

Arizona - Nevada Academy of Science BY-LAWS

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** (also referred to in this document as ANAS and/or the Academy).

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 consists 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 is established by the Board of Governors.

3.12 -- Annual dues for the ensuing year are due on January 1.

3.13 -- Any dues-paying member in arrears for one year will be dropped from the roll of members, provided he or she has had at least one notice of the indebtedness sent to him or her e-mail at the last address on record. Upon payment of current dues, the 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 has 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 will be notified by registered mail two months prior to the hearing.

3.22 -- A majority vote of all members of the Board of Governors is 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 is 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** -- Students 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 is identified as a Life Member and is exempt from payment of all regular dues thereafter.

3.60 -- **Sustaining Members** – Any regular members paying not less than three times the regular annual dues is 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 is 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, presents the nominee at the Annual Business Meeting. A majority vote of the members present is necessary to confirm the invitation to honorary membership. Ordinarily not more than one honorary member is 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 is required.

3.91 -- The annual dues for a patron member is one hundred dollars (\$100.00). The initial dues are to 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 verifies that the applicant meets these requirements and changes the status of the member to Emeritus.

3.101 -- The Member Emeritus has all of the privileges of membership, but is 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 has 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 will be notified by registered mail two months prior to the hearing.

3.122 -- A majority vote of all members of the Board of Governors is 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 is required to reverse the decision of the Board of Governors.

3.130 – **Member contact information**

3.131 -- Demographic information (including affiliated institution, US mail and email addresses) will be solicited when individuals enroll or renew as members.

3.132 -- It is the responsibility of the member to update the membership secretary if his/her address changes between annual renewals. Members who fail to do so may not receive their print copies of the Academy's journal and/or important communication from the Board of Governors.

4.00 -- **MEETINGS**

4.10 -- A regular Annual Meeting of the membership is held at 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 the chairpersons of standing committees hold a planning meeting at which the agenda for the Annual Meeting is arranged. Ideally, this planning meeting is held at the site of the next Annual Meeting of the Academy.

4.12 -- Notices of the Annual Meeting and all special meetings of the Academy are to 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 constitute a quorum.

4.30 -- The agenda of the regular Annual Meetings follows the order of business listed below:

- 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, are the President, President-Elect, Past President, Recording Secretary, Membership Secretary, Treasurer, Regional Directors (5), Editor of Journal, Editor of the Proceedings, Permanent Secretary, and Webmaster.

5.11 -- One Director is 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) is chosen from anywhere in Arizona or Nevada as needed.

5.20 -- The Recording Secretary, Treasurer, and Membership Secretary hold office for one year and the Directors hold office for two years. They are elected by ballot at the Annual Meeting and hold office until a successor is elected.

5.30-- The President-Elect, President, and Past President hold office for two years, or until replaced by their successors.

5.31 -- The President-Elect automatically becomes President at the convening of the Annual Meeting at which a new President-Elect is chosen. Subsequent to that election, the President-Elect takes over as President and the retiring President becomes Past President.

5.32 -- The President is the ex-officio Chairperson of the Board of Governors.

5.40 -- An Editor of the Journal, Editor of the Proceedings and Webmaster appointed by the Board of Governors and hold office for three years, or until replaced by their successors.

5.50 -- Officers of the Academy 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 presides over all meetings of the Academy and the Board of Governors. The President is responsible for the administration of all activities of the Academy and ensures that provisions of the by-laws are executed.

6.12 -- The President appoints all standing committees subject to confirmation of the Board of Governors. The President is an ex-officio member of all committees except the Nominating Committee.

6.20 -- **PRESIDENT ELECT**

6.21 -- In the absence of the President, the President-Elect presides over all meetings of the Academy and the Board of Governors.

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

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

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

6.30 -- **PAST PRESIDENT**

6.31 -- The Past President serves on the Board of Governors and, in the absence of the President and President-Elect, presides over all meetings of the Academy and the Board of Governors.

