Organization officials required.
6. Maintain a current list of publications.
7. Develop plans and programs and assist in the implementation of approved projects.
8. Answer, or forward to the appropriate official, all correspondence and communications directed to the Organization.

FISCAL MANAGEMENT SERIES (8.00)

<u>POLICIES</u>	<u>TITLES</u>
8.01	<u>Income's Effect on Tax Status</u>
8.02	<u>Reimbursement of Expenses</u>
8.03	<u>Financial Reports</u>
8.04	<u>Reserve Fund</u>
8.05	<u>Account Titles and Numbering Systems</u>

Adopted at Board meeting held June 24-25, 2005

POLICY NO. 8.01

FISCAL MANAGEMENT

INCOME'S EFFECT ON TAX STATUS

Before the Organization enters into any activity that generates income, the activity's effect on the Organization's tax status shall be investigated by the CSTA Executive Director and the Executive Committee, with appropriate consultation with ACM Financial Services.

POLICY NO. 8.02

FISCAL MANAGEMENT

REIMBURSEMENT OF EXPENSES

Board of Director travel reimbursement for actual allowable expenses up to the maximum dollar established shall be paid to each voting Board Member, task force chair, and staff member for attending a Board Meeting or each voting Executive Committee member attending any Executive Committee meeting.

Current CSTA Board Members will be supported to attend the CSTA Board Meeting. The exact number of nights and dates supported will be determined by the Executive Director in consultation with the Executive Committee prior to making travel arrangements. Board Directors who are also providing volunteer services at a CSTA event held in conjunction with a Board Meeting may be reimbursed additional nights at the discretion of the Executive Director in consultation with the Executive Committee.

Reimbursement for Board Members will cover:

Transportation costs, hotel, meals (as established by the IRS and published in Publication 1542), tips, and only alcohol consumed with meals.

Board Members are responsible for filling out an expense form and submitting it, along with all receipts, within sixty (60) calendar days from return of trip. After sixty (60) days, expenses are not reimbursable.

Board Member and Committee expenses will be submitted for review and approval to the Executive Director. Executive Director expenses will be submitted for review and approval to ACM Financial Services.

POLICY NO. 8.03

FISCAL MANAGEMENT

FINANCIAL REPORTS

The CSTA Chairperson will be responsible for submitting a yearly financial report to the Board of Directors.

The Executive Committee will prepare a proposed annual budget within the timeframe set by ACM. Annual budget templates will be given to the Executive Committee by ACM at the beginning of the budget process. The Executive Committee will prepare and submit a proposed annual budget to the CSTA Board of Directors for approval.

Once the Board of Directors has approved the proposed budget, CSTA's Executive Director will submit the final budget (with any amendments stipulated by the Board of Directors) to ACM.

POLICY NO. 8.04

FISCAL MANAGEMENT

RESERVE FUND

Goal: To provide CSTA with a mechanism for instituting and managing a reserve fund.

Objective: The CSTA reserve fund builds long-term fiscal sustainability by providing a means for CSTA to better handle unforeseen financial occurrences.

Procedures:

1. In conjunction with ACM, CSTA shall set up a reserve fund. ACM shall manage the investment of the monies in the reserve fund with the restriction that any investment may not put the reserve fund principal at risk. ACM will keep for its own use any proceeds from the reserve fund investment.
2. The maximum amount of money to be held in the reserve fund at the end of any fiscal year shall be the total of CSTA revenue for the most recent three fiscal years. Any surplus funds in the reserve fund shall be expended during the next fiscal year at the discretion of the Board.
3. Each fiscal year at the Fall meeting, the CSTA Executive Committee shall designate a percentage of annual revenue (to a maximum of 15%) to be placed in the reserve fund. Should this amount cause the reserve fund to exceed its maximum amount, the budgeted line item shall be reduced accordingly.
4. Any surplus of net annual revenue remaining at the end of a fiscal year shall be transferred to the reserve fund.
5. Any money from the reserve fund (other than monies expended due to the reserve fund being at its maximum amount) shall only be budgeted or expended based on a two-thirds (2/3) majority vote of the Board of Directors.

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6. Any changes to this policy require a two-thirds (2/3) majority vote of the Board of Directors.

POLICY NO. 8.05

FISCAL MANAGEMENT

ACCOUNT TITLES AND NUMBERING SYSTEMS

All Organization budgets and financial reports shall incorporate the Organization financial numbering system and set of account titles.

PUBLICATIONS SERIES (9.00)

<u>POLICIES</u>	<u>TITLES</u>
9.01	<u>CSTA Policy Concerning Publications</u>

POLICY NO. 9.01

PUBLICATIONS

CSTA POLICY CONCERNING PUBLICATIONS

INTRODUCTION

This policy concerns all periodical publications that regularly require CSTA staff support for publication (paper, electronic, or combination) and/or that require monetary support from CSTA.

REQUIREMENTS FOR ALL PUBLICATIONS

All CSTA publications shall have a descriptive statement that includes the following.

