

# Arizona - Nevada Academy of Science BY-LAWS

(2006-2015)

## STATEMENT OF PURPOSE:

The purpose of this Academy shall be: to stimulate scientific research and education; to disseminate scientific knowledge in the various fields of science; to promote fraternal relationships among those engaged in scientific work; to assist in developing and in making known the material and other resources of these two states; to encourage the publication of reports of scientific investigations; and to unify the scientific interests of the region.

### 1.00 -- NAME

- 1.10 -- The name of the corporation is the **ARIZONA-NEVADA ACADEMY OF SCIENCE**.

1.20 -- It is the intent of this organization to be a non-profit corporation devoted to stimulating scientific research, education and to disseminate scientific knowledge especially as it applies to this region.

### 2.00 -- ORGANIZATION

- 2.10 -- The organizational structure of the Arizona-Nevada Academy of Science shall consist of the following:

Membership -- section 3.00

Board of Governors -- sections 5.00 and 8.00

Sections representing the various scientific disciplines section 13.00

Committees -- section 12.00

Affiliated organizations -- section 14.00

### 3.00 -- MEMBERSHIP

- 3.10 -- **Regular Members** -- Persons 18 years or older who are interested in science may make application for membership.
  - 3.11 -- The amount of the annual dues for all membership categories shall be established by the Board of Governors.
  - 3.12 -- The Board of Governors shall have the right to expel or suspend a member after a hearing at which that member shall have the right to be present in person. The member in question shall be notified by registered

mail in two months prior to the hearing.

3.13 -- A majority vote of all members of the Board of Governors shall be necessary to expel or suspend a member, and an appeal from the decision may be made to the members of the Academy at the following Annual Business Meeting.

3.14 -- A majority vote of the members present at an appeals meeting shall be required to reverse the decision of the Board of Governors.

- 3.20 -- **Life Members** -- Any regular members who at one time shall contribute to the Endowment Fund of the Academy a sum established annually by the Board of Governors to yield interest equal or greater than the current annual dues for a regular member and shall be exempt from payment of all regular dues thereafter.
- 3.30 -- **Sustaining Members** -- Regular members paying not less than three times the regular annual dues shall be identified as a Sustaining Member.
- 3.40 -- **Fellows** -- Any regular member who has been a regular or sustaining member of the Academy for not less than five years and who has successfully engaged in recognized scientific work or who has made significant contributions to the Academy may be nominated as a Fellow by the Fellows Committee.
  - 3.41 -- A majority vote of the membership present at the Annual Meeting shall be necessary to confirm the invitation to become a Fellow of the Academy.
- 3.50 -- **Honorary Members** -- Any person who has rendered conspicuous service in the advancement of science may be elected to honorary membership in the Academy.
  - 3.51 -- Nomination may be made in writing by any voting member of the Academy to Board of Governors, which upon approval, shall present the name of the nominee to the membership. A majority vote of the members present at the Annual Meeting shall be necessary to confirm the invitation to the honorary membership. Ordinarily not more than one honorary member shall be elected in any one year.
  - 3.52 -- An honorary member is exempt from the payment of annual dues. He/She is a non-voting member and can not hold office in the

Academy unless he/she is simultaneously a regular member or a sustaining member.

- 3.60 -- **Patrons** -- Any firm, institution, or business organization wishing to contribute to the ongoing work of the Academy may apply to the Membership Secretary for patron membership in the Academy. Approval by the Board of Governors shall be necessary for election.
  - 3.61 -- The annual dues for a patron member shall be one hundred dollars (\$100.00). The initial dues shall be submitted with the membership application.
  - 3.62 -- A patron is a non-voting member of the Academy.
- 3.70 -- **Member Emeritus** -- Any member who has reached the age of retirement and who has maintained continuous membership in any active category in the Arizona-Nevada Academy of Science or its predecessor Academy for at least seventeen (17) years prior to retirement may apply for the status of Member Emeritus. The Board of Governors shall, upon presentation of verification of retirement and certification of continuous membership for at least the previous seventeen years, change the status of the member to Emeritus.
  - 3.71 -- The Member Emeritus shall have all privileges of membership but will be relieved of all charges and dues applied to other members of the Academy.
- 3.80 -- **Family Members** -- Two persons living at the same address may receive ANAS mailings (one copy) such as the Newsletter and Journal, and each may have voting and other privileges of membership.
- 3.90 -- **Student Members** -- Students 18 years of age or older who are regularly enrolled at a college or university may have voting and other privileges of membership.

