

**BYLAWS  
of the  
TEXAS ACADEMY OF SCIENCE**

**As Amended Through  
1997**

**Article I - Duties of the Officers**

**SECTION 1. Duties of the President**

Chief Executive Officer of the Academy; Chairperson of the Board of Directors, and of the Executive Committee, makes committee appointments and fills any vacancies that may arise between Annual Meetings, subject to the provisions of the Constitution and Bylaws; ex-officio member of all committees except the Elections Committee.

**SECTION 2. Duties of the President-Elect, who automatically succeeds to the office of President.**

Vice-Chairperson of the Board of Directors and of the Executive Committee; Program Chairperson for the next Annual Meeting; organizes and publishes the Program for the Annual Meeting; and such other duties as the President may designate.

**SECTION 3. Duties of the Vice-President, who automatically succeeds to the office of President-Elect.**

Member of the Executive Committee; ex-officio member of the Membership Committee, Chairperson of the Honors and Awards Committee; such other duties as the President may designate.

**SECTION 4. Duties of the Immediate Past-President.**

Member of the Executive Committee; Chairperson of the Elections Committee; Chairperson of the Publications Committee.

**SECTION 5. Duties of the Corresponding Secretary**

- (1) Secretary of the Board of Directors and of the Executive Committee;
- (2) Keeps and distributes minutes of Board meetings, Executive Committee meetings, Academy business meetings, and other meetings as directed by the President.
- (3) Custodian of the files and records of the Academy, and keeps the files and records in good order.
- (4) Remands to the archives material more than five years old and not needed for the operation of the Academy.
- (5) Prepares and keeps current an information packet, and delivers copies of the packet to newly elected or appointed officers.
- (6) Prepares agenda and other materials for called meetings, and distributes these materials to

the officers prior to the meeting.

- (7) Publishes the Academy's Newsletter.
- (8) Carries out such other secretarial duties as are assigned by the President.

**SECTION 6. Duties of the Executive Secretary**

- (1) Maintains the master copy of the membership list of the Academy and furnishes copies to the officers, section chairs, and vice-chairs as requested.
- (2) Provides mailing lists for dissemination of the Journal, Newsletter, and Call for Papers.
- (3) Prepares and distributes annual dues notice.
- (4) Prepares and distributes second dues notice.
- (5) Maintains a limited supply of back issues of the *Journal* for purchase by Members and other interested parties.
- (6) Carries out such other duties as are assigned by the President.

**SECTION 7. Duties of the Treasurer**

- (1) Member of the Executive Committee and Custodian of all funds of the Academy under the direction of and subject to the regulation by the Board of Directors.
- (2) The Treasurer may not encumber any of the principal of the Endowment Fund or transfer any of the principal out of the Fund without written authorization showing unanimous approval of both the Board of Directors and the Board of Development. Interest from the Fund may be transferred to the working funds of the Academy when requested by the President.
- (3) Pays all properly invoiced bills authorized by the Budget, from the General Fund.
  - (a) Payment of bills not specifically authorized under a line item of the budget will require written approval of the President.
  - (b) Encumbrance of monies that will cause the total amount encumbered for the year to exceed the total of the approved budget for the year may be made only with the written approval of the Board.
- (4) Prepares and submits to the Executive Committee a monthly financial statement.
- (5) Prepares financial information for use by the Board at the Fall meeting, where the budget for the coming year will be discussed.
- (6) Prepares an annual financial statement for presentation at the Annual Business Meeting.

**SECTION 8. Duties of the Manuscript Editor of *The Texas Journal of Science***

- (1) Receives and reviews, or sends out for review, all manuscripts submitted to the *Journal* for publication.
- (2) Accepts, sends back for revision, or rejects each manuscript based on the reviewers' comments and his/her editorial judgment.

- (3) Forwards all materials relative to accepted manuscripts to the Managing Editor for final editing and preparation for publication.
- (4) Recommends for appointment Associate or Assistant Editors as necessary to provide an adequate editorial staff.
- (5) Is a member of the Publications Committee.

