

Bylaws

of the

Idaho Academy of Science

I. Members

Section A. The membership shall consist of:

1. Regular Members. Persons interested in scientific work, teaching of science or science in general. Annual dues are set by the Executive Committee.
2. Student Members. Any matriculated college or university student or full-time student enrolled in a technical program at a vocational training school. Junior and senior high school students who express a special interest in science may also qualify if approved by the Executive Director or Executive Committee. Annual dues, which are less than regular member dues, are set by the Executive Committee. Student members do not have voting privileges.
3. Life Members.
 - a. Any member who at one time shall pay a lump sum equal to at least 12 times the current annual dues may become a Life Member and shall be exempt from payment of all regular dues thereafter.
 - b. A member who has been nominated by the Executive Committee and approved by at least three fourths of a quorum present at an annual meeting of the Academy shall become an Honorary Life Member and shall be exempt from payment of all regular dues thereafter.
4. Sustaining Members. Regular members may secure sustaining membership upon the minimum payment of an amount above the regular member dues, set by the Executive Committee, which goes to support student awards and scholarships subject to approval by the Executive Committee.
5. Emeritus Members. Any regular member, sustaining member, life member or honorary life member who has reached age 60, has continuously been a member of the Academy for at least the past ten years, and has retired from full-time professional activity may upon request become an emeritus member. Emeritus dues shall be the same as for the grade of membership to which it corresponds, that is, regular emeritus member, sustaining emeritus member, life emeritus member, or honorary life emeritus member. The registration fees at IAS Meetings may be waived for emeritus members upon request of the emeritus member.
6. Institutional Members. Active organizations, including corporations, companies, associations, educational institutions, governmental departments or agencies, subdivisions of the foregoing, or other bodies that employ scientists, engineers, technologists or science educators and/or whose activities relate to science, scientific technology or the application thereof. Such organizations may upon application and the payment of the appropriate annual fee be elected by the Executive Committee as Institutional Members of the Idaho Academy of Science. The annual fee is set by the Academy's Executive Committee. Institutional members shall be entitled to receive the publications of the Academy and such notices as are issued to other grades of membership. Institutional members, however, do not enjoy voting privileges. One person from each Institutional Member may register at the "member" rate at each Annual Meeting or Symposium sponsored by the Academy.
7. Affiliated Organizations and Societies. Active organizations, including professional and technical societies or subdivisions thereof, that enroll members and have goals similar to those of the Academy especially including the promotion of science, science education, scientific research, scientific technology and engineering, and the application thereof. Such organizations may upon application and by payment of the appropriate annual fee be elected by the Executive Committee as Affiliates of the Idaho Academy of Science. The annual fee, which may be in the form of reciprocal membership with the affiliated organization, is set by the Academy's Executive Committee. Affiliation with the Academy may be renewed from year to year by action of the Executive Committee upon receipt of payment of said dues. Affiliated Societies shall be entitled to receive the publications of the Academy and such notices as are

issued to other grades of membership; however, they do not enjoy voting privileges. Affiliated Societies may conduct some of their activities at meetings of the Academy, subject to prior approval by the Executive Director and President of the Academy. One person from each affiliated organization or society may register at the “member” rate at each Annual Meeting or Symposium sponsored by the Academy.

8. Patrons. Any person, corporation, or institution contributing at one time a sum of at least fifty (50) times the current annual dues (regular member dues for an individual, or institutional dues for an institution) and accepted by the Executive Committee shall be classified as a Patron.

Section B. The manner of nomination and election to all membership grades of the Academy and provisions concerning fees, or the changing of such provisions, shall be incorporated in the Bylaws of the Academy in the regular manner.

Section C. Regular, Emeritus, Life, and Sustaining Members shall enjoy voting privileges.

Section D. Election of Members.

1. Regular, Student and Sustaining Members. Application should be made in writing to the Treasurer or Executive Director. Payment of annual dues must accompany application.
2. Life Members.
 - a. Nominations for Honorary Life Members must be made to the Executive Committee which, upon approval, will present names to the membership at the annual meeting, for three-fourths of quorum approval. Not more than five such members may be elected in any one year. Honorary Life Members are exempt from payment of all regular dues. An appropriate letter or citation shall be presented by a member appointed by the President.
 - b. Any member who at one time shall to the funds of the Academy a lump sum of at least twelve times current annual dues may become a Life Member and shall be exempt from payment of all regular dues thereafter.

II. Accounts

Section A. The fiscal year of the Academy shall close on the last day of a month before the annual meeting with enough time before the annual meeting, so that the Treasurer may have time to prepare the financial report to be given at the said annual meeting. However, annual dues for each calendar year shall be due on the first day of January, but will not become delinquent until the close of that year’s Annual meeting. The Treasurer or Executive Director will provide a separate billing for dues by December 1 of each calendar year. Any member in arrears for dues for six months may be dropped from the roll of members, provided he/she has had a series of notices of the delinquency mailed to him/her at his/her last known address.