#### 4.00 -- **MEETINGS**

- 4.10 -- A regular Annual Meeting of the membership shall be held at such time and place as determined by the Board of Governors. Special meetings may also be held.
  - 4.11 -- Prior to each Annual Meeting of the Academy the Board of Governors and the Chairpersons of Sections and Standing committees will hold a planning meeting at which the agenda for the Annual Meeting will be arranged. This planning meeting will be held at the site

of the next Annual Meeting of the Academy.

4.12 -- Notice of the Annual Meeting and all special meetings of the Academy shall be sent to all members at least one month in advance of the date of the meeting.

- 4.20 -- The regular members present at a meeting shall constitute a quorum.

4.30 -- The order of business at Annual Meetings shall be as follows:

- Call to Order by the President
- Reading of minutes of previous Annual meeting
- Reports of officers
- Election of Honorary members and Fellows
- Business
- Reports of Committees
- Election of officers
- President-Elect shall assume the Presidency
- Adjournment

## 5.00 -- **OFFICERS**

- 5.10 -- The officers of the Academy who also constitute the Board of Governors, shall be the President, President-elect, Past President, Recording Secretary, Membership Secretary, Treasurer and four to five regional Directors, The Editor of Journal, The Editor of the Newsletter, The Editor of the Proceedings, The Permanent Secretary, and The Webmaster.
  - 5.11 -- One director shall be chosen from each of the four geographical regions of Southern Arizona, Central Arizona, Northern Arizona and Nevada.
  - 5.12 -- An additional fifth director will be chosen from anywhere in Arizona or Nevada as needed.
- 5.20 -- The Recording Secretary, Treasurer, and Membership Secretary shall hold office for one year and the Directors shall hold office for two years. They shall be elected by ballot at the Annual Meeting and shall hold office until a successor is elected.
  - 5.21-- The President-elect, President and Past President shall hold office for two years, or until replaced by their successors..
  - 5.22 -- The President-elect shall automatically become President at the convening of the Annual Meeting at which a new President-elect is chosen. Subsequent to that election the President-elect shall take over as

President and the retiring President shall automatically become Past President.

5.23 -- The President shall be ex-officio Chairperson of the Board of Governors.

- 5.30 -- An Editor of the Journal, Historian, Editor of the Newsletter, Editor of the Proceedings, a Science Olympiad Representative, and a Webmaster shall be appointed by the Board of Governors and shall hold office for three years, or until replaced by their successors

## 6.00 -- **DUTIES OF THE OFFICERS**

- 6.10 -- The officers of the Academy shall perform the duties as specified in the parliamentary authority adopted by the Academy and as defined in the Articles of Incorporation and these By-laws.

### 6.20 -- **PRESIDENT**

- 6.21 -- The President shall preside over all meetings of the Academy and the Board of Governors. The President shall be responsible for the administration of all activities of the Academy and shall cause the provisions of the By-laws to be executed.

6.22 -- The President shall appoint all standing committees subject to confirmation of the Board of Governors. The President shall be an ex-officio member of all committees except the Nominating Committee.

- 6.25 -- **PRESIDENT ELECT**

- 6.26 -- The President-elect shall in the absence of the President, preside over all meetings of the Academy and the Board of Governors.

6.27 -- The President-elect shall have the responsibility of appointing the chairpersons of the local arrangements committee at the institution hosting the annual meeting.

6.28 -- The President-elect shall have the responsibility of finding new Patron Members for the Academy.

6.29 -- The President-elect shall have the responsibility for the public relations activities of the Academy.

6.295 - The President-elect shall serve as chair of the Educational Endowment Fund Committee.

