

Bylaws

Presented at the 2022 Annual
Conference

April 2022

Approved by Board
of Directors

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ARTICLE I - MEMBERS

Section 1: Types of Memberships

Membership in IALS (Association) shall be:

Voting Members:

- Laboratory School
- Member Tenured Life
- Member

Non-Voting Partners:

- Affiliate School Partner
- Non-Tenured Retired
- Partner Affiliate Individual
- Partner
- College or University Student Partner

DEFINITIONS Laboratory or university schools are defined to include all schools contributing to a program of teacher education, all schools serving as college or university laboratories for research, curriculum development and experimentation in education or any discipline, and all schools that have any other affiliation with a university.

Laboratory School Member

A laboratory school member is an independent or a university affiliated school, that may include programs from early childhood through the secondary level, engaged in one or more of the practices of teacher training, curriculum development, research, professional development, and educational experimentation for the purposes of supporting member schools. IALS laboratory member schools serve as a voice speaking for the improvement of learning for all children. Individuals included under this type of membership are administrators, faculty, staff and affiliated employees of the school, and shall have full rights and privileges as members, including but not limited to information pertaining to the Association's business, the opportunity for administrators and faculty of the member school to hold office, and to receive copies of the publications of the Association. Laboratory school members are voting members at one vote for each member school.

Tenured Life Member

The Board of Directors, by a majority vote, shall have the power to grant Tenured Affiliation Life Membership. Such memberships can be granted to an individual who has been a teacher, administrator, or staff at a member laboratory school. Such person must have been a member of IALS under that school for a minimum of ten years and shall have retired from his or her laboratory school's college or university. A Tenured Affiliation Life membership will grant the recipient full status in the association as an active member and entitle the recipient to receive all mailings and notices and be appointed to serve on committees. Furthermore, Tenured Life membership yearly dues shall be waived. Tenured Life Members shall

receive a fifty percent (50%) reduction of the registration fee for the annual conference. The recipient will be expected to pay all other expenses and fees. A Tenured Affiliation Life Member is a voting member.

Affiliate School Partner

An Affiliate School Partner is a school not directly associated with a College or University, but interested in the purposes and programs of the Association. Associate School Partners shall have all privileges of active members except the right to vote or hold office. The Board of Directors will establish the fees for this type of membership annually.

Non-Tenured Retired Partner

Any laboratory school teacher, administrator, or staff who has retired may become a Non-Tenured Retired Partner by paying half of the small school membership dues. They are also eligible for a fifty percent (50%) reduction of the registration fee for the annual conference. The retired member retains all rights as an active member except that retired members are not eligible to vote or hold elected office in the association. Retired members may be appointed to standing or ad hoc committees in the association, to the position of Secretary, to the position of Journal Editor, or to the position of Executive Director.

Affiliate Individual Partner

Any individual not directly associated with a college or university, but interested in the purposes and programs of the Association may become an Affiliate Individual Partner by paying half of the small school membership dues. Associate School Partners shall have all privileges of active members except the right to vote or hold elected office. Affiliate School Partners may be appointed to standing or ad hoc committees in the Association.

College or University Partner

Any undergraduate or graduate college or university student, or any student in an initial certification program, may become a partner by paying \$50.00 a year. They are also eligible to attend conferences for special registration fee that will be determined by the Board of Directors every year. The student will be expected to pay full price for events and activities not covered in the registration fee. The Student Partner retains all rights as an active member except that they are not eligible for elected office in the Association, nor may they vote in Association matters. Student Partners may be appointed to standing or ad hoc committees in the Association. Affiliation expires whenever the partner is no longer a student.

Section 2: Membership

The membership year shall extend from July 1 to June 30. Membership benefits may include:

IALS Journal
Marshal Memos
Mini Grant and Travel Grant Opportunities

Access to IALS website
International Tour
Online discussions

IALS Annual Conference (member fee)

Other professional opportunities

Section 3: Dues

The Board of Directors will set all dues and fees and will adjust them when necessary. The Association's fiscal year will correspond with terms of membership (July 1 to June 30).