Section B. Upon dissolution of the Idaho Academy of Science, all funds will be transferred to American Association for the Advancement of Science (AAAS) after all outstanding debts are paid.

III. Duties of Officers

Section A. The President shall preside over all meetings of the Academy and of the Executive Committee. He/she shall be responsible for the administration of all activities of the Academy and shall cause the provisions of the Constitution and Bylaws to be faithfully carried out. He/she shall call special meetings of the Academy and Executive Committee whenever he/she shall consider such meetings necessary, or upon written request of a majority of the Executive Committee. He/she shall be an ex-officio member of all committees except the nominating committee. The President or his/her designee shall ascertain that the accounts of any event in which there are costs and/or revenues for the Academy shall be closed and that the residual funds or outstanding debts be forwarded to the Treasurer of the Academy within three months of the close of the event.

When a vacancy occurs in the office of President, the current Vice President/President Elect shall immediately become President. The new President shall assume responsibility for completion of the previous President's activities.

With the advice and approval of the Executive Committee, the President shall appoint the Journal and Retort Editors, the Historian, the Representative to the AAAS and NAAS, and the Symposium Director. The Editors, the Historian, and the AAAS Representative shall be appointed for a term of three years each. The name of the Representative shall be forwarded to the administrative office of the AAAS upon his/her appointment.

Section B. The Vice President/President Elect shall serve as the vice-chair of the Executive Committee, and shall become the President the year following his/her term as Vice President. He/she shall, in absence of the President, preside over all meetings and shall assume the powers of the President. He/she shall work closely with the Executive Director in executing the duties of the Membership Committee.

If the office of Vice President should become vacant before he/she becomes President, the current President may appoint another current Academy member to fill that office. However, the appointed Vice President must stand for election at the next regularly scheduled election before assuming the Presidency at the end of his/her term as Vice President.

Section C. The Secretary shall keep a record of all meetings of the Academy and of the Executive Committee and shall prepare them for publication if required. Copies of the minutes of each Annual Meeting and each meeting of the Executive Committee shall be provided to the Executive Committee within 30 days following those meetings, and those minutes shall stand for approval at the next meeting. He/she shall keep a record of the membership of the Academy or, at his/her option, appoint the Executive Director to do so. After each annual meeting he/she shall send to each incoming member of the Executive Committee a copy of the Constitution and Bylaws with powers and duties of said officers clearly marked. If the office of Secretary should become vacant before he/she completes his/her term, the President shall appoint an interim Secretary to complete the elected Secretary's term. If the remainder of that term is greater than 12 months, that office shall be filled by a duly elected candidate at the next business meeting as provided by ARTICLE IV of the Constitution of the Idaho Academy of Science.

Section D. The Treasurer shall prepare and mail notices of dues (or, at his/her option, appoint the Executive Director to do so), receive and disburse all of the funds of the Academy, and shall have custody of all funds. He/she shall keep a record of the dues paid by the members. He/she shall keep an account of receipts and disbursements in detail, and at the annual meeting he/she shall present a tentative report of receipts and disbursements to date as well as a detailed written report to the Executive Committee which has been approved by an auditing committee appointed by the President. He/she is vested with the authority to manage the funds of the Treasury for the benefit of the Academy, which may include certificates of deposit, a money market fund, treasury bill or other type of financial instrument approved by the Executive Committee. If the office of Treasurer should become vacant before he/she completes his/her term, the President shall appoint an interim Treasurer to complete the elected Treasurer's term. If the remainder of that term is greater than 12 months, that office shall be filled by a duly elected candidate at the next business meeting as provided by ARTICLE IV of the Constitution of the Idaho Academy of Science.

Section E. The Trustees shall serve as voting members of the Executive Committee. Each Trustee is expected to represent the interests of the Academy within their geographical region. This representation shall include:

- Attending a majority of Annual and Executive Committee meetings
- Actively soliciting new members, both from their own institutions and from the general public
- Understanding the Bylaws and Constitution
- Publicizing the Academy and its activities to other professional societies

- Assisting with Annual Meetings
- Although the Trustees represent the interests of the Academy, their activities must be consistent with the Constitution (particularly Article V Section C, which specifies requirements for generating official correspondence, and Article VI, which specifies the mechanism by which the Academy may take policy positions.)
- Participation in scientific activities of other societies and organizations (e.g., by serving as judges or organizers for science fairs) is encouraged.

Section F. The immediate past President shall chair the Nominating Committee, which shall consist of the Executive Director and up to five current members of the Academy. If the immediate past President is not available, the Nominating Committee shall be chaired by the most recent President of the Academy who is available. The President of the Nominating Committee shall work with the Editor of the Retort and the Executive Director to ensure that ideas for candidates are solicited from the entire membership. The Nominating Committee shall meet annually to nominate candidates for elective offices of the academy and shall consider all ideas for candidates proposed by the general membership for inclusion in the next election of officers.

