

By laws of the
Society for the Advancement of Biology Education Research

Adopted [July 16, 2018].

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Article I - Name

1.1. This association shall be known as the Society for the Advancement of Biology Education Research, hereinafter referred to as “the Society”. The Society may also be known as SABER.

Article II – Goals-

SABER Mission Statement - SABER is a scientific community whose members develop theory and generate evidence with the goal of improving post-secondary biology education. SABER fosters Biology Education Research (BER) and its dissemination.

The Officers, Executive Committee, and Appointees shall further the purpose of the Society through accomplishment of the following goals:

- Promoting the generation of evidence-based knowledge to inform and advance post-secondary teaching and learning in biology;
- Facilitating the dissemination of BER findings to education researchers, classroom practitioners, and other stakeholders;

- Supporting faculty as they implement evidence-based methodology in their post-secondary teaching;
- Fostering the development of undergraduates, graduate students, postdoctoral scholars, and emerging scholars as they pursue professional development and career opportunities in BER;
- Increasing BER efforts in currently understudied and underserved teaching and learning contexts;
- Striving for an inclusive BER community that reflects a diversity of post-secondary educators and emerging scholars;
- Establishing standards of BER practice and evidence;
- Fostering collaborations among BER investigators and other stakeholders;
- Valuing a diversity of knowledge-generation methodologies across a wide spectrum of BER research;
- Fostering a sense of collegiality and camaraderie among members.

Article III - Membership

3.1. Membership in the Society shall be open to anyone with an interest in improving student learning using evidence-based practices in biology regardless of race/ethnicity, creed, gender, sexual orientation, age, or national origin.

3.2. An individual shall become a member in good standing upon payment of their membership dues and shall remain in good standing as long as their dues are paid.

3.3. All members in good standing shall have the right to vote at all regular and special meetings of the Society and to vote in all elections for Officers of the Society.

3.4. Only members in good standing may hold an elected or appointed office in the Society or hold membership in the committees of the Society.

Article IV - Administration

4.1. The elected Officers of the Society are the President, Past President, President-Elect, Secretary, and Treasurer.

4.2. The Executive Committee is comprised of the President, Past President, President-Elect, Secretary and Treasurer. The policies and affairs of the Society will be established and managed by an Executive Committee. The Executive Committee shall endeavor to enact the mission of the society.

4.3. A Steering Committee consisting of Committee Chairs or others appointed by the Executive Committee shall inform and support the endeavors of the Executive Committee to enact the mission of the society.

4.4. At which time an Executive Director is hired by the Society, the Executive Director will act as the Chief Executive Officer of the organization. The Executive Director is responsible for the implementation of policies set by the Executive Committee as well as program management, financial development, and the accomplishment of annual goals and objectives. Guidance and direction are provided by the Executive Committee.

Article V - Amendments

5.1. Any motion to amend the Bylaws must be proposed by a member of the Executive Committee or be brought to the Executive Committee by at least five (5) members of the Society. Any such motion must be submitted in writing and be transmitted to the Secretary, who will present the motion at the next meeting of the Executive Committee.

5.2 If a majority of the total membership of the Executive Committee accepts a motion to amend the Bylaws, the Executive Committee shall make the proposed amendment, along with supportive materials as may be deemed appropriate and necessary, available electronically to the membership at large at least 30 days prior to the voting period.

5.3. Once a motion to amend the Bylaws has been made available to the membership at large by the Executive Committee, no amendments to the motion will be allowed.

5.4. Voting will be facilitated by an online process. Voting shall occur on an annual basis in conjunction with the Annual Meeting unless $\frac{4}{5}$ of the Executive Committee deems voting on a proposed motion to amend the bylaws is necessitated prior to the Annual Meeting.

5.5 For the results of a vote to be valid, a minimum of 25% of the current standing membership must cast a vote. In the event of response rate less than 25%, a supermajority (4 of 5) of the Executive Committee may determine an acceptable lesser response rate that would constitute a valid outcome.

Article VI - Regular Meetings

6.1. The Annual General Meeting is a regular meeting of the Society held in conjunction with the Annual Conference of the Society.

6.2. The Executive Committee shall set the time, date, and location of regular meetings.

6.3. Notification of the time, date, and location of regular meetings shall be provided to all members of the Society not less than thirty (30) days prior to each meeting.

6.4. No error or omission in the notification of a regular or special meeting shall invalidate the meeting or make void its proceedings where such error or omission was made in good faith and for no improper purpose.

Article VII - Dues and Finances

7.1. Categories of membership and dues for each category shall be established by a super majority vote (4 of 5 members) of the total membership of the Executive Committee.

7.2. The Executive Committee may authorize any Officer(s) or agent(s) to enter into contracts or to execute and deliver instruments in the name of or on behalf of the Society. The limits of such authority must be specified in the authorization.

7.3. All checks, drafts, or other orders for the payment of money in the name of the Society shall be signed by such Officer(s) or agent(s) of the Society as determined by the Executive Committee.

7.4. All funds of the Society not otherwise employed shall be deposited promptly to the credit of the Society in such bank(s) or depository as the Executive Committee may select.

