

An aerial photograph of a river, likely the Des Moines River, showing a dam structure in the lower half of the image. The water is a deep blue, and the surrounding land is a lighter, textured blue. The text is overlaid on the upper right portion of the image.

# **Iowa Science Teaching Section**

## **Iowa Academy of Science**

### **Handbook**

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# Iowa Science Teaching Section Iowa Academy of Science Handbook

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## A Note about Our Organization

The Iowa Academy of Science is a 501c3 non-profit service organization dedicated to the advancement of science research, science education, public understanding of science and recognition of excellence in these endeavors. Members of the Academy are entitled to join up to four IAS Sections, including the Iowa Science Teaching Section. The Bylaws of the Iowa Academy of Science are the governing document for the Academy. A copy of the Constitution & Bylaws may be downloaded by visiting [www.scienceiniowa.org](http://www.scienceiniowa.org)

The membership of the Iowa Science Teaching Section (ISTS) has developed the following charge for the section:

*ISTS advocates for excellence in science education by promoting professionalism, influencing policy, and enhancing learning.*

ISTS addresses this mission through actions directed at three goals:

1. Influence policy as it relates to science education.
2. Promote professionalism in science education through standards, collegial relationships, continuous education and an involved membership.
3. Enhance student learning through the explorations of productive avenues for student learning, the promotion of elementary science, and provide an information clearinghouse for science education.

The Iowa Science Teaching Section serves Iowa science educators through a variety of activities including the Iowa Science Teaching Section Fall Conference, the ISTS Electronic Newsletter, and representation of Iowa science educators in national and state organizations by section leadership.

As a leader or potential leader within the ISTS Section, you have been provided with this handbook so that you may understand the policies, procedures, and guidelines which govern the section.

# I. Membership

## 1. MEMBERSHIP - NEW.

Any teacher of science in the state of Iowa, any supervising or administrative officer of any school in the state of Iowa, and any other person interested in or concerned with the teaching of science in Iowa may become an active member of the Section by paying the required annual IAS dues and selecting this Section (ISTS) when filling out the IAS membership form.

## 2. MEMBERSHIP - CURRENT IAS MEMBERS.

Any IAS member in current good standing may join the Iowa Science Teaching Section by selecting the Section (ISTS) when renewing membership, by completing the online section change request, or by contacting the Iowa Academy of Science office.

## 3. BENEFITS.

- Direct notification about ISTS-IAS sponsored workshops throughout the year
- Section members will receive the ISTS Electronic Newsletter or notification of the newsletter and may access the current and past newsletters on the Section website.
- IAS members pay a reduced registration fee for both the ISTS Fall Conference and the IAS Annual Meeting
- ISTS-IAS new and current members enjoy a discounted “joint” membership with the National Science Teachers Association (NSTA)
- IAS members receive the Journal of the Iowa Academy of Science and the Bulletin quarterly newsletter

## 4. MEMBERSHIP MEETINGS.

The Section must have one open membership meeting annually. Membership meetings of the Section may be held in conjunction with the ISTS Fall Conference and/or the Iowa Academy of Science Annual Meeting.

## 5. ISTS LEADERSHIP TEAM MEETINGS.

The Leadership Team shall have a minimum of three meetings annually. A meeting of the ISTS Leadership Team shall be held at the IAS Annual Meeting for purposes of organizing committees, reviewing the annual budget and other activities for the coming year. Newly elected officers who will be installed during the Annual Meeting shall be invited to attend this session of the Leadership Team. A summer meeting shall be held preceding the ISTS Fall Conference, for the purpose of planning the ISTS Fall Conference. In addition to the Leadership Team, all members of ISTS standing committees may be invited to the planning meeting. A winter meeting shall be held to review the ISTS Fall Conference, hear reports from committees and regional directors, review nominations for officer elections, and develop the following year’s annual budget. Additional Leadership Team meetings may be called by the Section Chair or by petition of a majority of the Leadership Team.

## 6. VOTING.

A simple majority of the voting members of the ISTS Leadership Team shall constitute a quorum. Voting members include: chair-elect, chair, fall conference chair, secretary, treasurer, all interest area chairs, and all regional directors. Given a quorum, business may be transacted by a simple majority of those present – either in attendance at a face-to-face meeting or via email “polling”. The reports of committees shall be considered. All Votes are subject to the Bylaws of the Iowa Academy of Science and approval by the Board of Directors.

## 7. AFFILIATIONS.

The Iowa Academy of Science is an affiliate of the National Science Teachers Association. It is also officially affiliated with the National Association of Biology Teachers. The Chair of the Section shall serve as a liaison on behalf of the Section and the Iowa Academy of Science to these and other regional and national science education associations.

## II. Officers

### 1. ELECTED OFFICERS.

The elected officers of this Section shall consist of a Section Chair, a Vice Section Chair, Conference Chair, a Secretary and a Treasurer. All elected officers must be members of good standing of the Iowa Academy of Science and members of the Section.



### 2. LEADERSHIP TEAM.

The Leadership Team of the Section shall consist of:

- elected officers of the section (Vice Section Chair, Section Chair, Conference Chair, Secretary, Treasurer)
- Regional Directors
- Interest Area Committee Chairs
- Iowa Academy of Science Executive Director
- State Science Consultant, Iowa Department of Education

The executive director and state science consultant are non-voting members entitled to make motions. The elected officers, Interest Area Chairs and Regional Directors are voting members. All members of the Leadership team must be members in good standing of the Iowa Academy of Science and members of the Section. The Leadership Team shall consist of no more than 20 persons.

### 3. REGIONAL DIRECTORS.

Regional Directors shall be appointed from current Governor's STEM Council hub regions by the Section Chair with the concurrence of the elected officers. Regional Directors shall serve a 3-year term with 1/3 appointed each year at the IAS Annual Meeting. Vacancies may be filled as they occur. A member filling a vacant position will serve the remainder of the term.