- 6.30 -- **PAST PRESIDENT**

- 6.31 -- The Past President shall serve on the Board of Governors and shall, in the absence of the President and President-elect, preside over all meetings of the Academy and the Board of Governors.
- 6.40 -- **RECORDING SECRETARY**
  - 6.41 -- The Recording Secretary shall keep a record of all meetings of the Academy and of the Board of Governors and shall prepare them for publication if required.
  - 6.42 -- The Recording Secretary shall have charge of the preparation, printing, and mailing of announcements of meetings and so forth.
- 6.50 -- **MEMBERSHIP SECRETARY**
  - 6.51 -- The Membership Secretary shall keep a record of the membership of the Academy and shall, upon request supply Section Chairs with a list of the names and addresses of section members.
  - 6.52 -- The Membership Secretary shall prepare and mail notices of dues and shall keep a record of the dues paid by the members.
  - 6.53 -- The Membership Secretary shall prepare and mail renewal notices to all institutional subscribers to the Journal of the Arizona-Nevada Academy of Science and shall keep a record of fees paid.
  - 6.54 -- The Membership Secretary shall provide mailing labels to the Newsletter Editor for mailing of the Newsletter and to the Editor of the Journal for mailing of the Journal.
  - 6.55 -- The Membership Secretary shall send copies of recent issues of the Journal to members and libraries that did not receive their copy with the regular mailing.
  - 6.56 -- The Membership Secretary shall have charge of mailing copies of the Bylaws and current list of the officers of the Academy to new members and to prospective members who request them.
  - 6.57 -- The Membership Secretary shall in December, present to the Board of Governors a report on the current membership of the Academy.
- 6.60 -- **TREASURER**
  - 6.61 -- The Treasurer shall receive and disburse all funds of the Academy and shall have custody of all funds.
  - 6.62 -- The Treasurer shall keep an account of receipts and disbursements in detail, and at the Annual Meeting shall present a report of receipts and disbursements during the previous fiscal year.

6.63 -- The Treasurer shall, at the Annual Business Meeting, present to the Board of Governors an annual audited report of the financial status of the Academy.

6.64 -- The Treasurer, in conjunction with the Permanent Secretary, shall prepare an Annual Operating Budget and shall present the Operating Budget for the fiscal year to the Board of Governors at the January meeting of the Board.

6.65 -- The Treasurer of the Academy shall maintain the Endowment Fund in a secured account. The interest from the Endowment Fund shall be deposited into the General Fund of the Academy.

6.66 -- The Treasurer shall see that not less than 50% of the Annual Dues from each patron member shall be deposited in the Endowment fund, the remainder in the General Fund.

6.67 -- The Treasurer shall see that appropriate tax forms are filed with the IRS.

- **6.70 -- EDITOR OF THE JOURNAL**

- 6.71 -- The Editor shall have charge of and shall manage all publications of the Academy except the Newsletter and the Proceedings.

6.72 -- The Editor shall serve as chairperson of the R.M. Harris Award Committee.

6.73 -- The appointment of the Editor shall require a three-fourths vote of the Board of Governors.

- **6.80 SCIENCE OLYMPIAD REPRESENTATIVE**

- 6.81 The Science Olympiad Representative will serve as the liaison between the Academy and the Board of Directors of the Arizona Science Olympiad, Division C (SO-C).

6.82 Duties of the representative will be to keep the ANAS informed about SO-C activities, encourage involvement of ANAS membership in the state tournament and/or team preparation, solicit ANAS members to serve as event supervisors, recommend awards to be sponsored by the Academy, and provide a year-end report to summarize the results of the state tournament.

- **6.90 -- HISTORIAN**

- 6.91 -- The Historian shall document the development and growth of the Academy, maintaining the archives and other records of the Academy as might be useful in documenting the activities of the Academy.

## 7.00 -- **DIRECTORS**

- 7.10 -- The Directors shall serve as representatives of their regions and will inform and advise the board of Governors of the scientific activities and needs of the Southwest and promote the goals of the Academy.
  - 7.11 -- The Directors shall promote membership in the Academy and shall encourage members and non-members to submit papers to the Journal and present research results at the Annual Meeting.

## 7.20 -- **EDITOR OF THE NEWSLETTER**

- 7.21 -- The Editor of the Newsletter shall be appointed by the President and shall issue at least three NEWSLETTERS annually to advise the membership of current activities of the members, sections and other news events of the region.
  - 7.22 -- The Editor of the Newsletter shall, in conjunction with the Editor of the Proceedings, prepare and mail the Call for Papers for the Annual Meeting.
  - 7.23 -- The Editor of the Newsletter shall submit reports to the national newsletter of the National Association of Academies of Science.