7.5. The continuing (or retiring) Treasurer shall prepare a summary of the previous year's financial transactions prior to September 1 annually, and make it available to the Executive Committee.

7.6. The President and Treasurer shall propose an annual budget for the upcoming year to the Executive Committee for its approval. The budget must be approved by a super majority vote (4 of 5 members) of the total membership of the Executive Committee.

Article VIII - Fiscal Year

8.1. The fiscal year of the Society shall be from January 1 to Dec 31 of that year.

Article IX - Officers

9.1. The terms of all elected offices shall commence on Sept 1 of the first year of the term and end on August 31 of the last year of the term.

9.2. No member may be a candidate for two elected offices simultaneously. No member may hold two elected offices simultaneously.

9.3. The President, Past President, and President-Elect shall remain in office for a term of one (1) year. The President, Past President, and President-Elect are not eligible to be candidates for elected office while serving their terms of office. After their terms expire, they are again eligible to be candidates for any Society office.

9.4. The Treasurer and Secretary shall each remain in office for a term of three (3) years. The terms of the Secretary and Treasurer shall be staggered, such that a new Treasurer and a new Secretary will not be entering office in the same year. The inaugural Secretary will serve a term of 2 years to facilitate staggered turnover of Treasurer and Secretary for subsequent elections.

9.5. The Executive Committee shall establish categories, duties, and terms of office of appointed positions (e.g. Committee Chairs). A current description of all appointed positions shall be maintained in a Policies and Procedures Manual.

Article X - Roles and Responsibilities of Officers

10.1. The President shall be the chief elected Officer of the Society. The president shall supervise and direct the conduct of the business of the Society. In consultation with the Executive Committee, the president shall provide direction and guidance for the formulation of Society policy. The president shall be responsible for ensuring that all affairs of the Society are conducted in a manner consistent with the Bylaws. The President shall call and preside at all regular, and Executive Committee meetings of the Society. The President has automatic succession to the office of Past President.

10.2. The President-Elect shall work cooperatively with the President in the performance of their duties and shall assume those duties if the President is absent or unable to act. The President-Elect has automatic succession to the presidency. The President-Elect is a voting member of the Executive Committee. The President-Elect will perform other duties as assigned by the President or Executive Committee.

10.3. The immediate Past President provides leadership continuity and helps assure strong future officer succession. **The immediate Past President is a voting member of the Executive**

Committee and serves as the Chair of the Nominating Committee. The Past President shall perform other duties as assigned by the President or Executive Committee. The immediate Past President shall assume the duties of the President if both the President and the President-Elect are absent or unable to function. The Past President automatically assumes the title of President Emeritus at the end of their term.

10.4. The Secretary shall be responsible for notifying the membership of all regular and special meetings. **The Secretary shall take and keep minutes of all regular, special, and Executive Committee meetings of the Society.** The Secretary shall have responsibility for and participate in the maintenance of all corporate records and important Society documents. The Secretary may also oversee the collection, organization, and archiving of any historical materials of interest to the Society. The Secretary is a voting member of the Executive Committee and shall perform other duties as assigned by the President or Executive Committee.

10.5. **The Treasurer is the chief fiscal officer of the Society. The Treasurer shall oversee the receipt of all moneys paid to the Society as well as the deposit of all such moneys in a bank in the name of the Society.** The Treasurer shall oversee the payment of all Society expenditures, scholarships, and grants. The Treasurer shall keep, or oversee the management of, a complete set of financial records for the Society and present financial reports as required. The Treasurer shall prepare a summary of the previous year's financial transactions prior to September 1 annually. At the end of their term of office, the Treasurer shall turn over all funds and financial records to their successor. The Treasurer is a voting member of the Executive Committee and shall perform other duties as assigned by the President.

Article XI - Executive Committee

11.1. The election of officers shall be by electronic ballot.

11.2. The Executive Committee shall **establish and maintain a Policies and Procedures Manual containing a detailed description of the policies and procedures that guide the day-to-day operation of the Society.** All policies and procedures must conform to the Society's Bylaws.

11.3. The Executive Committee shall authorize the signing of instruments, documents, and contracts pertaining to the business of the Society. The signing Officers of the Society shall be the President, President-Elect, Secretary, and the Treasurer, unless otherwise authorized by the Executive Committee.

11.4. Meetings of the Executive Committee may be called by the President or by a majority of the total membership of the Executive Committee.

11.5. The Executive Committee shall meet in person at least once annually to deal with any business of the Society.

11.6. The Executive Committee may meet electronically to deal with any business of the Society. Electronic meetings can include, but need not be limited to, conference phone calls, teleconferencing, and electronic communications, such as email. The rules governing electronic meetings shall be established by a two-thirds majority of the total membership of the Executive Committee and must be included in the Policies and Procedures Manual.

11.7. A quorum for the conduct of official Executive Committee business shall be a supermajority (4 of 5) of the total membership of the Executive Committee.