REGIONAL DIRECTOR TERMS –Terms end in the years below and every 3 years after:

<b>2018</b>	<b>2019</b>	<b>2020</b>
North Central (ISU)	Northwest (Iowa Lakes)	Southeast (Kirkwood)
Northeast (UNI)	Southwest (Southwestern CC)	South Central (Drake)

### 4. INTEREST AREA COMMITTEE CHAIRS.

The Section Chair, in consultation with the Leadership Team may appoint up to six Interest Area Committee Chairs. Interest Area Committee Chairs shall serve two year appointments. Members may be reappointed for a maximum of two consecutive terms. The purpose of these positions is to promote a specific science education subject area (Biology, Chemistry, etc.), issue in science education (evolution, full inclusion, science as inquiry), or group of science educators (elementary education, special education, early childhood). Interest Area Committee Chairs form their own committees from within the membership. Interest Area Committee Chairs are members of the Conference Planning Committee and are responsible for planning a program for their interest group during the ISTS Fall Conference and for recruiting participation to the program.

### 5. ELECTIONS.

The election of officers shall be held before the IAS Annual Meeting and announced at the Annual Meeting. Votes may be cast via mail and/or electronic ballot or any current method prescribed by the IAS Policies and Bylaws. A simple majority of votes of those members returning marked ballots shall be necessary for election to any office.

#### 6. ELECTED OFFICER TERMS.

The term of the Vice Section Chair shall be one year term followed by a one year term as Section Chair and a one year term as Conference Chair.

The Secretary and Treasurer shall be elected for three year terms. The Secretary and Treasurer shall be elected in a manner as to cause their terms of office to be staggered and the term of office be identified by the year in which their term ends.

A duly elected officer shall serve until the end of term, unless the officer resigns or is voted out of office because of malfeasance by two-thirds of all voting members of the ISTS Leadership Team or by the IAS Board of Directors.

#### 7. VACANCIES.

All vacancies in the elected and appointed offices of this Section, when not specifically provided for in the IAS Bylaws or elsewhere in the Section guidelines, shall be filled temporarily by appointment by the Section Chair with the concurrence of the elected officers. Such duly appointed officers shall hold office until new officers are ordinarily elected or appointed.

### III. Duties of the Officers

#### 1. THE SECTION CHAIR

The Section Chair shall:

- a) preside at all meetings of the section membership and all meetings of the Leadership Team.
- b) notify leadership team members of the time and place of all such meetings.
- c) appoint members as regional directors, interest area chairs, and committee chairs to fill vacancies, with the advice of the Leadership Team.
- d) shall perform the duties of IAS section chair with regard to the IAS Annual Meeting by: assisting with the approving and scheduling of section presentations for the meeting and serving as (or appointing a section member to serve as, or working with the Chair of another section to) emcee during the oral presentations.
- e) be responsible for the preparation of the section's annual budget (in conjunction with the Conference Chair and the Treasurer) and shall present the budget to the IAS Board of Directors for approval at the Annual Meeting.
- f) be invited to attend all IAS Board of Director's meetings as a non-voting, ex-officio member.
- g) shall represent the Section (when possible) at other state, regional, and national meetings.
- h) succeed to the Office of Conference Chair at the end of the ISTS Leadership Team Meeting held in conjunction with the IAS Annual Meeting.

#### 2. CONFERENCE CHAIR

The Conference Chair shall:

- a) serve as chair of the Conference Planning Committee and as such, oversee all volunteers and contracted individuals involved in conference planning.
- b) work with the Treasurer to ensure that the conference stays within budget.
- c) work with the Section Chair and Treasurer to develop the budget for the following year.
- d) serve as an ex-officio member of the Election Committee.

#### 3. VICE SECTION CHAIR.

The Vice Chair shall:

- a) perform the duties of the Section Chair whenever the Section Chair is absent or unable to function.
- b) assume the office of Section Chair should that office become vacant.
- c) perform the duties of IAS Vice Section Chair with regard to the IAS Annual Meeting by serving as (or appointing a section member to serve as) a judge for the Iowa Junior Academy of Science Competition.
- d) serve as chair for the ISTS Election Committee.
- e) succeed to the office of Section Chair at the end of the ISTS Leadership Team meeting held in conjunction with the IAS Annual Meeting.

#### 4. SECRETARY.

The Secretary shall:

- a) serve as secretary of the Leadership Team.
- b) maintain an accurate and correct record of all business meetings of the Section.
- c) submit official minutes of these meetings to the Section Chair, Executive Director of the IAS and post them online in a location accessible by ISTS leadership
- d) be an ex-officio member of the Membership Committee.

#### 5. TREASURER.

The Treasurer shall:

- a) be the primary point of contact between the Leadership Team and the IAS Staff regarding the financial status of the Section.
- b) request all recent Section financial records from the IAS IAS office staff two weeks prior to the need for the request and report the Section's financial transactions at each Leadership Team meeting.
- c) assist the Section Chair and Conference Chair in the development of an annual budget, prepare an annual fiscal report, based on reconciled account reports provided by the IAS IAS office staff, to be presented to the Section Chair and Executive Director of the IAS prior to the Annual Meeting.
- d) be an ex-officio member of the Conference Planning Committee.

## **IV. Standing Committees**

### **1. ISTS ELECTION COMMITTEE.**

The Vice Section Chair shall serve as Chair of the Election Committee. The Election Committee shall be appointed by the Vice Section Chair each spring following the installation of new officers. The committee shall be composed of at least three but not more than 6 Section members, the Chair and the Conference Chair. Election Committee members may serve no more than 3 consecutive years on this committee without then going off for at least 2 years.

The committee shall elect a slate of officers in which at least two members are nominated for each vacancy. All candidates must be IAS members in good standing. Candidates should be identified and elected in a timely manner, with each new term beginning at the IAS Annual Meeting.

The Committee will work in conjunction with the IAS office staff to complete the ballots, advertise the election, and tally the votes. Committee members may request the results of the election on the day after ballots are due. The committee shall prepare and present an election report to the Leadership Team at the IAS Annual Meeting and in the following ISTS Electronic Newsletter.