## 7.30 -- **EDITOR OF THE PROCEEDINGS**

- 7.31 -- The Editor of the Proceedings shall with the approval of the Board of Governors, prepare a schedule for publication of the Proceedings Issue of the Journal.
  - 7.32 -- The Editor of the Proceedings shall serve as a member of the Program Committee for the Annual Meeting.
  - 7.33 -- The Editor of the Proceedings, in conjunction with the Editor of the Newsletter, shall prepare a list of abstracts to be presented at the Annual Meeting and the times of presentation. This list shall be mailed to all members as part of the Newsletter.

## 7.40 -- **PERMANENT SECRETARY**

- 7.41 -- The Board of Governors may establish the office of Permanent Secretary.
  - 7.42 -- The Permanent Secretary shall act as the main business agent of the Academy and shall be responsible for the daily activity of the Academy office.
  - 7.43 -- The Permanent Secretary shall maintain a list of the duties of each



officer and of the duties of the section chairs and shall mail a copy to the incoming officers and section chairs following the Annual Meeting.

7.44 -- The Permanent Secretary shall maintain a record of actions approved by the Board of Governors and shall make a copy of that record available to each member of the Board of Governors.

7.45 -- The Permanent Secretary shall maintain a list of the officers of the Academy to be elected and shall submit a list of those officers to the Nominating Committee at the first yearly meeting of the Governing Board.

7.46 -- The Permanent Secretary shall hold all the important papers of the Academy such as incorporation papers, annual report to the Corporation Commission, financial records, etc.

#### 7.50 -- **WEBMASTER**

7.51 - The webmaster will select a web-hosting service and maintain the ANAS web page.

7.52 - The webmaster will maintain the ANAS listserv, maintain the Newsletter, Proceedings and Journal pages, and facilitate electronic publishing of JANAS.

7.53 - The webmaster will post and maintain the membership directories, annual meeting forms, scholarship forms, award forms, dues renewals, and other membership documents.

#### 8.00 -- **DUTIES OF THE BOARD OF GOVERNORS**

- 8.10 -- The Board of Governors shall have executive authority with legislative powers of the Academy in the intervals between Academy Meetings except that of modifying action taken by the Academy.

8.20 -- Specific duties shall be:

- 8.21 -- To approve research and scholarship grants made in the name of the Academy.

8.22 -- To receive nominations for memberships, and upon approval to submit nominations for honorary memberships to the Academy for action.

8.23 -- To fill vacancies ad interim in any office of the Academy, except those of Past President, President and President-elect, and to notify the membership of the appointment through the newsletter.

8.24 -- To make recommendations to the Academy on matters pertaining to general policy.

8.25 -- To take action on applications of affiliated organizations.

8.26 -- To determine the time and place of Annual and special meetings.

8.27 -- To confirm standing committee members appointed by the President.

8.28 -- To make an annual report to the Academy.

8.29 -- To approve editorial policy.

- 8.30 -- In the event of dissolution of the Arizona-Nevada Academy of Science, to decide which state or national tax-exempt scientific organization is to receive the remaining funds and assets of the Arizona-Nevada Academy of Science.

8.40 -- A majority of the Board of Governors shall constitute a quorum, but any officer holding more than one office shall have only one vote. In the event the number of voting officers present at a meeting of the Board of Governors is less than a quorum, business may nonetheless be conducted, with any pending motions or other votes sent to all absent members by the recording secretary for their vote. The votes will then be received and counted by the recording secretary and added to the votes of the members present at the meeting. The President will then declare each measure to pass or fail and announce the results to all voting members of the Board of Governors.

8.50 -- Approval of the Board of Governors shall be construed to mean a majority approval except where indicated otherwise.

## 9.00 -- **ELECTIONS**

- 9.10 -- Officers shall be elected at the business meeting of the Annual Meeting.

9.20 -- The nominating committee shall consist of the Director from each region and the past President. The Past President shall function as the committee chairperson.

