

Bylaws of The Texas Academy of Science

As amended and adopted March 1, 2013, and further amended March 4, 2017.

Article I - Duties of the Board of Directors

SECTION 1. Duties of the President

- (1) Chief Executive Officer of the Texas Academy of Science (the Academy).
- (2) Chairperson of the Board of Directors and the Executive Committee.
- (3) Makes committee appointments and fills any vacancies that may arise between Annual Meetings, subject to the provisions of the Constitution and Bylaws.
- (4) 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

- (1) Vice-Chairperson of the Board of Directors and the Executive Committee.
- (2) Chairperson for the next Annual Meeting Program.
- (3) Organizes and publishes the Program for the Annual Meeting.
- (4) Chairperson of the Sections Council.
- (5) Performs any other Academy duties the President may designate.

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

- (1) Member of the Executive Committee.
- (2) Chairperson of the Honors and Awards Committee.
- (3) Performs any other Academy duties the President may designate.

SECTION 4. Duties of the Immediate Past-President

- (1) Member of the Executive Committee.
- (2) Chairperson of the Elections Committee.
- (3) Chairperson of the Publications Committee.
- (4) Performs any other Academy duties the President may designate.

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 maintains 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) Member of the Publications Committee.
 - (9) Performs any other Academy duties the President may designate.

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 Texas Journal of Science* (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) Performs any other Academy duties the President may designate.

SECTION 7. Duties of the Treasurer

- (1) Member of the Executive Committee.
- (2) Custodian of all funds of the Academy under the direction of and subject to the regulation by the Board of Directors.
- (3) 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.
- (4) 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.
- (5) Prepares and submits a financial report at each Board of Directors Meeting.
- (6) Prepares financial information for use by the Board at the Fall Meeting, where the budget for the coming year will be discussed.
- (7) Prepares an Annual financial statement for presentation at the Annual Business Meeting.
- (8) Performs any other Academy duties the President may designate.

SECTION 8. Duties of the Manuscript Editor of the *Journal*

- (1) Receives, 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) Member of the Publications Committee.
- (6) Performs any other Academy duties the President may designate.

SECTION 9. Duties of the Managing Editor of the *Journal*

- (1) Receives all materials from the Manuscript Editor relative to manuscripts accepted for publication.
- (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) Member of the Publications Committee.
- (7) Performs any other Academy duties the President may designate.

SECTION 10. Duties of the Academic, Non-Academic, and Student Directors

- (1) Familiarize themselves with the structure and function of the Academy.
- (2) Attend Board Meetings.
- (3) Oversee the Academy to ensure that:
 - (a) Procedures outlined in the Constitution and Bylaws are followed.
 - (b) The Academy functions within its income.
- (4) Performs any other Academy duties the President may designate.

SECTION 11. Duties of the Executive Committee

- (1) Shall meet at the call of the President.
- (2) Assist the President in planning for and executing the functions of the Academy.
- (3) Assist the President in preparing materials for presentation to the Board.
- (4) Performs any other Academy duties the President may designate.

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

- (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 other state academies through the Council of State Academies of the AAAS.
- (3) Performs any other Academy duties the President may designate.

SECTION 13. Duties of the International Programs Academy Counselor

- (1) Promote international membership to the Academy, particularly from Mexico.
- (2) Publicize Academy Meetings, particularly those held at venues near the Texas/Mexico border.
- (3) Assist the local host in matters concerning International attendees.
- (4) Serve as a point of contact for International members.

- (5) Prepare and disseminate informational packages to International participants in preparation for the Annual Meeting.
- (6) Prepare certificates of participation and presentation to International attendees.
- (7) Performs any other Academy duties the President may designate.

SECTION 14. Duties of the Texas Collegiate Academy of Science Counselor

- (1) Advocate for undergraduate student programming.
- (2) Facilitate judging of Best Oral and Best Poster presentation in the Collegiate Academy.
- (3) Serve as a mentor for the Student Directors.
- (4) Advocate for student training in research methodology.
- (5) Assist with the research award competition.
- (6) Supervise the College Academy Chapters.
- (7) Performs any other Academy duties the President may designate.

SECTION 15. Duties of the Texas Graduate Academy of Science Counselor

- (1) Advocate for graduate student programming.
- (2) Convene a committee to determine the Best Oral Presentation by a graduate student at the Annual Meeting.
- (3) Serve as a mentor for the Student Directors.
- (4) Advocate for student training in research methodology.
- (5) Assist with the research award competition.
- (6) Performs any other Academy duties the President may designate.