The committee shall notify nominees of the election results prior to the Annual Meeting or when appropriate, and invite successful candidates to participate in the ISTS Leadership Team meeting at the Annual Meeting.

### **2. ISTS MEMBERSHIP COMMITTEE.**

The chair of the Membership Committee shall be appointed each year by the Section Chair. The Membership Committee shall be composed of Regional Directors and a chair. The Secretary shall serve as ex-officio member of the committee. All Committee Members shall have access to the Section membership records through the IAS Office; records are currently maintained on the members-only section of the IAS Website. All committee members shall protect the privacy of all IAS members by treating member records as confidential.

The Membership Committee shall organize and lead an annual membership drive and promote membership activities at state and regional meetings in cooperation with fellow Regional Directors, the remainder of the ISTS Leadership Team, the IAS Membership Committee and Executive Director of the IAS.

The Committee shall prepare an annual report on membership and present the report to the Leadership Team at its meeting during the IAS Annual Meeting.

### **3. ISTS CONFERENCE PLANNING COMMITTEE.**

The ISTS Conference Chair shall be the chair of this committee. The Conference Planning Committee will be assembled by the Conference Chair and shall consist of a representative group of Regional Directors, all of the Interest Area Committee Chairs and other section members in good standing. The Treasurer shall serve as the financial officer for the Fall Conference and shall be an ex-officio member of the Conference Planning Committee.

Members of this committee shall assist in conference promotion/publicity, recruitment of presenters and exhibitors, and planning of conference logistics. This committee shall provide direction and support to the section's contracted workers to develop, organize, and carry out the ISTS Fall Conference.

The Committee shall ensure that all contracts and agreements made with individuals and organizations outside of IAS shall be presented to the Executive Director with sufficient time to gain approval.

The Committee will oversee all section publications related to the ISTS Fall Conference and will ensure that draft copies be transmitted to the IAS Executive Director at least two weeks prior to printing for approval. After publication final copies must be provided to the Executive Director, ISTS Electronic Newsletter Editor and webmaster for promotion.

### **4. ISTS AWARDS AND RECOGNITION COMMITTEE.**

The Awards and Recognition Committee shall consist of three members appointed annually by the section Chair. The Section Chair shall be an ex-officio member. The committee shall review the accomplishments of the membership and shall recognize those members deserving of mention at the ISTS Fall Conference.

This committee shall seek nominations for and select winners of the ISTS Friend of Science Awards. One award may be given to an individual and one to a corporation, institution, or non-profit annually. The committee shall recognize the



winners at the ISTS Fall Conference. The committee shall also seek out and name one IAS Member for the ISTS Outstanding Service Award. This award is presented to a member who has provided exceptional service to the ISTS section.

#### 5. ISTS COMMUNICATIONS COMMITTEE.

The Communications Committee shall consist of three members each serving a three-year term. The Section Chair, based on the recommendation of the Vice Section Chair, shall appoint one new member at the beginning of his/her term of office.

The purpose of the Communications Committee is to promote and support the section by maintaining the quality of section publications and public relations messages. The committee shall work with the regional directors to promote membership in the Iowa Science Teaching Section and attendance at the ISTS Fall Conference. The Communications Committee shall oversee any contracted persons developing publications or content for the section. The communications committee shall assist in soliciting content for all publications. The committee is responsible for training new committee members and new contract workers in the procedures for developing materials and in the Academy Publication Policies. The committee shall also oversee publications, sponsorship and advertisements for the ISTS Fall Conference and other ISTS events with regard to IAS Policies.

#### 6. AD HOC COMMITTEES.

Ad hoc committees may be appointed by the Section Chair with the approval of the Leadership Team for special assignments as required.

## V. Regional Directors & Interest Area Chairs

### 1. DUTIES.

Regional Directors shall:

- a) shall serve on the ISTS Leadership Team.
- b) be available to serve on the Membership Committee, Conference Planning Committee, or the Elections Committee, if requested to do so.
- c) be responsible for communicating with current members and encouraging communication between members.
- d) seek new ISTS members from the population of educators in their region.
- e) shall be responsible for assisting in the nomination process for the Iowa Academy of Science Excellence in Science Teaching Awards (ESTA) program of the IAS.
- f) be responsible for encouraging the membership to contribute articles and news from their region to the ISTS Electronic Newsletter and IAS website, when appropriate.
- g) are encouraged to organize events for their regions and/or interest areas.

Regional Directors - see the guide (pages 11-12) for additional information about the roles and responsibilities of a Regional Director.

## REGIONAL DIRECTOR'S GUIDE

Thank you for accepting a position as IAS Regional Director for area. Regional directors play a critical role in bringing science opportunities and activities to science teachers and science students in their respective areas. Regional Directors are appointed from current Governor's STEM Council hubs/regions by the Chair of the ISTS with the concurrence of the Section's elected officers. Regional directors serve a three-year term with one-third of them appointed each year. We wish you success in your term as Regional Director and hope that your experiences as ISTS Regional Director assist you in having a positive and lasting effect on science education in the state of Iowa.

Regional Directors are expected to attend all meetings of the ISTS Leadership Team. Each Regional Director shall serve on the ISTS Membership Committee, the Conference Planning Committee, or the Election Committee. The Membership Committee is charged with maintaining and increasing the membership of the Academy and the section. The Conference Planning Committee plans and Executes the ISTS Fall Conference, and the Election Committee recruits members to serve on committees and run for office. In addition to serving on one of these committees, Regional Directors shall perform the following duties.

### DUTIES OF REGIONAL DIRECTORS

#### **Communication: New and potential members.**

Regional Directors are instrumental in making contacts with members and potential members in their respective regions. Personal contact is always highly encouraged. Upon request, Regional Directors will be provided Iowa Academy membership brochures and other IAS promotional materials for use at face to face events or personal (not mass) mailings.