**SECTION 9. Duties of the Managing Editor of *The Texas Journal of Science***

- (1) Receives all materials from the Manuscript Editor relative to manuscripts accepted for publication by the Manuscript Editor.
- (2) Edits and prepares accepted manuscripts to format or style agreed upon by the current publishing agency or company.
- (3) Coordinates with the Treasurer the dissemination of page proofs and assessment of page charges to respective manuscript authors.
- (4) In coordination with the Treasurer of the Academy, retains the authority to delay or ultimately reject the publication of a manuscript based upon present or past indebtedness to the Academy by the author(s) of said manuscript.
- (5) Coordinates with the current publishing agency or company, the final selection, preparation, and order of manuscripts to be published in each issue of the *Journal*.
- (6) Is a member of the Publication Committee.

**SECTION 10. Duties of Elected Directors**

Elected Directors shall familiarize themselves with the structure and function of the Academy, attend Board meetings, participate in Academy affairs as requested by the President, and oversee the Academy to ensure that:

- (1) Procedures outlined in the Constitution and Bylaws are followed.
- (2) The Academy functions within its income.

**SECTION 11. Duties of the Executive Committee**

The Executive Committee shall meet at the call of the President, assist the President in planning for and executing the functions of the Academy and assist the President in preparing materials for presentation to the Board.

**SECTION 12. Duties of the Representative of the Academy to the American Association for the Advancement of Science (AAAS).**

The Representative shall:

- (1) promote the interest of the members of the Academy in the AAAS,
- (2) keep the Academy informed of important developments in the AAAS and in other state academies through the Council of State Academies of the AAAS, and

- (3) make a written report at the Board meeting of the Annual Meeting.

## **Article II - Election of Officers**

### **SECTION 1. Nominations**

- (1) The Elections Committee shall present a list of candidates to the Board at the Annual Fall Meeting.
- (2) The Elections Committee shall place no candidate's name on the ballot until the candidate's eligibility has been determined by the Treasurer, and until consent to serve has been obtained from the candidate.
- (3) A minimum of one candidate each shall be presented for each of the offices of Vice-President, Director-Academic and Director-Nonacademic. Space for write-in candidates will be provided for each position.

### **SECTION 2. Voting**

- (1) Ballots shall be mailed to members in good standing, with a return date to the Executive Secretary no later than January 15th.
- (2) The Chairperson of the Elections Committee shall select two members in good standing to serve with the Chairperson as a Tally Committee. The Tally Committee shall provide documentation of the election results to the Board of Directors.
- (3) All persons whose names appear on the ballot, along with the members of the Board, shall be notified promptly by letter of the results of the election.
- (4) The new elected officers shall be requested to attend the Board of Directors meeting at the next Annual Meeting.

### **SECTION 3. Election of Section Leadership**

- (1) Section business meetings shall be scheduled during the morning of the first day of the Annual Meeting.
- (2) If the Section leaders agree to serve another year, the Section members must ratify the decision by vote in the Section business meeting.
- (3) If new leadership is to be chosen, procedures for nomination and election should follow parliamentary procedure. No person should be nominated who has not agreed to serve.
- (4) Leadership status and any necessary new addresses and telephone numbers are to be reported to the Executive Secretary or President-Elect by the end of the Annual Meeting.

## **Article III - The Board of Directors**

### **SECTION 1. Meetings**

The Board of Directors shall meet at least twice each year; in the Fall, when the budget for the

following year will be approved, and at the Annual Meeting, where written reports of all standing committees will be discussed.

The President shall call additional Board meetings as necessary for the proper functioning of the Academy.

## **SECTION 2. Duties**

The Board of Directors shall:

- (1) have authority to act for and in behalf of the Texas Academy of Science in all legal transactions,
- (2) serve as the planning organ for the Academy,
- (3) review Academy structure and function, and recommend changes where appropriate,
- (4) review all proposed amendments or revisions to the Constitution or Bylaws, and recommend acceptance or rejection.
- (5) serve as the court of last resort in any questions of interpretation of the Constitution or Bylaws, or the constitutionality of any act committed by the Academy or its agents,
- (6) approve a budget, and authorize the Treasurer to disburse the General Fund of the Academy, and the interest from the Endowment Fund,
- (7) approve the investment of the Endowment Fund after considering any recommendations of the Board of Development,
- (8) approve appointments,
- (9) elect members to the rank of Fellow, and name Patrons,
- (10) create new sections or modify current Sections when the best interests of the Academy warrant.
- (11) receive and act upon applications from organizations wishing to be affiliate Organizations,
- (12) establish and authorize the collection of registration fees at the Annual Meetings,
- (13) determine the time and place of the Annual Meetings,
- (14) review and approve the functions of the Junior and Collegiate Academies,
- (15) review dues structures for the Academy and page charges for the *Journal*, and recommend changes where appropriate, and
- (16) transact such other business as may arise and that has not been provided for otherwise.