SECTION 16. Duties of the Coordinator of Information Technology

- (1) Maintain the web site of the Academy.
- (2) Act as the Administrator of the domain name of the web site.
- (3) Assist the Academy with information technology issues.
- (4) Performs any other Academy duties the President may designate.

SECTION 17. Duties of the Historian

- (1) Updates the history of the Academy for website publication.
- (2) Be available to present historical information to Academy.
- (3) Continue the collection of historical documents of the Academy, as well as new documents that represent major changes in the mission and/or function of the Academy.
- (4) Coordinate with the Texas Collection staff at Baylor University to ensure that archiving of the Academy's historical documents is maintained in perpetuity per Memorandum of Agreement between the Texas Collection and the Academy.
- (5) Performs any other Academy duties the President may designate.

Article II - Election of Officers

SECTION 1. Nominations

- (1) The Elections Committee shall present a list of candidates to the Board no later than January 1st of each year.

- (2) The Elections Committee shall not place a 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 shall be presented for each of the offices of Vice-President, Academic Director, Non-Academic Director, and Student Director. Space for write-in candidates will be provided for each position.

SECTION 2. Voting

- (1) Voting shall be opened to members in good standing, and completed no later than February 10th.
- (2) The Chairperson of the Election Committee shall confirm the results with the Corresponding Secretary, relay the results to the Board of Directors and notify the candidates.
- (3) The newly-elected officers shall be requested to attend the Board of Directors Meeting at the next Annual Meeting. The newly-elected officers' terms of office officially begin at the close of the Annual Meeting.

SECTION 3. Election of Section Leadership

- (1) Section Business Meetings shall occur during 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 all current contact information 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 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 of the Board of Directors:

- (1) Have authority to act for and in behalf of the Academy 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.
- (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**
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) **Committee 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 Host, the Chairpersons of each Section, the Junior Academy Counselor, Collegiate Academy Counselor, and Graduate 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) **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. Duties include:
 - (a) Make written reports as necessary to the Board on items of major concern to science education in the state.
 - (b) Recommend to the Board actions to be taken by the Academy to improve science education in the state.

- (c) Assist the Board in implementing Academy efforts to support science education.
- (4) **Research Grants:** The Research Grants Committee shall consist of the Graduate Academy Counselor (Chairperson), the Corresponding Secretary, the Research Award Coordinator, and three members to be recruited by the Chairperson. The Research Grants Committee shall:
 - (a) Seek sources of funds for research grants through collaboration with the Board of Development.
 - (b) Recommend to the Board procedures for applying for grants.
 - (c) Recommend to the Board procedures for evaluating and awarding the grants.
 - (d) Monitor compliance with award stipulations and track future academic and professional paths.
- (5) **Honors and Awards:** The Honors and Awards Committee shall consist of the Vice-President and at least two Fellows recruited by the Vice-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 the Outstanding Texas Educator based on Presidential Awards for Excellence in Mathematics and Science Teaching nominees.
 - (d) Recommend awards for persons who have given outstanding service to the Academy.
 - (e) Recommend such other awards as they deem appropriate.
- (6) **Strategic Planning:** The Strategic Planning Committee shall consist of a Chairperson and the Chairs of the Standing Committees including Annual Program, Elections, Science Education, Research Awards, Honors and Awards, and Publications.
- (7) **Publications:** The Publications Committee shall advise on the Academy's communications. It will be chaired by the Immediate Past President and shall consist of the Managing Editor and Manuscript Editor of the *Journal*, Corresponding Secretary, the Coordinator of Information Technology, and three members appointed by the President.

Article V – The Texas Junior Academy of Science

SECTION 1. Purpose

The Texas Junior Academy of Science shall be under the direction of the Junior Academy Counselor. 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 students.
- (4) Recommend to the Board, Junior Academy organizations and procedures.
- (5) Direct the activities of the Junior Academy under the approved procedures.
- (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. Organization

A Counselor and, if desired, an Associate Counselor shall be appointed by the President of the Academy after confirmation by the Board of Directors to direct the Junior Academy. Faculty members of Texas high schools who are Members of the Texas Academy of Science may serve teaching faculty functions and advisory functions for all Junior Academy affiliated organizations.

SECTION 3. Chapters

Any science club or equivalent organization for students in the public and private high schools of the State of Texas, having a membership of ten (10) or more student members, at least five (5) of whom are Student Members of the Texas Academy of Science, and a faculty sponsor (counselor) who is a member of the Texas Academy of Science shall be eligible for a chapter. To become a chapter, a science club or equivalent shall send a request accompanied by a copy of the Bylaws of the club, and a membership roster which indicates that five or more members are Student Members of the Academy. The requests will be sent to the Counselor of the Junior Academy who will verify eligibility, and issue a charter to the chapter.