Regional Directors are encouraged to submit information about local science events, issues, workshops and awards to the ISTS Electronic Newsletter Editor for inclusion in the newsletter.

The Governor's STEM Council hub managers and your local AEA consultants can also assist in outreach and communication to potential members. Most are willing to forward e-mails and/or print information to science teachers in their region.

#### **Award Promotion and Nominations.**

Regional Directors shall be responsible for assisting in the nomination process for all awards and recognitions given annually by ISTS-IAS. Regional Directors encouraged to nominate deserving candidates and to promote the awards throughout their regions. Additional information about the nomination process is available on the IAS website.

Regional Directors are also encouraged to nominate ISTS members for other Academy Awards and Honors, including the Academy membership category of Fellow. Fellows are professional IAS members, nominated by the membership and elected by the Board of Directors from those members who have provided meritorious service to the Academy and effective promotion of science in Iowa. Fellows remain Fellows as long as they maintain membership. This is an honor with the same privileges and responsibilities as a Professional Member. Nominees must have been IAS members in good standing for at least 5 years prior to nomination and have contributed to at least two sections/committees of the Academy or to one section of the Academy and to science in Iowa at the statewide level.

Regional Directors are also encouraged to make nominations and promote the Distinguished Fellow, Distinguished Iowa Scientist, Distinguished Iowa Science Teaching Award and Distinguished Service Award. The purpose of the Distinguished Awards Program is to recognize the best contributions of Iowans to science research, science education at the collegiate level, and service to science. Those recognized with this award do not need to be IAS members. Additional information about all of the Iowa Academy of Science Award programs is available on the IAS website.

#### **Contributions to IAS Publications.**

The ISTS Electronic Newsletter is published 4 times annually and sent electronically to members and available on the ISTS Section Website. It provides information about ISTS, IAS, and Iowa science education programs and events, including: local, regional, and world-wide opportunities that are open to Iowa science teachers (conferences, workshops, scholarships, grants, awards), and announcements. The ISTS Electronic Newsletter is specifically directed to Iowa's science educators. Regional Directors may submit articles to the ISTS Electronic Newsletter Editor and encourage other ISTS members to do so as well.

The Bulletin is the quarterly membership newsletter of the Iowa Academy of Science, and can be found on the IAS website. It includes information about the IAS Annual Meeting and ISTS Fall Conference, member announcements, Academy and regional science event information, member profiles, financial information about the organization, and announcements of opportunities for members to become involved in Academy projects. The Bulletin encompasses science research,

education, public understanding, and recognition of excellence in science and is directed to all IAS members. Regional Directors may submit articles or ideas for articles to the IAS Office and encourage other ISTS members to do so as well.

### **Regional Events and Promotion of Professional Development.**

Regional Directors shall be encouraged to organize events for their regions or with adjoining regions. It is suggested that the Regional Directors work closely with the appropriate regional STEM Hub Manager and AEA consultant(s) in their area.

Regional Directors shall exercise leadership in promoting professional exchanges between teachers employed in the schools in their region as well as between students enrolled in these schools. This includes seeking presenters for the ISTS Fall Conference from among the outstanding educators in their area. Regional Directors are also encouraged to make presentations at the Fall Conference.

### **Fall Conference**

Regional Directors are encouraged to help in any way possible with the ISTS Fall Conference (registration tables, presenters, workshops, hosting, etc.).

List of Volunteer Jobs during the conference:

- Bookstore assistant
- Registration assistance
- Exhibitor hall assistance
- Guest speaker greeter
- Luncheon room preparation
- Runner

### **PROMOTION OF MEMBERSHIP**

One of the duties of the Regional Director is to help promote membership in the Iowa Academy of Science and further encourage members to select the Iowa Science Teaching Section of IAS as one of the sections to which he/she belongs, especially in the STEM Hub Region you represent.

Annually submit a call for ISTS membership throughout your region. If there is a way to contact all science teachers in your region (through AEA and/or STEM Hub representatives), take advantage of that and let them know the benefits of belonging to the ISTS. Most would be willing to forward an email from you to your region's science teachers. Use this method of communication judiciously, as the goal is to interest colleagues in participating in ISTS activities not overwhelm them with multiple messages. As has always been the case, a personal contact makes the most compelling statement.

## VI. Financials

### 1. REIMBURSEMENTS.

The Section Chair, Vice Chair, and/or Conference Chair and the IAS Executive Director may authorize remuneration from ISTS Section funds for expenses incurred to its members in transacting Section business. Prior approval from the IAS Board of Directors for all expenses is required. The signature of the ISTS Section Chair, Vice Chair or Conference Chair and the signature of the Executive Director on an IAS Reimbursement form shall constitute approval of funds.

### 2. CONTRACTS Contracted Services

The Executive Director, by permission of the IAS Board of Directors is empowered to engage in contracts on behalf of the Academy. No other member of the Academy is empowered to do so for the Academy at large or an individual section. The ISTS Leadership Team may seek out information and contracts for services required to complete section activities approved in the budget (contracts for meeting space, meals, transportation, programs, printing, etc). The voting members of the Section Leadership may submit such contracts to the Executive Director for approval and signing. It is the section leadership's responsibility to provide enough time for review, signing, and if necessary the inclusion of a deposit on any such contract.

All contracts between the Academy and an outside entity are between the Academy at large and said entity. As such, the full title of the Academy (Iowa Academy of Science) should be used in all outside contracts. For clarification, the full name of the section (Iowa Science Teaching Section) may be included in addition to the full name of the Academy.

#### Contract Positions

The ISTS budget may include the budget item – Contracted Positions. Contracted positions are annually appointed positions required for the activities of the section for which volunteers are not readily available. The Contracted Positions Budget Line item must include position titles, a short description of each positions, and the amount to be paid.

The voting members of the Leadership Team may submit to the Executive Director for approval the names of individuals for appointment to Contracted Positions when funding for such positions has been preapproved by the Academy Board of Directors for the current year's ISTS Budget.