### **Article IV - Standing Committees**

## **SECTION 1. Terms of Office**

- (1) Appointed Chairpersons (Science Education, Research Grants, and Others)

Chairpersons shall be appointed by the President, with the approval of the Board, shall serve for three consecutive years, and shall be eligible for reappointment. Appointments should be made at the Board of Directors meeting at the Annual Meeting when the President-Elect assumes the Presidency.

(2) Members

Chairpersons shall recommend to the President persons to be appointed as committee members. Appointed committee members shall serve for three-year overlapping terms. Members shall be eligible for reappointment.

**SECTION 2.** Composition of Standing Committees

(1) Annual Program

The Annual Program Committee shall consist of the President-Elect, the Local Chairperson, the Chairpersons of each Section, the Junior Academy Counselor and the Collegiate Academy Counselor. The President-Elect shall serve as Chairperson.

(2) Elections

The Elections Committee shall consist of the Immediate Past President, and the next four Past Presidents available to serve. The Immediate Past President shall be Chairperson.

(3) Junior Academy

The Junior Academy Committee shall consist of the Counselor, Associate Counselor, three members appointed by the President, and the Directors from each organized Science Region in the State. The Counselor shall be Chairperson.

(4) Collegiate Academy

The Collegiate Academy Committee shall consist of the Counselor, Associate Counselor, and three members appointed by the President. The Counselor shall serve as Chairperson.

(5) Science Education

The Science Education Committee shall consist of the Chairperson and three members appointed by the President. The Chairperson may appoint additional members for specific tasks with the approval of the Board.

(a) Duties

- (i) make annual written reports to the Board on items of major concern to science education in the state,
- (ii) recommend to the Board actions to be taken by the Academy to improve science education in the state,
- (iii) assist the Board in implementing Academy efforts to support science education, and
- (iv) recommend to the Awards Committee candidates for the "Outstanding Science Teacher" Award.

(6) Research Grants

The Research Grants Committee shall consist of a Chairperson and three members to be appointed by the President. The Research Grants Committee shall:

- (a) seek sources of funds for research grants,
- (b) recommend to the Board procedures for applying for grants,
- (c) recommend to the Board procedures for evaluating and awarding the grants, and
- (d) implement and monitor the process of awarding the approved grants.

(7) Honors and Awards

The Honors and Awards Committee shall consist of the Vice-President and two Fellows to be appointed by the President. The Vice-President shall be Chairperson. The Honors and Awards Committee shall:

- (a) recommend members to be made Fellows of the Academy,
- (b) recommend the "Distinguished Texas Scientist",
- (c) recommend awards for persons who have given outstanding service to the Academy, and
- (d) recommend such other awards as they deem appropriate.

**Article V - Junior Academy of Science**

**SECTION 1.** The Junior Academy of Science shall be under the direction of the Junior Academy Committee. The purposes of the Junior Academy shall be to:

- (1) organize Junior Academy sections in each Science Region of the State.
- (2) promote membership in the Junior Academy of Science,
- (3) encourage scientific research in the secondary schools of Texas, and recommend for publication outstanding research studies conducted by secondary school student,
- (4) recommend to the Board organizations and procedures for the Junior Academy,
- (5) direct the activities of the Junior Academy under the approved procedures, and
- (6) encourage and direct activities of the Junior Academy at the Annual Meetings of the Academy, and hold a business meeting of the Junior Academy at the Annual Meeting.

**SECTION 2.** The Counselor shall submit a budget for the Junior Academy for consideration at the Fall Meeting of the Board.

