

# Arizona - Nevada Academy of Science

## BY-LAWS

(Current; 2015-present)

### STATEMENT OF PURPOSE:

The purpose of this Academy is to foster scientific research and education, disseminate scientific knowledge, promote collegial relationships among scientists from a variety of disciplines, assist in developing the scientific resources of the region, encourage the publication of research-based reports, and unify the scientific interests of the southwestern U.S.

### 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 promoting scientific research and education.

### 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 5.00-8.00

Committees -- section 11.00

Affiliated organizations -- section 12.00

### 3.00 -- MEMBERSHIP

- 3.10 -- **Membership Dues**
  - 3.11 -- The amount of the annual dues for all membership categories shall be established by the Board of Governors.
  - 3.12 -- Annual dues for the ensuing year shall be due on January 1.
  - 3.13 -- Any dues-paying member in arrears 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 current dues, individual will be reinstated.

- 3.20 -- **Regular Members** -- Persons 18 years or older who are interested in science may apply for membership.
  - 3.21 -- The Board of Governors shall have the right to expel or suspend a member after a hearing at which the member has the right to be present in person. The member in question shall be notified by registered mail two months prior to the hearing.
  - 3.22 -- A majority vote of all members of the Board of Governors shall be necessary to expel or suspend a member, and an appeal of the decision may be made to the members of the Academy at the next Annual Business Meeting.
  - 3.23 -- A majority vote of the members present at an appeals meeting shall be required to reverse the decision of the Board of Governors.
- 3.30 -- **Family Members** -- Two persons living at the same address may receive ANAS mailings (one copy) such as the Journal as Family Members. Each family member otherwise has individual privileges of membership including voting.
- 3.40 -- **Student Members** -- Individuals 18 years of age or older who are regularly enrolled at a college or university as an undergraduate or graduate student may have voting and other privileges of membership at a reduced rate until they complete their degree or otherwise leave the institution.
- 3.50 -- **Life Members** -- Any regular member who contributes to the Endowment Fund of the Academy a sum established by the Board of Governors to yield interest equal to or greater than the current annual dues for a regular member shall be identified as a Life Member and be exempt from payment of all regular dues thereafter.
- 3.60 -- **Sustaining Members** -- Regular members paying not less than three times the regular annual dues shall be identified as a Sustaining Member.
- 3.70 -- **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 reputable scientific work and/or has made significant contributions to the Academy may be nominated as a Fellow by the Fellows Committee.
  - 3.71 -- 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.

- 3.80 -- **Honorary Members** -- Any person who has contributed extraordinary service to the advancement of science may be elected to honorary membership in the Academy.
  - 3.81 -- Nominations may be made in writing by any current member of the Academy who, upon approval of the Board of Governors, shall present the nominee at the Annual Business Meeting. A majority vote of the members present shall be necessary to confirm the invitation to honorary membership. Ordinarily not more than one honorary member shall be elected in any one year.
  - 3.82 -- An honorary member is exempt from the payment of annual dues. He/She is a non-voting member and cannot hold office in the Academy unless he/she is also a regular or sustaining member.
- 3.90 -- **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.
  - 3.91 -- The annual dues for a patron member shall be one hundred dollars (\$100.00). The initial dues shall be submitted with the membership application.
  - 3.92 -- A patron is a non-voting member of the Academy.
- 3.100 -- **Member Emeritus** -- Any member who has reached the age of 65 and/or is retired and who has maintained continuous membership in any active category in the Arizona-Nevada Academy of Science for at least seventeen (17) years may apply for the status of Member Emeritus. The Board of Governors shall, upon verifying that the applicant meets these requirements, change the status of the member to Emeritus.
  - 3.101 -- The Member Emeritus shall have all of the privileges of membership, but will be relieved of all charges and dues applied to other members of the Academy.
- 3.110 -- **Benefits and Privileges of Membership**
  - 3.111 -- All voting membership categories have a voice in selection of members of Board of Governors, approval of Fellows and Honorary Members, revisions to by-laws, and other voting matters brought to the general membership by the Board of Governors at the Annual Business Meeting.

3.112 -- Current Academy members receive printed copies of the Journal of the Arizona-Nevada Academy of Science, access to electronic archives of all volumes of the Journal, discounted page charges for publication, and reduced registration fees for the Annual Meeting. They also receive electronic notification of online publications, annual membership renewal reminders and other important announcements.

- 3.120 -- **Suspension of Membership**

- 3.121 -- The Board of Governors shall have the right to expel or suspend a member after a hearing at which the member has the right to be present in person. The member in question shall be notified by registered mail two months prior to the hearing.