Persons who serve in Contracted Positions may be IAS members, including current members of the ISTS Leadership Team. However, members are not considered IAS volunteers during the time they are completing work as a contracted individual and vice versa.

The Leadership team shall provide or approve a job description for each position. The Executive Director shall send a letter of agreement and the job description to each approved position nominee prior to the start of service. The letter of agreement shall include the timeline for completion of work, the amount to be paid, and the timeline for payment. A signed copy of the letter of agreement must be returned to the IAS Office prior to the start of work. The Academy shall file tax forms and provide a 1099 form to all contract workers receiving \$600 or more in a calendar year.

These positions may include but not limited to:

- ISTS Electronic Newsletter Editor
- ISTS Fall Conference Registration Coordinator
- ISTS Fall Conference Exhibits Coordinator
- ISTS Fall Conference Corporate Sponsor Coordinator
- ISTS Fall Conference Program Coordinator

## VII. ISTS Awards and Recognitions

The mission of the Iowa Academy of Science is to further scientific research, science education, and public understanding of science and recognize excellence in these endeavors. One of the ways to recognize this excellence is by awards. We encourage you to nominate a deserving individual or corporation for an appropriate award.

**The Friend of Science (FOS) Award - Individual** – ISTS recognizes with a plaque an individual or group, within the state, who has made significant contributions to ISTS and/or to science education at the local, regional or statewide level.

**The Friend of Science (FOS) Award – Corporate** – ISTS recognizes with a plaque a corporation, company, coalition, foundation or government entity who has made significant contributions to ISTS and/or to science education at the local, regional or statewide level.

**The Outstanding Service Award** – ISTS recognizes with a plaque an IAS member who has made sustained, extraordinary contributions to the Iowa Science Teaching Section and/or to science education at the state and/or national level.

### IAS Awards and Recognitions

**Excellence in Science Teaching Awards (ESTA)** — The Iowa Academy of Science awards ESTAs to outstanding teachers of all grade levels and areas of science, teachers who are recognized for their work and innovations in science education. Award winners receive \$200 for the teacher and a plaque. Nominations are accepted in the following categories:

- Physical Science (physics, chemistry, and physical science)
- Life Science (biology, anatomy/physiology, life science)
- Earth/Space Science/Environmental Science
- General/Multiple Science (integrated science, interdisciplinary courses, and multiple preps)
- Middle School/Junior High Science
- Elementary Science (two awards may be given/year)
- Science Supervisory (district, building, private, AEA, STEM Hub)

**Distinguished Science Awards** — In recognition of the best contributions of Iowans to science research, science education, and service to science, the Iowa Academy of Science established the Distinguished Science Awards Program in 1980. The Awards are announced and the winners celebrated at the President's Banquet during the Iowa Academy of Science Annual Meeting.

- **Distinguished Fellow Award** - The highest award given by the Iowa Academy of Science, the Distinguished Fellow Award is intended to recognize exceptional scholarly activity to the scientific community at the national and international levels.
- **Distinguished Iowa Science Teaching Award**—recognizes exceptional university and college faculty in science fields for their innovative science teaching.
- **Distinguished Iowa Scientist Award**—intended for individuals deserving recognition within his or her own area of science and whose accomplishments have gained state-wide acclaim.
- **Distinguished Service Award**—given to organizations and individuals for exceptional service in the areas of science, technology or the application of science to public service.

### Awards from other sources

**The Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST)** - are the Nation's highest honors for teachers of mathematics and science. The Awards recognize highly qualified K-12 teachers for their contributions in the classroom and to their profession. The core of the award is a \$10,000 National Science Foundation grant to the recipient's school, to be spent under the recipient's direction over a five-year period. PAEMST nominees and winners are recognized at the ISTS Fall Conference annually.

# ISTS SECTION CHAIR

*VOLUNTEER POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

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### **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

### **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **ISTS Section Chair** plays an important part in the success of this mission.

ISTS Section Chair is the leader of the section and is responsible for running the business of the section.

### **Major Responsibilities:**

Conduct the business meetings of the ISTS section, including an annual membership meeting during the ISTS Fall Conference or the Annual Meeting.

**Leadership Team Meetings**— Letter of invitation for each Leadership Team Meeting needs to be sent to all members of the Leadership Team.

Meeting at IAS Annual Meeting.

- Appoint members to fill vacancies in regional directors, interest area chairs, and committees.
- Set dates and locations for the year's Leadership Team meetings.
- Review the budget.
- Create a list of names of individuals to be appointed to contract positions.
- Present these to the Executive Director after the meeting.
- Other section business, as necessary.

Summer Meeting

- This meeting is a planning session for the ISTS Fall Conference.
- Individual Committees may meet in concurrent sessions to plan the ISTS Fall Conference and other section activities.
- Invite participants from the last ISTS Fall Conference who identified themselves as having an interest in becoming more involved in ISTS to this meeting and appoint to committees as appropriate.
- Other section business, as necessary.

Winter Meeting

- Review past ISTS Fall Conference.
- Develop a budget for the year beginning at the next IAS Annual Meeting, to be presented to the IAS Board of Directors and approved at the IAS Annual Meeting.
- Other section business, as necessary.

Other Duties of the ISTS Section Chair

- Perform the duties of IAS section chair with regard to the IAS Annual Meeting by: approving and scheduling section presentations for the meeting and serving as (or appointing a section member to serve as, or working with the Chair of another section to) emcee during the oral presentations.
- Call additional meetings of the leadership team, as necessary.
- Appoint Regional Directors and committee chairs, as needed.
- Invite the State DOE Science Consultant to serve as an Ex Officio member of the ISTS Leadership committee.
- Encouraged to write newsletter articles for each ISTS Electronic Newsletter.
- Write an invitation to the ISTS Fall Conference to all IAS members for inclusion in the fall issue of the Bulletin.