6.40 -- **RECORDING SECRETARY**

6.41 -- The Recording Secretary keeps a record of all meetings of the Academy and of the Board of Governors.

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

6.43 – The Recording Secretary makes electronic copies of the minutes available to the membership.

6.44 -- The Recording Secretary provides 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 keeps the membership records of the Academy.

6.52 -- The Membership Secretary prepares and sends notices of dues and keeps a record of the dues paid by the members and their contact information.

6.53 -- The Membership Secretary prepares and sends renewal notices to all institutional subscribers of the Journal of the Arizona-Nevada Academy of Science and keeps a record of fees paid.

6.54 -- The Membership Secretary provides mailing labels to 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 sends 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 presents to the Board of Governors a report on the current membership of the Academy as of the end of the calendar year.

6.57 -- The Membership Secretary obtains the abbreviated Annual Meeting agenda from the Editor of the Proceedings and sends it to the membership.

6.58 –The Membership Secretary sends notice of any voting matters to the membership at least 30 days in advance of the Annual Business Meeting.

6.60 -- TREASURER

6.61 -- The Treasurer receives, deposits and disburses all funds of the Academy as stipulated by Section 9.00 of these by-laws.

6.62 -- The Treasurer keeps a detailed accounting of all receipts and disbursements and presents a report of these transactions for the previous fiscal year at the Annual Meeting.

6.63 -- The Treasurer presents to the Board of Governors a report of the current financial status of the Academy at all board meetings.

6.64 -- The Treasurer prepares 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 ensures that appropriate tax forms are filed with the IRS.

6.66 –The Treasurer holds 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 manages the publication of the *Journal of the Arizona-Nevada Academy of Science*.

6.72 – The Editor of the Journal, with the approval of the Board of Governors, establishes an editorial policy.

6.73 – The Editor of the Journal, with input from peer reviewers, evaluates the merits of manuscripts submitted for publication in a timely manner and assembles two issues per volume.

6.74 – The Editor of the Journal works with the Membership Secretary to distribute printed issues to current members and subscribing institutions and to manage subscription renewals.

6.75 – The Editor of the Journal works with the Webmaster to get each issue digitally archived with an electronic repository.

6.76 – The Editor of the Journal works with the Treasurer to insure that authors are appropriately billed for page charges.

6.80 -- **DIRECTORS**

6.81 -- The Directors promote the goals of the Academy to institutions in their geographical area.

6.82 – The Directors serve as representatives of their respective regions and inform and advise the Board of Governors and the membership of their regions' scientific activities and needs at meetings and via the Academy's website and social media.

6.83 -- The Directors promote membership in the Academy and encourage members and non-members to submit papers to the Journal and present research results at the Annual Meeting.

6.90 -- **EDITOR OF THE PROCEEDINGS**

6.91 -- The Editor of the Proceedings ~~shall~~, with the approval of the Board of Governors, schedules deadlines to insure the timely publication of the *Proceedings of the Arizona-Nevada Academy of Science*.

6.92 -- The Editor of the Proceedings serves as a member of the Program Committee for the Annual Meeting and coordinates with session chairs to solicit, collect and organize abstracts to meet publication timeline.

6.93 -- The Editor of the Proceedings prepares a list of abstracts to be presented at the Annual Meeting and the times of presentation. This abbreviated agenda is forwarded to the-Membership Secretary, the Section Chairs, and Webmaster to be sent to all members and registrants and published on the Academy's website.

6.94 – The Editor of the Proceedings mails copies to the subscribing institutions and members who request copies.

6.95 – The Editor of the Proceedings, in conjunction with the Webmaster, arranges for the electronic publication of the Proceedings.

6.100 -- **PERMANENT SECRETARY**

6.101 -- The Board of Governors may establish the office of Permanent Secretary.

6.102 -- The Permanent Secretary acts as the main business agent of the Academy and is responsible for the daily activity of the Academy office.