Dues will be determined for the following:

- Laboratory School Member
- Tenured Life Member
- Affiliate School Partner
- Non-Tenured Retired Partner
- Affiliate Individual Partner
- College or University Student Partner

Section 4: Voting

Voting in matters related to the Association will be one vote for each Laboratory School Member school or Tenured Life Member.

- a. Members must be present at the meeting in order to vote. At the discretion of the Board of Directors some votes may be by absentee ballot.
- b. Quorum will be established by a majority of the member schools registered for the annual conference whether it be in person or online.
- c. The Board of Directors will determine if the vote will be taken viva voce, by ballot, or electronically.
- d. The Board of Directors will consider sending absentee ballots when the Laboratory School Member or Tenured Life Member paid the conference fee but was unable to attend because of a justified reason. The Board of Directors will define and establish what a justified absence is.

Article II – BOARD OF DIRECTORS

The Board of Directors shall be constituted by a President, a President-Elect, an Immediate Past-President, and up to nine directors. Board Members shall perform the duties prescribed by these bylaws and by the parliamentary authority prescribed in Article VII. All members of the Board of Directors must be teachers, administrators, faculty or staff of a member laboratory school or its affiliated university or college. All members will hold office until their term is over or a successor is elected. Board members who retire or cease their functions, may remain on the board as long as they evidence a continuous engagement with their former or other lab school.

Section 1: Duties of the Board Members

- a. The **President** shall give leadership to all Association activities and shall be the Chair of the Board of Directors. The President has the responsibility to assure the smooth functioning of the Association. The President shall convene meetings of the Board, present plans and alternatives for the Board's consideration and vote and

convene emergency meetings when appropriate. The President shall work closely with all committees and the Executive Director to assure their smooth operation and shall be an ex officio member of all committees except for the Nomination Committee.

b. The **President-Elect** shall assist the President in assuring the smooth functioning of the Association.

c. The **Immediate Past-President** shall serve as President when the President is unable to discharge his or her duties. It shall be the responsibility of the Immediate Past-President to coordinate with the Secretary the collection of artifacts and to ensure that documents and publications relevant to the association be acquired and deposited in the collection.

d. The Board of Directors shall assume the responsibilities indicated in Section 2 of Article IV of these by-laws.

e. The terms for the President, President-Elect, and Immediate Past-President are for one year beginning every July and ending next June. The Board of Directors, upon recommendation of the Nominations Committee, may extend such terms as they see fit.

Section 2: Election of Board Members

All Board Members shall be elected by the voting members of the Association. Board Members shall serve for three years. The terms shall begin at the close of the annual meeting at which they are elected. Board members may serve consecutive terms. The Board of Directors may select replacement for a vacated position in accordance with Section 4 under this article.

Section 3: Holding Office

No member shall hold more than one elected office at a time. All members will hold office until their term is over or a successor is elected.

Section 4: Replacing Officers

The Board of Directors shall have the power to appoint a replacement for any officer who, in its judgment, is unable to perform the duties of his/her office for an extended period of time. The Board of Directors will also have the authority to appoint a replacement for any vacant Board position. The duration of the appointment will be the time remaining in the vacated position.

ARTICLE III - Meetings

Section 1: Annual Business Meeting

An annual meeting for the IALS membership shall be scheduled each year at the Annual Conference. The Board of Directors will determine if this meeting will be held in person, online, or hybrid.

ARTICLE IV – DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Section 1: Members of the Board of Directors

The directors, the President, the Immediate Past-President, the President-Elect, the Executive Director, and Secretary shall constitute the members of the Board of Directors. Members of the Board are expected to take an active role in the association. Attendance at IALS events and Board meetings is expected. Any board member who is unable to meet the expected commitments without a valid reason, may be asked to leave the board.

Section 2: Responsibilities of the Board of Directors

The Board of Directors shall have general supervision and make final determinations of the affairs of the Association including its annual meetings, determine the time and place of meetings, and shall perform other duties as specified in these bylaws. The Summer Board Meeting will be held annually at a time and place designated by the Board.