- 9.21 -- The nominating committee shall send a report of these nominations, one month prior to the Annual Meeting, to the Editor of the Proceedings for inclusion in the Proceedings Issue of the Journal.

9.22 -- Additional nominations may be made from the floor by any regular member.

9.23 -- Each nominee shall express his or her willingness to serve in the office for which he or she is being nominated before acceptance of his or her nomination.

9.24 -- The nominee for each office receiving the majority of votes of the regular members present shall be elected.

## 10.00 -- **ACCOUNTS**

- 10.10 -- The fiscal year of the Academy shall end on December 31. All annual dues for the ensuing year shall be due on January 1.
  - 10.11 -- Any member in arrears for dues for one year shall be dropped from the roll of members, provided he or she has had at least one notice of the indebtedness mailed to him or her. Upon payment of the current dues, however, the person may be restored to membership by majority vote of the Board of Governors.
- 10.20 -- Two Academy Accounts shall be maintained.
  - 10.21 -- One account, called the General Fund, shall consist of general membership dues payments and the interest from the Endowment Fund and any other general purpose funds received.  
10.22 -- An Endowment Fund shall consist of life membership dues and half of the patron membership dues received. The interest on this fund shall be placed into the General Fund or disbursed annually by the Board of Governors.

## 11.00 -- **PUBLICATIONS**

- 11.10 -- The editing of all publications of the Academy except the Proceedings and the Newsletter, shall be the responsibility of the Editors. It shall be the duty of the Editors to pass on the merits of papers submitted for publication, and establish, with the approval of the Board of Governors, an editorial policy.

## 12.00 -- **COMMITTEES**

- 12.10 -- Standing committees shall be appointed by the President subject to confirmation by the Board of Governors unless before their appointment this rule is suspended by a three-fourths vote of the Board.
  - 12.11 -- These standing committees are as follows;
    - 1. Fellows Committee
    - 2. Nominating Committee
    - 3. Program Committee
    - 4. Grants-in-Aid Committee
    - 5. Scholarship Committee
    - 6. Outstanding Science Teacher Committee
    - 7. Educational Endowment Fund Committee

- 8. Outstanding Service Award

- 12.20 -- Other committees may be appointed by the President when authorized by the Board of Governors.

### 13.00 -- **SECTIONS**

- 13.10 -- Sections. Upon application to the Board of Governors by not less than 25 regular members, permission shall be granted to form a regular section of the Academy.

13.20 -- The Section Chairperson may not speak for the Academy of take action affecting Academy policy without prior approval of the Board of Governors.

13.30 -- The Board of Governors must approve any change in status of Sections and may make such changes as are necessary for the proper functioning of Section.

13.40 -- Sections must notify the Recording Secretary of meeting dates prior to each meeting and must forward a copy of the minutes of the meeting to the Recording Secretary.

13.50 -- The duties of the Chairperson of a Section shall be to preside at sectional meetings and to stimulate participation in the activities of he Section.

### 14.00 -- **AFFILIATIONS**

- 14.10 -- The Academy may enter into such relations of affiliation with other organizations of appropriate character as may be recommended by the Board of Governors and ordered by a three-fourths vote of the members present at any Annual Meeting.

14.20 -- Any state scientific organization may, upon application be elected an affiliated institution by the Board of Governors.

14.30 The Arizona Science Olympiad, Division C (SO-C), is an affiliated organization of the Academy.

- 14.31 The Arizona - Nevada Academy of Science will be responsible for the financial accounting of the SO-C's funds. Expenses and revenues will be included in the annual Treasurer's report.

### 15.00 -- **AMENDMENTS**

- 15.10 -- These By-laws may be amended by a three-fourths vote of the membership present and voting at an annual business meeting, provided that notice of the proposed change has been sent to all members at least one month before such meeting.

## 16.00 -- **PARLIAMENTARY AUTHORITY**

- 16.10 -- The rules contained in "Robert's Rules of Order Revised" shall govern the Academy in all cases to which they are applicable, and in which they are not inconsistent with the Articles of Incorporation and these By-laws.

Revised April 8, 2006 at the Annual Meeting (Effective dates: April 8, 2006-April 18, 2015)

[Current Bylaws](#)