- Work with the Executive Director, Vice Chair and Conference Chair to oversee all section committee chairs and contracted individuals.
- Set the agenda for and facilitate the ISTS Fall Conference Opening Reception.
- Work with the Conference Chair to develop the luncheon program and introduce the award winners and corporate sponsors.
- Oversee the Committee Structure of the Section

**Time Required and Target Dates:**

- The term of Section Chair is one year, however it is preceded by a year as Vice Section Chair and followed by one year as Conference Chair.
- Meetings: Approximately 3 days for ISTS Leadership Team Meetings plus 2 days for the ISTS Fall Conference and an additional day to attend IAS Board of Directors Meetings.
- Planning and Prep: On own schedule, approximately two to four days spread throughout the year. This includes phone calls, email, committee meetings, writing newsletter articles, and other activities to accomplish the duties listed above.
- Possible (and optional) 1-3 days for representing IAS and ISTS at state, regional, or national meetings.

**Qualifications:**

- Have experience as a science educator in the state of Iowa
- Must have been elected to the position by the members of the section (elected into the position of vice-chair)
- Must be an IAS member in good standing.
- Ability to commit time to accomplish duties.

**Training/Preparation:**

- Read and know the IAS Bylaws and the ISTS Handbook.
- Consult as needed with the IAS Executive Director and the Conference Chair.



# VICE SECTION CHAIR

*VOLUNTEER POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

BRC 50, UNI Cedar Falls, Iowa 50614-0508

Phone: 319-273-2021

Email: [iascience@uni.edu](mailto:iascience@uni.edu)

Website: <http://www.scienceiniowa.org>

### **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

### **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **ISTS Vice Section Chair** plays an important part in the success of this mission.

ISTS Vice Section Chair is the chair of the Awards and Recognitions Committee and the Elections Committee. The Vice Section Chair fulfills the responsibilities of a Vice Section Chair as described in the Academy Bylaws and prepares for the role of Section Chair and Conference Coordinator.

### **Major Responsibilities:**

- Perform the duties of the Section Chair whenever the Section Chair is absent or unable to function.
- Assume the office of Section Chair should that office become vacant.
- Shall perform the duties of IAS Vice Section Chair with regard to the IAS Annual Meeting by serving as (or appointing a section member to serve as) a judge for the Iowa Junior Academy of Science Competition.
- Serve as chair for the ISTS Election Committee. As such call meetings/conference calls and set agendas for this committee. The responsibilities of the committee may be able to be met primarily by email and through phone calls.
- Attend all ISTS meetings.
- Attend and be introduced at the ISTS Fall Conference and provide additional conference support as needed.
- Write a newsletter article for each ISTS Electronic Newsletter.

### **Time Required and Target Dates:**

- The term is one year which is followed by one year as the Section Chair and one year as the Fall Conference Coordinator.
- Meetings: Approximately 3 days for ISTS Leadership Team Meetings plus 2 days for the ISTS Fall Conference and an additional day to attend IAS Annual Meeting and 1/2 day to judge for the Iowa Junior Academy of Science.
- Planning and Prep: On own schedule. One to three days spread throughout the year. This includes phone calls, email, committee meetings, writing newsletter articles, and other activities to accomplish the duties listed above.

### **Qualifications:**

- Have experience as a science educator in the state of Iowa
- Must have been elected to the position by the members of the section
- Must be an IAS member in good standing.
- Ability to commit time to accomplish duties.

### **Training/Preparation:**

- The position of Vice Chair is a training period during which to learn what is needed to fulfill the positions of Section Chair and Conference Coordinator.
- Read and know the IAS Bylaws and the ISTS Handbook.
- Consult as needed with the IAS Executive Director and the Section Chair.

# ISTS FALL CONFERENCE CHAIR

*VOLUNTEER POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

BRC 50, UNI Cedar Falls, Iowa 50614-0508

Phone: 319-273-2021

Email: [iascience@uni.edu](mailto:iascience@uni.edu)

Website: <http://www.scienceiniowa.org>

## **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

## **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **Conference Coordinator** plays an important part in the success of this mission.

The Conference Coordinator is responsible for organization and implementation of the Iowa Science Teaching Fall Conference

## **Major Responsibilities:**

- Coordinate and oversee all volunteers and contract individuals working on the Fall Conference.
- Oversee all planning of the Fall Conference including but not limited to:
  - Work with the Section Chair and the Treasurer to maintain the program within the approved budget and secure prior approval for any expenses outside of the approved budget.
  - Preview and approve all contracts between the Academy and vendors/services related to the Fall Conference and submit all such contracts to the Executive Director for approval and signing.
  - Work with the Section Chair to develop the luncheon program and introduce the award winners and corporate sponsors.
  - Identify and arrange (or delegate the arrangement of) the Keynote Speaker(s) for the ISTS Fall Conference.
  - Proof all publications regarding the Fall Conference and provide all publications to the Executive Director at least two weeks before printing for approval.
  - Approve all hotel assignments that will be paid through section funds.
- After the conference, write thank you notes to all volunteers and contract individuals.
- After the conference, make recommendations to the Section Chair for changes to the next year's conference, including recommendations regarding contracted individuals.
- Attend all ISTS Meetings.

## **Time Required and Target Dates:**

- The term is for one year, preceded by a year as Section Chair and a year as Vice Section Chair.
- Meetings: Approximately 3 days for ISTS Leadership Team Meetings plus 2 days for the ISTS Fall Conference.
- Planning and Prep: On own schedule. Approximately 5-10 days for writing, coordinating, obtaining speakers, etc. spread throughout the year. This includes phone calls, email, committee meetings, and other activities to accomplish the duties listed above.

## **Qualifications:**

- Have experience as a science educator in the state of Iowa
- Must have been elected to the position by the members of the section (elected into the position of vice-chair)
- Must be an IAS member in good standing.
- Ability to commit time to accomplish duties.

## **Training/Preparation:**

- The position of Vice Chair and Section Chair serve as a training period during which to learn what is needed to fulfill the position of Conference Coordinator.
- Read and know the IAS Bylaws and the ISTS Handbook.
- Consult as needed with the IAS Executive Director, the immediate past Conference Chair, and the Section Chair.