Section 3: Meetings of the Board of Directors

Unless otherwise ordered by the Board, a “face-to-face” meeting of the Board of Directors shall be held the day before the first day of the Annual Conference of the Association, immediately following the Annual Conference, and at the annual Board Meeting.

- a. The first order of business at the meeting preceding the annual conference shall be the budget.
 - i. The audit of the current fiscal year budget.
 - ii. The recommendation for the next fiscal year budget.

- b. The first order of business at the Summer Board Meeting will be the evaluation of the appointment of the Executive Director, Secretary, and other positions as warranted.
 - i. Any Board member who is considered for an appointment to a position shall not attend the portion of the meeting discussing their appointment.
 - ii. Any person who is considered for an appointment to the Executive Director positions shall not attend the portion of the meeting discussing his/her appointment.
 - iii. Appointment decisions shall be shared immediately.

The Board shall meet monthly via a conference call or any other electronic means (date and time decided by the Board) during the months of July through June except for the month of the annual board meeting. Special meetings of the Board can be requested in writing from any member of the Board. A quorum of the Board of Directors shall be a simple majority of the Board.

Section 4: Appointment of the Board of Directors

The Board of Directors shall appoint an Executive Director a Secretary, a Journal Editor(s), and other positions as warranted. Appointment to any of these positions requires a simple majority of the Board of Directors, and shall be guided by Article IV, Section 3b. The Board will conduct a formal evaluation to decide if the Executive Director will be appointed for another year. This process will be repeated each year during the Summer Board Meeting.

A. The Executive Director shall:

1. Assist the President in establishing and maintaining liaisons between the Association and other associations on matters of mutual concern, including details relating to the functioning of the organization.
2. Maintain an office of record for the Association and such historical records and files as are necessary.
3. Solicit memberships, receive dues, issue membership certificates, maintain membership records, and cause to be published a roster of the membership.
4. Maintain the accounts of the Association, making such payments as have been authorized in the adopted budget, by vote of the Association or Board of Directors, or have been approved by the Chair of the Finance Committee.
5. Inform and advise the Board of Directors and Association of the status of its financial condition.
6. Prepare, in consultation with the Finance Committee, a proposed budget for the fiscal year to be considered by the Board of Directors and recommended to the Association for adoption at the annual meeting.
7. Maintain a file of the official correspondence of the association, including copies of correspondence conducted by the President. The Executive Director and President shall apprise the Outreach Chair of correspondence and other documents that potentially could contribute to the IALS website.
8. Shall be an ex officio member of all committees.
9. The essential duties and responsibilities of the Executive Director (including the responsibilities in 1-8) shall include, but not be limited to: administration and policy; communication; financial management; membership and development; and program and planning.
10. Honorariums for the Executive Director will be approved and distributed by an appointed member of the IALS Board of Directors.
11. Supervise the IALS Webmaster and other contracted personnel.
12. Comply with other responsibilities as set by the Board of Directors through a job description or other means.

B. The Journal Editor shall:

1. Plan, solicit articles for, and edit a peer reviewed yearly issue of the Journal, which shall reflect and advance the Association's objectives.
2. Arrange for the self-publication and notice of publication of the Journal to the members and such other persons, institutions and/or organizations as shall be designated by the Board of Directors, and as defined in these Bylaws.
3. Recruit Associate Editors who will peer review the articles and make recommendations as to which articles will be published.

- C. The Secretary shall:
1. Record the minutes of all meetings.
 2. Present the minutes to the Board for discussion and revision (if necessary).
 3. Upon approval of the minutes of meetings ensure that each current member receives a copy of said minutes (except those minutes pertaining to appointments or minutes of executive sessions).
 4. Archive the documents of IALS for future reference.