**Article VI - Collegiate Academy**

**SECTION 1.** The Collegiate Academy of Science shall be under the direction of the Collegiate Academy Committee. The purposes of the collegiate Academy are to:

- (1) promote interest in science among college undergraduate students,
- (2) encourage original research by undergraduates, and
- (3) encourage the presentation and publication of their research results.

**SECTION 2.** A Business Meeting of the Collegiate Academy is to be held during the Annual Meeting.

**SECTION 3.** The Counselor shall submit a budget for the Collegiate Academy to be considered at the Fall Meeting of the Board.

### **Article VII - Meetings**

**SECTION 1.** Annual Meetings

- (1) The Academy shall hold an Annual Meeting at a time and place selected by the Board. The time and place of future meetings shall be announced at least two years in advance.
- (2) One of the sessions at the Annual meeting shall be the Annual Business Meeting of the Academy, during which the President shall report on the status of the Academy and shall conduct such business as is called for in the Constitution and/or Bylaws.
  - (a) The meeting shall be conducted according to Robert's Rules or Order, revised, unless otherwise decided upon by a majority of those present and voting.
  - (b) The members in good standing present at the meeting shall constitute a quorum for the conduct of Academy business.
- (3) Scientific information shall be presented in the form of paper sessions, symposia, workshops, poster sessions, plenary sessions or other means, as proposed by the Program Committee and approved by the Board.
  - (a) Symposia, workshops, and plenary sessions that are multidisciplinary shall be organized under the direction of the President-Elect.
  - (b) Other presentations shall be under the direction of the active sections of the Academy.

**SECTION 2.** Procedures

- (1) The President-Elect shall:
  - (a) issue calls for papers and establish deadlines for program assembly,
  - (b) assemble and print the program for the Annual Meeting, and
  - (c) supervise the physical arrangements for the Annual Meeting in cooperation with the Local Arrangements Chairperson of the host institution.
- (2) The Section Officers shall:

- (a) receive and acknowledge titles and abstracts of papers proposed for presentation,
  - (b) arrange and schedule topically related papers according to the basic program outlined agreed upon by the Program Committee.
  - (c) notify the authors of the acceptance or rejection of their paper, and if accepted the session in which it will be presented, and inform them that the exact time and the room number will appear in the Program, and
  - (d) prepare, and submit to the President-Elect, copies of the Sectional program, by the deadlines specified.
- (3) The Program Committee shall meet during the Annual meeting, at a time specified by the President-Elect. Sections should have held their business sessions before this meeting, and both old and new Section officers should attend the Program Committee meeting.

### **SECTION 3. Special Meetings**

The Board may call special meetings of the Academy as circumstances may require.

## **Article VIII - Sections**

### **SECTION 1. Purpose**

Sections are formed for the convenience of persons of similar interests, and to facilitate their interaction at the Annual meeting and at other times.

### **SECTION 2. Organizing Procedure**

- (a) A group of scientists of like interests who wish to offer papers under a specific topic not included in the current list of active sections may request the formation of a special Section for the next Annual Meeting by letter to the Board.
  - (i) The letter should arrive in time to allow consideration at the Fall meeting of the Board.
  - (ii) The letter should include a title for the Section, the name, address, and telephone number of the person to act as temporary Chairperson, and the names of at least four persons who have agreed to present papers.
- (b) If approved, information about the Section will be included in the Call for Papers. The temporary Chairperson should then accept papers and arrange the program as outlined above in Article VII. Section 2.
- (c) If interest in the Section warrants, the participants should elect a Chairperson at the Annual Meeting, and the Chairperson should attend the Program Committee meeting and report the election results to the President-Elect. The Section will then be included in the list of active Sections.

### **SECTION 3. Deletion of Sections**

If a Section has not had a program for two consecutive Annual meetings, it may be removed from the list of active Sections by the Board of Directors. It can be reinstated through the procedure outlined in Section 2

**SECTION 4.** Active Sections of the Academy

Anthropology  
Biological Sciences  
Botany  
Chemistry  
Computer Science  
Conservation and Management  
Environmental Science  
Freshwater and Marine Science  
Geography  
Geology  
Mathematics  
Physics  
Science Education  
Systematics and Evolutionary Biology  
Terrestrial Ecology

**Article IX - Amendments**

The Bylaws may be amended or new Bylaws added using procedures outlined in Article XIV of the Constitution.