6.103 -- The Permanent Secretary maintains a list of the officers of the Academy to be elected and submits a list of those officers to the Nominating Committee at the January meeting of the Governing Board.

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

6.105 -- The Permanent Secretary, in consultation with the Board of Governors, prepares and submits reports to the newsletter of the National Association of Academies of Science.

6.110 -- **WEBMASTER**

6.111 - The Webmaster selects a web-hosting service and maintain the ANAS web page.

6.112 - The wWebmaster facilitates electronic publishing of the *Journal of the Arizona-Nevada Academy of Science* and the *Proceedings of the Arizona-Nevada Academy of Science* and the *Hydrology and Water Resources in Arizona and the Southwest* (Proceedings of the Hydrology session)

6.113 - The Webmaster posts forms for the annual meeting, scholarship and grant applications, awards, membership renewals, and other membership documents.

6.114 – The Webmaster posts 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.

6.115 –The Webmaster obtains the abbreviated Annual Meeting agenda from the Editor of the Proceedings and posts it to the Academy’s website.

6.116 –The Webmaster posts notices of any voting matters on the website at least 30 days in advance of the Annual Business Meeting.

6.117 – The Webmaster provides an avenue for the members of the Governing Board to post notices of current activities of the membership and other scientific events of the region and posts selected items of interest to the Academy's social media outlets.

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

7.10 -- The Board of Governors has 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 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 website.

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

7.25 -- To take action on applications submitted by 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 promote the Academy and its activities and report on important science-related developments in the southwest.

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 constitutes a quorum, but any officer holding more than one office has 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 are then received and counted by the Recording Secretary and added to the votes of the members present at the meeting. The President then declares 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 is construed to mean a majority approval except where indicated otherwise.

8.00 -- **ELECTIONS**

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

8.20 -- The Nominating Committee consists of the Director from each region and the Past President. The Past President functions as the committee chairperson.

8.21 -- One month prior to the Annual Meeting, the Nominating Committee sends 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 expresses 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 is elected.

9.00 -- **ACCOUNTS**

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

9.20 -- Three Academy accounts are maintained: General Fund and Academy Endowment Fund and Tournament Endowment Fund.

9.30 -- **General Fund**

9.31-- The General Fund, consists 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 is used for the Academy's operational budget.

9.40 – **Academy Endowment Fund**

9.41 - The Academy Endowment Fund consists 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 this Endowment Fund remains invested in a secured account(s).

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.

9.50 – **Tournament Endowment Fund**

9.51 - Funds previously granted to the ANAS by endowments and private donations in support of the Academy sponsored statewide competitions for high school students in Arizona will be retained by the Academy in a Tournament Endowment Fund.

9.52 – This Endowment Fund will be invested in secured account(s) and its principal disbursed at discretion of the ANAS Board of Governors in annual increments to support STEM-related competitions for high school students in the region.

9.53 – If and when all endowment moneys and future contributions to this fund are spent, this account will be closed.

10.00 -- **PUBLICATIONS**

10.10 – Current publications of the Academy include the *Journal of the Arizona-Nevada Academy of Science*, the *Proceedings of the Arizona-Nevada Academy of Science*, and *Hydrology and Water Resources in Arizona and the Southwest* (Proceedings of the Hydrology session)

10.11 The editing of all publications is the responsibility of the respective Editors.

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

11.00 -- **COMMITTEES**

11.10 -- Standing committees are 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 Committee

11.16 -- Grants-in-Aid Committee

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 if recommended by the Board of Governors and approved 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 Academy is affiliated with the American Association for the Advancement of Science (AAAS), the National Association of Academies of Science (NAAS), the Committee on Public Understanding of Science (COPUS) and the Science Olympiad.

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” govern the Academy in all cases to which they are applicable and consistent with the Articles of Incorporation and these by-laws.

Revised September 17, 2016 at a special Business Meeting (Conference call)