ARTICLE V – STANDING COMMITTEES

Section 1: Appointment of Standing Committees

Standing Committees shall be appointed by the Board of Directors at the meeting following the annual conference or as otherwise specified. Special committees may be appointed from time to time to carry on the work of the association. Each standing Committee shall elect a chair. Said chair shall be a member of the IALS Board of Directors. Other members, as specified, may be appointed from the board or the membership at large.

Section 2: Standing Committees of the Association

The standing committees of the Association shall be as follows:

1. Nominations
2. Finance
3. Bylaws
4. Grants and Awards
5. Conference
6. Membership
7. International
8. Journal

All standing committees shall follow the procedures and policies approved by the Board of Directors.

Section 3: Term in Office

Members of the standing committees shall be appointed by the Board of Directors during the Summer Board Meeting. The Board may make appointments any time there is a vacancy.

Section 4: Special Standing Committees or Ad Hoc Committees

Committees can be created and appointed by the President of the Board of Directors at

any time. The President shall be an ex-officio member of all committees, except for the Nominations Committee.

Section 5: Composition and Duties of Standing Committees

A. Membership

The Membership Committee shall be composed of three Directors appointed by the Board of Directors at the summer Board meeting. The Executive Director shall be an ex-officio member of the committee. Nominations for Life Membership shall be coordinated by the Membership Committee. Any member of IALS may propose a member for life membership who meets the criteria specified in the bylaws. The proposing member will submit a letter to the Executive Director who will bring the name(s) to the committee for approval. A motion for approval with appropriate second for each individual proposed for life membership is required before the Board can vote. The Board will approve each nomination with a simple majority of those voting. Appropriate recognition of granting life membership status for each individual approved will take place at the next annual meeting. The new life member will begin to receive the benefits of life membership on the day of the approval vote.

B. International

The International Committee shall be composed of two board members and two members selected from the membership at large. The chair of the committee shall be a member of the Board. The International committee holds the role of supporting the international focus within the International Association of Laboratory Schools. This support takes the form of:

a. Expanding IALS Reach through Memberships: seeking and inviting members globally, with a special focus on continents where IALS has not traditionally had members – Asia, Europe, and others where there are existing lab schools who are not part of IALS, thereby expanding IALS growth strategy.

b. International Programs: developing, providing and promoting global programmatic opportunities for involvement of members worldwide, for example, international sessions at annual conferences, thereby strengthening the attraction and significance of IALS membership.

c. International Partnerships: linking member schools worldwide with the goal of international partnerships to enable learning about the widest possible range of approaches to teaching and learning, research, and curriculum development.

d. International Opportunities for Professional Growth: taking the perspective of encouragement of international contributions to existing IALS structures, for example, seeking international and multilingual submissions to the journal.

e. International Representation in the IALS Governance Structure – IALS includes a specific global focus in its structures of governance to represent and ensure the importance of the organization’s global commitment.

C. Nominations

The Nominations Committee shall be composed of the Executive Director, Secretary, and two other members of the Board. They will serve three-year terms. The Secretary will be the chair.

a. The committee shall have the responsibility to nominate candidates for the offices to be appointed by the Board of Directors.

b. The committee shall have the responsibility to nominate candidates for all vacant offices and to present the slate of nominees to the membership for election at the annual conference per Article 3, Section 1.

c. The Nominations Committee’s slate of candidates shall be completed 30 days prior to the annual conference each year and forwarded to the Board of Directors.

d. The nominees for office shall be publicized on the website and distributed at the annual conference along with a short biographical narrative of each candidate.

e. Members may add nominations from the floor (either their own name or someone else) to vacant positions during the business meeting.

f. In the nomination of officers, every reasonable effort shall be made to provide diverse representation.

g. The committee shall have the responsibility to nominate candidates for the Mary Jane Taylor Distinguished Service Award.

D. Finance

The Finance Committee shall be composed of the Executive Director, the President and two members of the Board of Directors. One of the Board members will be the chair.

a. The committee shall have the responsibility to oversee the accounts and report to the Board of Directors. The Executive Director will report the review findings to the membership at the annual meeting.

b. The committee shall prepare a budget for presentation to the Board of Directors at the board meeting immediately preceding the annual conference. The Board of Directors shall review the proposed budget, make revisions (if necessary), and recommend it to the membership for approval at the annual conference.

c. The Finance Committee will electronically approve all expenses paid by the Executive Directors when these have not been included in the budget.