1. Mission and goals and relationship to CSTA mission and goals.
2. Description of audience(s).
3. Publication process (e.g., refereed vs. editor-review, publication format, production processes and frequency).
4. Quality assurance processes.

Publications must also have a documented budget that outlines production and editorial costs and income generation.

REQUIREMENTS FOR NEW PUBLICATIONS

New publications may be suggested by CSTA staff, a CSTA Chapter, or any other CSTA body. A proposal shall be submitted to publications staff member and shall include all information described above as well as the following.

1. Name(s), contact information, affiliations, etc. for proposer(s) of the publication.
2. Relationship of the proposed periodical to existing publications.

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3. Recommendations for: publication name, format, editor(s) and Editorial Board, production process, and pricing and income structure.
4. Examples of articles and expectations as to who will be submitting them.

All such proposals are to be sent to the Executive Director for CSTA Staff consideration and input. If the proposal comes from a CSTA Chapter, a recommendation from the Chapter Liaison should be submitted with the original proposal. The publications staff member will review the proposal and forward it to the CSTA Board along with the Committee's recommendation. Actual production will be probationary and may be halted prior to the end of the probationary period when extraordinary conditions warrant.

CONTRACTOR/VENDOR SERIES (10.00)

<u>POLICIES</u>	<u>TITLES</u>
10.01	<u>Policy on Member Participation as Vendor or Contractor to Association</u>

POLICY NO. 10.01

MEMBER AS VENDOR OR CONTRACTOR

**POLICY ON MEMBER PARTICIPATION
AS VENDOR OR CONTRACTOR TO ASSOCIATION**

PURPOSE

The following policy applies whenever an Officer, Director, committee member, or Individual Member of the Association desires to offer goods or services to the Association for a fee. This policy is designed to ensure Association compliance with laws and rules concerning conflicts of interest, private inurement, and private benefit. In the policy that follows, “Member” refers to Individual Member of the organization unless otherwise specified.

The following rules and restrictions shall apply whenever an Individual Member of the Association desires to offer goods or services to the Association in exchange for monetary compensation. Members can participate in the Request for Proposal (RFP) process and otherwise offer goods or services to the Association for a fee only in the event of full compliance with this policy:

1. Full disclosure. If a Member or any related party¹ of a Member has an interest in a proposed transaction with the Association in the form of a (direct or indirect) personal financial interest or other personal interest in the transaction, or in any entity involved in the transaction (or holds a position as a director, officer or employee of any such entity), he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.
2. Would-be vendor or contractor must be “in the business.” The Member /would-be vendor or contractor must be “in the business” of providing the goods or services that such Member seeks to provide to the Association.

¹“Related party” is defined as members of your immediate family, which includes your spouse, domestic partners legally recognized in the state of residence, children, and all other dependents; estates, trusts and partnerships in which you or your immediate family has a present or vested future beneficial interest; and a corporation or entity in which you or your immediate family is a beneficial owner of more than five percent (5%) of the voting interests.

3. No role in the decision-making process. Any Member who has such an interest in the proposed transaction shall not be present at any Board of Directors or committee meeting for any discussion of or vote in connection with the proposed transaction. Moreover, such Member shall not participate, directly or indirectly, as an advocate on his or her own behalf, either formally at Board or committee meetings or informally through private contact, communication, and discussion, except to the extent permitted for non-Member vendors or contractors to the Association.
4. No role in the post-award evaluation process. If a Member of the Association becomes a vendor or contractor to the Association, such Member shall not participate, directly or indirectly, in any process by which the Member's performance as a vendor or contractor to the Association is evaluated, either formally at Board or committee meetings or informally through private conduct, communication, and discussion, except to the extent permitted for non-member vendors or contractors to the Association.
5. Transaction must be in the best interests of the Association. The transaction must be fair to and in the best interests of the Association. To this end, to ensure a competitive evaluative process, standard acquisition processes *must* be utilized whenever one of the would-be vendors or contractors is a Member of the Association. Further, the following questions must be considered by the Board of Directors and/or other governing body making such decisions:
 - a. Is the Association paying more or getting less than it would from a non-interested seller or buyer for comparable goods or services?
 - b. What efforts have been made to develop "comparables" to help establish "fairness" (e.g., surveys, competitive bids)?
 - c. Will the vendor or contractor provide the best quality goods or services at the most competitive price?
6. No special advantages in marketing or promotion. If an individual Member of the Association becomes a vendor or contractor to the Association, such Member cannot use his or her individual

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membership in the Association to market or promote his or her business, except to the extent permitted for non- Member vendors or contractors to the Association (e.g., advertisements in magazines at standard advertising rates, booths at trade shows at standard booth rates, corporate sponsorships), and provided that such marketing and promotion may highlight the fact that she/he is a vendor to and an Individual Member of the Association. These exclusions do not prohibit vendors or contractors from gaining benefits available through organizational membership in CSTA.