# SECTION SECRETARY

*VOLUNTEER POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

BRC 50, UNI Cedar Falls, Iowa 50614-0508

Phone: 319-273-2021

Email: [iascience@uni.edu](mailto:iascience@uni.edu)

Website: <http://www.scienceiniowa.org>

### **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

### **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **ISTS Secretary** plays an important part in the success of this mission.

The Secretary's main role is to maintain an accurate record of all business meetings of the section. The Secretary may, on occasion, be asked to draft and/or send letters on behalf of the section.

### **Major Responsibilities:**

- Maintain an accurate and correct record of all business meetings of the Section.
- Submit minutes of the ISTS Leadership Team Meetings and ISTS Membership Meetings to the Section Chair for ISTS Leadership Team approval.
- Submit approved minutes to the Section Chair, the Executive Director and to the Webmaster to be posted to the membership.
- The Secretary shall be a member of the Membership Committee and as such may be asked to draft and/or send letters to potential members on behalf of the section or to provide feedback to Regional Directors on their recruitment efforts.
- Attend the ISTS Fall Conference.

### **Time Required and Target Dates:**

The term of Secretary is for three years. The position shall take approximately 5 days per year, including ISTS Leadership meetings, ISTS Fall Conference attendance, committee work, and preparing minutes before and after meetings.

### **Qualifications:**

- Have experience as a science educator in the state of Iowa
- Must be elected to this position.
- Must be an IAS member in good standing.
- Ability to commit time to accomplish duties.

### **Training/Preparation:**

- Read and know the IAS Bylaws and the ISTS Handbook.
- Consult as needed with the Section Chair, Executive Director and the IAS IAS office staff.

# SECTION TREASURER

*VOLUNTEER POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

BRC 50, UNI Cedar Falls, Iowa 50614-0508

Phone: 319-273-2021

Email: [iascience@uni.edu](mailto:iascience@uni.edu)

Website: <http://www.scienceiniowa.org>

### **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

### **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **Treasurer** plays an important part in the success of this mission.

The main role of the treasurer is to work with the IAS IAS office staff to communicate accurate and up-to-date information about the section's finances and the state of the budget to the Leadership Team and to assist the Section Chair and Conference Chair in the development and maintenance of annual budgets.

### **Major Responsibilities:**

- Serve as the primary point of contact between the Leadership Team and the IAS Staff regarding the financial status of the Section.
- Work closely with the IAS office staff at the IAS office. The IAS office staff maintains all records for Academy transactions. The IAS office staff provides the ISTS Treasurer with transaction reports and other records as requested.
- Assist the Section Chair and the Conference Chair to create a proposed budget for each Winter Leadership Team Meeting. That budget will be approved by the Leadership Team and then the Section Chair will present it to the IAS Board of Directors for approval.
- Report all of the Section's financial transactions and the state of the budget to the Leadership Team at each meeting.
- Prepare an annual fiscal report, based on reconciled account reports provided by the IAS IAS office staff, to be presented to the Section Chair and Executive Director of the IAS prior to the IAS Annual Meeting.
- Support IAS staff at the registration desk.
- Serve as an ex-officio member of the Conference Planning Committee.

### **Time Required and Target Dates:**

The term of Treasurer is for three years. The position shall take approximately 8 days per year, including ISTS Leadership meetings, ISTS Fall Conference attendance, committee work and the transaction history report/budget before and after meetings.

### **Qualifications:**

- Have experience as a science educator in the state of Iowa
- Must be elected to this position.
- Must be an IAS member in good standing.
- Ability to commit time to accomplish duties.

### **Training/Preparation:**

- Consult with the IAS IAS office staff, by request, the IAS office staff will arrange for training and/or consultation time.
- Read and know the IAS Bylaws and the ISTS Handbook.
- Consult as needed with the Section Chair, Executive Director and the IAS IAS office staff.

# ISTS ELECTRONIC NEWSLETTER EDITOR

*POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

BRC 50, UNI Cedar Falls, Iowa 50614-0508

Phone: 319-273-2021

Email: [iascience@uni.edu](mailto:iascience@uni.edu)

Website: <http://www.scienceiniowa.org>

## **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

## **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **ISTS Electronic Newsletter Editor** plays an important part in the success of this mission.

The ISTS Electronic Newsletter editor plays an integral role in the section by providing an avenue for communication between the section leadership and membership.

## **Major Responsibilities:**

- Solicit stories/articles for the newsletter from the ISTS Leadership Team, IAS staff, ISTS members and education and science experts and providers outside of ISTS.
- Edit and produce 4 electronic issues of the newsletter annually on a schedule selected by Section Chair and approved by the ISTS Leadership Team.
- Attend ISTS Leadership Team meetings.

## **Time Required and Target Dates:**

Work is ongoing, however most of the work takes place during the week prior to each issue's release.

## **Qualifications:**

- Required skills include ability to edit and write using word processing and online publishing software.
- Knowledge of the Academy and the ISTS Section.
- Ability to work with and communicate with others.

**Training/Preparation:** Negotiable, as needed.

## **Compensation:**

The position of ISTS Electronic Newsletter Editor is appointed annually. The ISTS Electronic Newsletter Editor is provided a stipend of \$500 annually that is subject to approval of the ISTS Leadership Team and the IAS Board of Directors, which is paid in two installments, \$250. The first installment is paid the month after the publication of the second issue of the newsletter and the second installment is paid the month after the publication of the fourth issue of the newsletter.

# FALL CONFERENCE EXHIBITS COORDINATOR

*POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

BRC 50, UNI Cedar Falls, Iowa 50614-0508

Phone: 319-273-2021

Email: [iascience@uni.edu](mailto:iascience@uni.edu)

Website: <http://www.scienceiniowa.org>

## **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

## **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **Fall Conference Exhibits Coordinator** plays an important part in the success of this mission.

The Fall Conference Exhibits Coordinator is responsible for organization of the exhibitors and vendors present at the Fall Conference and for the ISTS Fall Conference Exhibits Hall.