11.8. The Executive Committee may remove from office any elected Officer if that Officer has not fulfilled their duties or if such removal is deemed to be in the best interest of the Society. The removal of an Officer shall require a unanimous vote of the remaining 4 Executive Committee members.

11.9. The resignation of any member of the Executive Committee shall be submitted in writing to the President. Should a resigning member submit only a verbal resignation, the President shall confirm the resignation in writing to the resigning member with a copy to the Executive Committee.

11.10. Any vacancy on the Executive Committee that occurs during a term of office shall be filled by succession (President-Elect to President) or by appointment for the remainder of the term. Vacancies filled by appointment shall require a supermajority (3 of 4) of the remaining members of the Executive Committee.

Article XII - Nominations and Elections

12.1. Each year a Nominating Committee is constituted and charged to develop a slate of candidates and to prepare the ballot for elected offices within the Society. The Past President shall serve as its Chair. Four other Society members, recruited by the Past President to serve on the committee, must be appointed to the committee by the Executive Committee. In keeping with the Mission of the Society, the Nominating Committee will be attentive to issues of diversity and equity in developing the slate of candidates for election.

12.2. The Nominating Committee shall request nominations for officers from the membership at large at least ninety (90) days prior to the Annual General Meeting. The Nominating Committee shall determine the final slate of candidates.

12.3. The list of final candidates shall be presented to the membership not less than thirty (30) days prior to the close of the voting period and shall include spaces for write-in selections.

12.4. Valid electronic ballots must be received by the date specified by the Nominating Committee. Elections shall be decided by majority vote. The Past President shall announce the election results at the Annual General Meeting, or at a time designated by the Executive Committee.

12.5. No error or omission in the transmission of the electronic ballots shall invalidate an election where such error or omission was made in good faith and for no improper purpose.

Article XIII - Committees

13.1. The Executive Committee may appoint or deactivate standing or special committees.

13.2. A detailed set of current committee policies and procedures shall be maintained in a Policies and Procedures Manual, which shall from time to time be updated at the direction of the Executive Committee.

13.3. The Executive Committee shall appoint the Chairs of all standing or special committees. Other committee members may be appointed at the discretion of the Executive Committee.

13.4. The Executive Committee may remove a committee Chair if it determines that the work of the committee is not being done in a satisfactory or timely manner or if such removal is deemed to be in the best interest of the Society.

13.5. In accordance with the Policies and Procedures Manual, each committee Chair shall appoint Society members to serve on their committee.

13.6. A committee's Chair, or the Executive Committee, can remove a committee member for not fulfilling their duties or if such removal is deemed to be in the best interest of the Society.

13.7. All committee membership terms, including those of Chairs, shall commence on Sept. 1 of the year of appointment to the committee and shall end on August 31 of the last year of the term.

13.8. A committee shall meet at the request of the committee Chair or a majority of the total membership of the committee.

13.9. Committee meetings may be conducted by any convenient means (in person, electronic, teleconference, etc.) that is technically feasible and that allows all participants equal and sufficient access to and participation in the proceedings.

13.10. The conduct of official committee business requires participation by a quorum of the committee as determined by the Executive Committee.

Article XIV - Indemnification of the Executive Committee

14.1. The Society for the Advancement of Biology Education Research shall indemnify each member of the Executive Committee, which includes each Officer serving also as a Director, as Directors and/or Officers, and individually, as well as their successors, assigns, heirs and personal representatives, against any and all claims, demands, losses and damages and liabilities of any kind or nature whatsoever that any of them at any time sustain or incur by reason of any act or thing connected with serving as a Director, and each such person's legal representatives, against liabilities, expenses, counsel fees and costs reasonably incurred by said person or said person's estate in connection with, or arising out of, any action, suit, proceeding or claim in which such person is made a party by reason of such person's being, or having been, a Director or Officer; provided such Director or Officer acted in good faith and in a manner such person reasonably believed to be in and not opposed to the best interest of the Society for the Advancement of Biology Education Research.

14.2. The indemnification herein provided for shall apply also in respect of any amount paid in compromise of any such action, suit, proceeding or claim asserted against such Director or Officer (including expenses, counsel fees and costs reasonably incurred in connection therewith), provided the Executive Committee shall have first approved such proposed compromise settlement and determined that the Director or Officer involved acted in good faith and in a manner such person reasonably believed to be in and not opposed to the best interest of the Society for the Advancement of Biology Education Research; but in taking such action any Director involved shall not be qualified to vote thereon.

14.3. The Society for the Advancement of Biology Education Research, if it becomes liable for indemnity herein, shall be liable to pay 100% of any loss (including costs, charges and

expenses) in excess of the coverage provided by any liability insurance company having coverage for such person for said loss.

Article XV - Dissolution of the Society

15.1. In the event of dissolution, the assets of the Society shall be distributed in accordance with the Internal Revenue Service regulations for the dissolution of a non-profit organization.

Article XVI - Parliamentary Procedure

16.1. For any action or activity not specifically covered by these Bylaws, the Society shall be governed by the latest edition of Robert's Rules of Parliamentary Procedure, Revised.

Created by the Inaugural SABER Steering Committee:

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