IV. Appointive Offices

Section A. With the advice and approval of the Executive Committee, the President shall appoint the Journal and Retort Editors, the Historian, the Representative to the AAAS and NAAS, and the Symposium Director. The Editors, the Historian, and the AAAS Representative shall be appointed for a term of three years each. The name of the Representative shall be forwarded to the administrative office of the AAAS upon his/her appointment.

Section B. The Journal Editor shall serve as chair of the Editorial Committee and shall have charge of any Journal publications of the Academy.

Section C. The Academy Representative to the AAAS and NAAS shall be authorized to attend the annual convention of those organizations and present a detailed report to the Executive Committee, which may recommend that the same report be given at the annual meeting of the members.

Section D. The Executive Director of the Academy shall be appointed and the salary and budget for this office shall be determined by the President with the approval of the Executive Committee. The term of the office shall be indefinite, and can be terminated at any time by a decision of the President with the approval of a majority of the Executive Committee. He/she shall chair the membership committee. His/her duties shall include the obtaining of endowment funds for the Academy. He/she shall supervise and direct special projects such as visiting scientist programs, in-service training programs, and any other business assigned and approved by the Executive Committee. He/she shall certify yearly that the Academy's status with the Internal Revenue Service is current and in order, and that the Articles of Incorporation are in order with the Idaho Secretary of State. When required, he/she shall file the appropriate forms with the Internal Revenue Service or shall ascertain that such forms are filed by the Treasurer. The Executive Director shall at least once every two years submit his/her financial records to an audit committee appointed by the President, which in turn shall report the results of the audit to the Executive Committee. He/she shall poll the membership as part of the process of amending the Constitution and Bylaws, if such action is undertaken at a time between meetings of the Academy.

Section E. The Retort Editor shall have charge of preparation, printing, and mailing of circulars, blanks, and announcements of meetings, etc. He/she shall work directly with the current President of the Academy and host institution to ascertain that appropriate meeting announcements, calls for papers, abstract forms, and the pre-meeting Retort with the meeting schedule are prepared and mailed to Academy members in a timely manner.

Section F. The Symposium Director shall be responsible for planning and executing the Annual Symposium and Meeting of the Academy. He/she should be appointed a year in advance of that Meeting. The Director may select

the Symposium Committee members that he/she deems necessary. In consultation with the Executive Committee, he/she shall also include a representative from the area that will host the Annual Symposium following the one for which the Director is responsible. To facilitate advance planning and provide continuity, this should be done at least sixteen months in advance of that subsequent Meeting.

The Symposium Director shall consult with the President concerning the location and schedule for the business portion of the Annual Symposium and Meeting. After the Symposium, the Director or a designee shall also ascertain that the accounts of that event shall be closed and that the residual funds or outstanding debts be forwarded to the Treasurer of the Academy within three months of the close of the event.

V. Executive Committee

Section A. The Executive Committee shall constitute a Board of Directors of the Academy and shall consist of the elected and appointed officers and trustees, and the immediate past President.

Section B. The Executive Committee is clothed with executive authority and with the legislative powers of the Academy in the intervals between Academy meetings.

Section C. All members of the Academy who generate official correspondence on behalf of the Academy shall do so only with the authority of the Executive Committee and shall maintain copies of such correspondence for the permanent records of the Academy. The generators of such correspondence is are responsible to check with the Executive Director or the elected officers to ascertain it does not commit the Academy to any unbudgeted responsibility or to any position that is not consistent with its chartered purpose as defined in the Constitution.

Section D. The Executive Committee is authorized to establish standing committees to conduct the activities of the Academy such as administering scholarship programs, providing scientific consultative services, and screening, editing and recommending resolutions concerning policy statements. The President shall appoint the Chair of each authorized standing committee to a term that coincides with his/her elected term of office. The Chair of each standing committee shall appoint the members of his/her committee with the approval of the President. The Executive Committee may by majority vote confirm or reject the appointment of any standing committee member or Chair.

VI. Resolutions Concerning Policy Positions

Section A. Resolutions concerning policy positions of the Academy shall be adopted by an affirmative vote of at least two thirds of the members voting at an annual business meeting or via mail ballot as provided in Article VII of the Constitution of the Idaho Academy of Science. Proposed resolutions concerning policy positions must be submitted to the President who will poll the Executive Committee to determine if the resolution should be placed before the membership for a vote of approval or rejection. If a majority of the Executive Committee votes to submit the resolution to the members of the Academy for their ratification, it must first be presented to the membership in writing via the Retort or a special mailing at least fifteen (15) days before the vote. If the Executive Committee decides not to submit a resolution to the vote of the membership, members of the Academy can petition for such a vote by submitting to the President a petition signed by at least twenty members or ten percent of the members of the Academy, whichever is greater. Following submission of such a petition, written notice and balloting shall proceed as above.

Revised and Adopted, March 2010

Revised and Adopted, March 2013