## **Major Responsibilities:**

The Fall Conference Exhibits Chair is responsible for organizing the exhibitors and vendors and preparation of the Exhibits Hall. The Fall Conference Exhibits Chair acts as host for the exhibitors and vendors.

- Communicate with webmaster to put exhibits hall registration on the website.
- Respond to exhibitors and vendors and acknowledging when and where they will set up displays.
- Communicate with the Facilities Coordinator on Exhibits Hall location, decoration, setting of booths and tables, organizing snacks for vendors, and number of lunches required.
- Communicate with the Program Coordinator to place vendor workshops into sessions.
- Communicate with the Program Coordinator to place exhibitor and vendor information in the program book.
- Communicate with Registration Chair concerning registration of vendors and exhibitors.
- Communicate with Fall Conference committee concerning numbers of exhibitors and vendors.
- Act as host for the Exhibition Hall and send thank-you notes after the Fall Conference.
- Organize and solicit prizes for the end of conference door prize drawing.
- Prepare an Exhibitor survey, send it out and monitor for responses. Communicate survey results to ISTS Leadership Team at the winter meeting.
- Attend ISTS Leadership Team meetings.

## **Target Dates:**

The Fall Conference Exhibits Coordinator must attend at least one ISTS Leadership meetings per year and be available for the dates of the Fall Conference. Planning and preparation are on your own schedule, but allow approximately 5-10 days for writing, coordinating, obtaining exhibitors, etc. spread throughout the year. This includes phone calls, email, committee meetings, and other activities to accomplish the duties listed above.

## **Qualifications:**

- Ability to work with and communicate with others.
- Knowledge of the Academy and the ISTS Section.
- Ability to commit time to accomplish duties.

## **Training/Preparation:**

Negotiable, as needed.

## **Compensation:**

The position of ISTS Fall Conference Exhibits Coordinator is appointed annually. The ISTS Fall Conference Exhibits Coordinator is provided a stipend of \$500 annually that is subject to approval of the ISTS Leadership Team and the IAS Board of Directors. The stipend is paid the month after the Fall Conference.

# FALL CONFERENCE PROGRAM COORDINATOR

*POSITION DESCRIPTION UPDATED: 2016*

## **Iowa Academy of Science**

BRC 50, UNI Cedar Falls, Iowa 50614-0508

Phone: 319-273-2021

Email: [iascience@uni.edu](mailto:iascience@uni.edu)

Website: <http://www.scienceiniowa.org>

## **Report to:**

Craig Johnson, IAS Executive Director

Email: [craig.johnson@uni.edu](mailto:craig.johnson@uni.edu)

## **Role and Purpose:**

The Iowa Academy of Science is established to further scientific research and its dissemination, education in the sciences, public understanding of science, and recognition of excellence in these endeavors. Your role as **Fall Conference Program Coordinator** plays an important part in the success of this mission.

The Fall Conference Program Coordinator is responsible for organization of presenters for the Fall Conference and for the ISTS Fall Conference program book.

## **Major Responsibilities:**

The Fall Conference Program Chair is responsible for organizing the speakers and presenters at the Fall Conference and preparation of the program book.

- Communicate with webmaster to put advance program on the website
- Responding to presenters and acknowledging when and where they will present.
- Communicate with the Facilities Coordinator on room and session placement.
- Communicate with the Exhibitions Coordinator to place exhibitor information in the program book.
- Communicate with Registration Chair concerning registration of presenters and speakers.
- Communicate with Fall Conference committee concerning numbers of presenters.
- Prepare a Program Report for the ISTS Leadership Team.
- Preparation and printing of the program book.

## **Target Dates:**

The Fall Conference Program Coordinator must attend at least one ISTS Leadership meetings per year and be available for the dates of the Fall Conference. It is recommended that the program coordinator be present at one or more of the Fall Conference planning meetings.

## **Qualifications:**

- Required skills include ability to edit and write using word processing and publishing software.
- Knowledge of the Academy and the ISTS Section.
- Ability to work with and communicate clearly and openly with others.
- Ability to commit time to accomplish duties.

## **Training/Preparation:**

Negotiable, as needed.

## **Compensation:**

The position of ISTS Fall Conference Program Coordinator is appointed annually. The ISTS Fall Conference Program Coordinator is provided a stipend of \$500 annually that is subject to approval of the ISTS Leadership Team and the IAS Board of Directors. The stipend is paid the month after the Fall Conference.

# GLOSSARY

## Academy Acronyms

### First use in a publication:

The Iowa Academy of Science  
Iowa Science Teaching Section of the Iowa Academy of Science  
Iowa Academy of Science Annual Meeting  
Science Teaching Section Fall Conference  
Junior Academy of Science  
Journal of the Iowa Academy of Science  
Excellence in Science Teaching Awards  
Science Teachers and Research Students Manual  
Iowa Academy of Science Board of Directors  
Iowa Academy of Science Executive Director  
Iowa Science Foundation  
The Bulletin of the IAS

### Optional following mentions:

IAS, the Academy  
ISTS  
IAS Annual Meeting Iowa  
ISTS Fall Conference Iowa  
IJAS  
JIAS  
ESTA, ESTAs  
STARS Manual  
IAS Board of Directors  
IAS Executive Director  
ISF  
the Bulletin

The Distinguished Fellow, Distinguished Service, Distinguished Science Teacher, & Distinguished Scientist awards may collectively be called the Iowa Academy of Science Distinguished Awards or the Distinguished Awards.

### Other Science Acronyms communing used in IAS Business:

- American Association for the Advancement of Science, AAAS
- National Science Teachers Association, NSTA
- American Junior Academy of Sciences, AJAS
- Iowa Space Grant Consortium, ISGC
- Iowa Mathematics and Science Coalition, IMSC
- The GLOBE Program, GLOBE
- Project WET, Water Education for Teachers, PWET
- Resource Enhancement and Protection Act, Conservation Education Program, REAP-CEP