SECTION 4. Budget

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

Article VI – The Texas Collegiate Academy of Science

SECTION 1. Purpose

The Texas Collegiate Academy of Science shall be under the direction of the Collegiate Academy Counselor. The purposes of the Collegiate Academy are to:

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

SECTION 2. Organization

A Counselor and, if desired, Associate Counselor shall be appointed by the President of the Academy after approval by a majority of the Board of Directors to direct the Collegiate Academy. Faculty members of Texas colleges and universities who are Members of the Texas Academy of Science may serve teaching faculty functions and advisory functions for all Collegiate Academy affiliated organizations.

SECTION 3. Chapters

Any science club or equivalent organization for undergraduate students in the colleges and universities of the State of Texas, having a membership of ten (10) or more student members, at least five (5) of whom are Student Members of the Texas Academy of Science, and a faculty sponsor (counselor) who is a member of the Texas Academy of Science shall be eligible for a chapter. To become a chapter, a science club or equivalent shall send a request

accompanied by a copy of the Bylaws of the club, and a membership roster which indicates that five or more members are Student Members of the Academy. The requests will be sent to the Counselor of the Collegiate Academy who will verify eligibility, and issue a charter to the chapter.

SECTION 4. Budget

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

Article VII – The Texas Graduate Academy of Science

SECTION 1. Purpose

The Texas Graduate Academy of Science shall be under the direction of the Graduate Academy Counselor. The purposes of the Collegiate Academy are to:

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

SECTION 2. Organization

A Counselor and, if desired, an Associate Counselor shall be appointed by the President of the Academy after approval by a majority of the Board of Directors to direct the Graduate Academy. Faculty members of Texas colleges and universities who are Members of the Texas Academy of Science may serve teaching faculty functions and advisory functions for all Graduate Academy affiliated organizations.

SECTION 3. Chapters

Any science club or equivalent organization for Graduate students in the colleges and universities of the State of Texas, having a membership of ten (10) or more student members, at least five (5) of whom are Student Members of the Texas Academy of Science, and a faculty sponsor (counselor) who is a member of the Texas Academy of Science shall be eligible for a chapter. To become a chapter, a science club or equivalent shall send a request accompanied by a copy of the Bylaws of the club, and a membership roster which indicates that five or more members are Student Members of the Academy. The requests will be sent to the Counselor of the Graduate Academy who will verify eligibility, and issue a charter to the chapter.

SECTION 4. Budget

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

Article VIII– The International Programs Academy of Science

SECTION 1. Purpose

The International Programs Academy of Science shall be under the direction of the

International Programs Academy Counselor. The purposes of the Collegiate Academy are to:

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

SECTION 2. Organization

A Counselor and , if desired, an Associate Counselor shall be appointed by the President of the Academy after approval by a majority of the Board of Directors to direct the International Programs Academy. Faculty members of International colleges and universities who are Members of the Texas Academy of Science may serve teaching faculty functions and advisory functions for all International Programs Academy affiliated organizations.

SECTION 3. Chapters

Any science club or equivalent organization for students in International colleges and universities, having a membership of ten (10) or more student members, at least five (5) of whom are Student Members of the Texas Academy of Science, and a faculty sponsor (counselor) who is a member of the Texas Academy of Science shall be eligible for a chapter. To become a chapter, a science club or equivalent shall send a request accompanied by a copy of the Bylaws of the club, and a membership roster which indicates that five or more members are Student Members of the Academy. The requests will be sent to the Counselor of the International Programs Academy who will verify eligibility, and issue a charter to the chapter.

SECTION 4. Budget

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

Article IX - 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 of 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.
 - (c) Supervise the physical arrangements for the Annual Meeting, in cooperation with the Local Host.
- (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 outline 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.
 - (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 X – 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 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 correspondence to the Board:

- (1) The correspondence should arrive in time to allow consideration at the Fall Meeting of the Board.
- (2) The correspondence should include a title for the Section, contact information of the person to act as temporary Chairperson, and the names of at least four persons who have agreed to present papers. 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 XI. Section 2.

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

1. Anthropology
2. Biomedical Sciences
3. Botany
4. Cell and Molecular Biology
5. Chemistry and Biochemistry
6. Conservation Ecology
7. Engineering and Physics
8. Environmental Science
9. Freshwater Science
10. Geosciences
11. Marine Science
12. Mathematics and Computer Science
13. Neuroscience
14. Science Education
15. Systematics and Evolutionary Biology
16. Terrestrial Ecology and Management

Article XI - Amendments

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