E. Bylaws

The Bylaws Committee shall be composed of three Board members. The chair of this committee will serve as parliamentarian when the Board has not appointed one. The Executive Director shall serve as an ex-officio member of the committee. The Bylaws Committee shall submit amendments and revisions to the bylaws in

accordance with Article VII. The Bylaws Committee will ensure that a current edition of the Bylaws is available on the IALS website, and that each member receives a copy annually.

F. Grants and Awards

The Grants Committee shall be appointed by the Board of Directors. It will be constituted with two board members and two members-at-large. This committee is responsible for administering and awarding all grants. The chair shall be the President-Elect. This committee will also select the recipients of the following awards:

1. Outstanding Laboratory School Award - The International Association of Laboratory Schools honors schools whose exemplary accomplishments are in Educational Research, Professional Development, Curriculum Development, Teacher Training and Educational Experimentation. A former recipient of this award will be invited to the committee to participate and vote for the selection of this award.
2. Mary Jane Taylor Distinguished Service Award – This award will be given to an IALS member who has shown exceptional service and exemplary leadership qualities to the Association. Someone who gives unselfishly of their time in undertaking initiatives for the betterment of the Association.

G. Conference

The Conference Committee shall consist of one member of the Board of Directors, the Executive Director, and a representative from the hosting institution.

ARTICLE VI – OFFICIAL PUBLICATIONS

The IALS Journal shall be published once a year and it should address key issues facing today's laboratory and university affiliated schools. Articles offer perspectives on educational trends and include topics such as the history and future of lab schools, innovations in curricula and programs, lab school administration, and teacher education. The journal may include articles grounded in evidence-based classroom practices, action research, and theoretically based quantitative and qualitative scholarship. The Board of Directors and the Editor will ensure that the journal complies with the highest standards of research and professional publications.

The Board of Directors, from time to time, will publish a newsletter making special announcements, portraying special projects from member schools, sharing current events among the international educational community, and showcasing laboratory schools. Other topics may be included at the discretion of the Board.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT’S RULES OF ORDER - NEWLY REVISED shall govern the Association in all cases where parliamentary question may arise and only when they are not inconsistent with these bylaws and any special rules of order the Board of Directors may adopt.

ARTICLE VIII – AMENDMENT OF THE BYLAWS

These bylaws can be amended at any business meeting of the Association by a majority vote, providing that the amendment has been submitted in writing to the President at least 45 days prior to the business meeting. The president shall then present it to the voting membership 30 days prior to the business meeting. The Board may amend the bylaws anytime, but the amendments shall only become effective by ratification of the majority of the voting membership responding by mail or email ballot within 30 days after mailing. No response indicates a yes vote.

ARTICLE IX – PURPOSE

IALS is organized exclusively for charitable, educational, and scientific purposes under section 501(c) 3 of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE X – RESTRICTIONS: EARNINGS AND POLITICAL ACTIVITY

No part of the net earnings of the organization shall inure to the benefit of, or be disreputable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IX hereof. No substantial part of the activities of the organizations shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in, including the publishing or distribution of statements any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, permitted to be carried on

- a. by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), or
- b. by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue).

ARTICLE XI – DISSOLUTION

Upon the dissolution of the organization, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all the assets of the organization exclusively for the purpose of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as at the time shall qualify as an exempt organization or organizations under section 501 (c) 3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII – EFFECTIVE DATE

These Bylaws shall be placed into effect at the close of the meeting at which they are approved. If approved by ratification, they will become effective if a majority vote is reached 30 days after the amendments were communicated to the membership in accordance with Article VIII.

These Bylaws have been approved during the business meeting of the Annual Conference on April ____, 2022.

Jill Sarada, President

Jean Bird, Secretary