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

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

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

- 4.10 -- A regular Annual Meeting of the membership shall be held a time and place 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 chairpersons of standing committees will hold a planning meeting at which the agenda for the Annual Meeting will be arranged. Ideally, 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 from the previous Annual Meeting
- Reports of officers
- Election of Honorary members and Fellows

- Business
- Reports of Committees
- Election of officers
- Assumption of the Presidency by the President-Elect
- 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, Regional Directors (5), Editor of Journal, Editor of the Newsletter, Editor of the Proceedings, Permanent Secretary, and 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 (the Director at Large) 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.
- 5.30 -- The President-Elect, President and Past President shall hold office for two years, or until replaced by their successors.
  - 5.31 -- 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 become Past President.
- 5.32 -- The President shall be ex-officio Chairperson of the Board of Governors.
- 5.40 -- An Editor of the Journal, Editor of the Newsletter, Editor of the Proceedings, Science Olympiad Representative, and Webmaster shall be appointed by the Board of Governors and shall hold office for three years, or until replaced by their successors.
- 5.50 -- 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.

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

- **6.10 -- PRESIDENT**

- 6.11 -- 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.

6.12 -- 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.

- **6.20 -- PRESIDENT ELECT**

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

6.22 -- The President-Elect shall appoint the chairpersons of the local arrangements committee at the institution hosting the annual meeting.

6.23 -- The President-Elect shall recruit new Patron Members for the Academy.

6.24 -- The President-Elect shall participate in public relations activities for the Academy.

- **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.

6.42 -- The minutes kept by Recording Secretary shall include a record of actions approved by the Board of Governors.

6.43 -- The Recording Secretary shall make electronic copies of the minutes available to the membership.

6.44 -- The Recording Secretary shall provide a copy of the minutes from the previous year's Annual Business Meeting to the Editor of the Proceedings.

- **6.50 -- MEMBERSHIP SECRETARY**

- 6.51 -- The Membership Secretary shall keep the membership records of the Academy.

6.52 -- The Membership Secretary shall prepare and send notices of dues and shall keep a record of the dues paid by the members and their contact information.

6.53 -- The Membership Secretary shall prepare and send 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 the Editor of the Journal and the Editor of the Proceedings for mailing of the Journal and *Proceedings of the Arizona Nevada Academy of Science Annual Meeting*.

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 present to the Board of Governors a report on the current membership of the Academy as of the end of the calendar year.

- 6.60 -- **TREASURER**

- 6.61 -- The Treasurer shall receive, deposit and disburse all funds of the Academy as stipulated by Section 9.00 of these by-laws.

- 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 report of the financial status of the Academy.

- 6.64 -- The Treasurer shall prepare an Annual Operating Budget and shall present the Operating Budget for the fiscal year to the Board of Governors at their January meeting.

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

- 6.66 -- The Treasurer shall hold all of the important documents of the Academy including but not limited to incorporation papers, IRS documents. annual report to the Corporation Commission and financial records.

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

- 6.71 -- The Editor shall manage publication of the *Journal of the Arizona-Nevada Academy of Science*.
- 6.72 -- The Editor of the Journal shall, with the approval of the Board of Governors, establish an editorial policy.
- 6.73 -- The Editor of the Journal shall, with input from peer reviewers, evaluate the merits of manuscripts submitted for publication in a timely manner and assemble two issues per volume.
- 6.74 -- The Editor of the Journal shall work with the Membership Secretary to distribute printed issues to current members and subscribing institutions and manage subscription renewals.
- 6.75 -- The Editor of the Journal shall work with the Webmaster to get each issue digitally archived with an electronic repository.
- 6.76 -- The Editor of the Journal shall work with the Treasurer to insure that authors are appropriately billed for page charges.
- 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 (a) keep the ANAS informed about SO-C activities; (b) encourage involvement of ANAS membership in the state tournament and/or team preparation; (c) solicit ANAS members to serve as event supervisors; (d) recommend awards to be sponsored by the Academy, and (e) provide a year-end report to summarize the results of the state tournament.
- 6.90 -- **DIRECTORS**
  - 6.91 -- The Directors shall promote the goals of the Academy to institutions in their geographical area.
  - 6.92 -- The Directors serve as representatives of their respective regions and will inform and advise the Board of Governors of their regions' scientific activities and needs.
  - 6.93 -- 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.
- 6.100 -- **EDITOR OF THE NEWSLETTER**



- 6.101 -- The Editor of the Newsletter shall be appointed by the President and shall issue newsletters to advise the membership of current activities of the members and other scientific events of the region.
- 6.102 -- The Editor of the Newsletter shall, in conjunction with the Editor of the Proceedings, prepare and send the abbreviated Annual Meeting agenda to the membership and registrants.
- 6.103 -- The Editor of the Newsletter shall send notice of any voting matters to the membership at least 30 days in advance of the Annual Business Meeting.
- 6.104 -- The Editor of the Newsletter shall submit reports to the national newsletter of the National Association of Academies of Science.
- 6.110 -- **EDITOR OF THE PROCEEDINGS**
  - 6.111 -- The Editor of the Proceedings shall, with the approval of the Board of Governors, schedule deadlines to insure the timely publication of the *Proceedings of the Arizona Nevada Academy of Science Annual Meeting*.
  - 6.112 -- The Editor of the Proceedings shall serve as a member of the Program Committee for the Annual Meeting and shall coordinate with session chairs to solicit, collect and organize abstracts to meet publication timeline.
  - 6.113 -- The Editor of the Proceedings, shall prepare a list of abstracts to be presented at the Annual Meeting and the times of presentation. This abbreviated agenda shall be forwarded to the Editor of the Newsletter, the Section Chairs, and Webmaster be sent to all members and registrants as part of the Newsletter and published on the Academy's website.
  - 6.114 -- The Editor of the Proceedings shall mail copies to the subscribing institutions and members who request copies.
  - 6.115 -- The Editor of the Proceedings, in conjunction with the Webmaster, shall arrange for the electronic publication of the Proceedings.
- 6.120 -- **PERMANENT SECRETARY**
  - 6.121 -- The Board of Governors may establish the office of Permanent Secretary.
  - 6.122 -- 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.

6.123 -- 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 January meeting of the Governing Board.

6.124 -- Following the Annual Meeting, the Permanent Secretary shall refer incoming officers to this document for the list of their responsibilities and terms of duty.

- 6.130 -- **WEBMASTER**

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

6.132 -- The webmaster will make available digitized versions of the Newsletter and facilitate electronic publishing of the *Journal of the Arizona-Nevada Academy of Science*, the *Proceedings of the Arizona Nevada Academy of Science Annual Meeting* and *Hydrology and Water Resources in Arizona and the Southwest* (proceedings of the Hydrology session)

6.133 -- The webmaster will post forms for the annual meeting, scholarship and grant applications, awards, membership renewals, and other membership documents.

6.134 -- The webmaster will post the current version of the by-laws and historical records such as Fellows, Outstanding Service Award recipients and current and previous members of the Board of Governors.

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

- 7.10 -- 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.

7.20 -- Specific duties shall include the following:

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

7.22 -- To receive nominations for special membership categories and, upon approval, submit these nominations to the membership for action at the Annual Business meeting

7.23 -- To fill vacancies *ad interim* of 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.

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

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

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

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

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

7.29 -- To approve editorial policy.

- 7.30 -- 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.

7.40 -- 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 still 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.

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

## 8.00 -- **ELECTIONS**

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

8.20 -- The Nominating Committee shall consist of the Director from each region and the Past President. The Past President shall function as the committee chairperson.

- 8.21 -- One month prior to the Annual Meeting, the Nominating Committee shall send a report of these nominations to the Editor of the Proceedings for inclusion in the Proceedings volume.

8.22 -- Additional nominations may be made from the floor by any dues-paying or emeritus member.

8.23 -- 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.

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

## 9.00 -- **ACCOUNTS**

- 9.10 -- The fiscal year of the Academy shall end on December 31.

9.20 -- Two Academy Accounts shall be maintained: General Fund and Endowment Fund

### 9.30 -- **General Fund**

- 9.31 -- The General Fund, shall consist of general membership dues payments journal subscriptions, page charges and revenue from electronic repositories, and any other general-purpose funds received.

9.32 -- The General Fund shall be used for the Academy's operational budget.

- 9.40 -- **Endowment Fund**

- 9.41 -- The Endowment Fund shall consist of life membership dues, at least half of the patron membership dues, and any donations received for this account.

9.42 -- The principal balance of the Endowment Fund shall remain invested in a secured account.

9.43 -- The interest on this fund may be reinvested or transferred to the General Fund to be disbursed at the discretion of the Board of Governors in support of the Academy's mission and goals.

## 10.00 -- **PUBLICATIONS**

- 10.10 -- Current publications of the Academy include the *Journal of the Arizona-Nevada Academy of Sciences*, the *Proceedings of the Arizona-Nevada Academy of Science Annual Meeting*, and *Hydrology and Water Resources in Arizona and the Southwest* (proceedings of the Hydrology session).
  - 10.11 -- The editing of all publications shall be the responsibility of their respective Editors.

10.12 -- Digitized versions of all publications are archived in electronic repositories.

## 11.00 -- COMMITTEES

- 11.10 -- 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. These standing committees are as follows:
  - 11.11 -- Fellows Committee
  - 11.12 -- Nominating Committee
  - 11.13 -- Program Committee
  - 11.14 -- Education Committee
  - 11.15 -- Outstanding Service Award
- 11.20 -- Other committees may be appointed by the President when authorized by the Board of Governors.

## 12.00 -- AFFILIATIONS

- 12.10 -- The Academy may enter into affiliations with other organizations as recommended by the Board of Governors and ordered by a three-fourths vote of the members present at any Annual Meeting.
- 12.20 -- Any state scientific organization may, upon application be elected an affiliated institution by the Board of Governors.
- 12.30 -- The Arizona Science Olympiad, Division C (SO-C) is an affiliated organization of the Academy.
  - 12.31 -- 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.
- 12.40 -- The Academy is also affiliated with American Association for the Advancement of Science (AAAS), the National Association of Academies of Science (NAAS), and the Committee on Public Understanding of Science (COPUS).

### 13.00 -- **AMENDMENTS**

- 13.10 -- 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.

### 14.00 -- **PARLIAMENTARY AUTHORITY**

- 14.10 -- The rules contained in "Robert's Rules of Order Revised" shall govern the Academy in all cases to which they are applicable, and consistent with the Articles of Incorporation and these by-laws.

Revisions to be approved by membership on April 18th at the 2015 Annual Meeting of the Arizona Nevada Academy of Science