

# SUBSTITUTE CONSTITUTION OF THE OHIO ACADEMY OF SCIENCE

*Approved by The Governing Council on November 30, 1992 for consideration by the Membership at the Annual Business Meeting at 5:15 P.M. on Saturday, May 1, 1993 at Youngstown State University.*

## ARTICLE I—NAME

This organization shall be known as The Ohio Academy of Science.

## ARTICLE II—OBJECTIVES

The objectives of this Academy shall be as follows:

1. to stimulate interest in science, engineering, technology, and education;
2. to promote scientific research;
3. to improve instruction in science, engineering, and technology;
4. to disseminate knowledge about science, engineering, and technology;
5. to encourage interaction among and between scientific, engineering, technological and educational fields; and
6. to recognize high achievement in attaining these objectives.

## ARTICLE III—MEMBERSHIP

### 1. CLASSIFICATION:

#### A. Regular Members:

Regular Members shall be persons interested in science, engineering, technology, or education. The Executive Committee may prescribe more detailed classes of Regular Members.

#### B. Corporation, Institution, or Organization Members:

Corporation, Institution, or Organization Members shall be corporations, institutions, or organizations which are interested in science, engineering, technology, and education and in the support of the Academy. Each corporation, institution, or organization may designate one representative who shall have voting privileges in the Academy.

#### C. Honorary Life Members:

(1) Honorary Life Members shall be active Regular Members of long standing who have rendered distinguished service to the Academy.

(2) Nomination of Honorary Life Members shall be by the Executive Committee.

(3) The Governing Council shall vote upon

the nominations. A three-fourths favorable vote shall be necessary for election.

(4) Honorary Life Members shall be entitled to all rights and privileges of Regular Members and shall be exempt from payment of dues.

(5) The number of Honorary Life Members shall not exceed one per cent of the active membership.

#### D. Fellows:

(1) Fellows shall be or shall have been engaged in extensive productive scientific, technological or educational contributions and shall have rendered some other special service to The Ohio Academy of Science.

(2) Prior to nomination, Fellows shall have been Regular Members for a minimum of five years, Life Members or Honorary Life Members, and shall be considered as Fellows as long as they maintain membership.

(3) Nomination of Fellows shall be made by any two Fellows. Members nominated as Fellows must have currently paid dues.

(4) Forms for the nomination of Fellows shall be provided by the Academy office upon request to Vice Presidents and Fellows. Properly completed forms shall be submitted to the Fellowship Committee.

(5) The Fellowship Committee shall forward approved Nominations to the Governing Council.

(6) Election shall be at a meeting of the Governing Council, by a three-fourths favorable vote of those members present who are Fellows.

(7) No more than five fellows may be elected in a year in which the total number of fellows exceeds ten percent of the total membership of the Academy.

#### E. Patrons:

(1) Patrons shall be persons, corporations, institutions, or organizations who have given unusual assistance or aid to the Academy.

(2) Nomination of Patrons shall be by the Executive Committee upon recommendation of the Chief Executive Officer or President.

(3) The Governing Council must approve the nomination by three-fourths favorable vote of Members present.

(4) Patrons shall be entitled to all rights and privileges of Members and at the discretion of the Executive Committee may be exempt from payment of dues.

### 2. ELIGIBLE VOTERS:

Voters shall be Regular Members and representatives designated by Corporation, Institution, or Organization Members. All Members are eligible to vote at the Annual Business Meeting.

## ARTICLE IV—OFFICERS

### 1. PRESIDENT:

A. Qualifications: The President shall be a Member of long standing and a Fellow and

shall have rendered signal service to the Academy, and who has achieved a recognized position in a field of scientific, engineering, technological, or educational endeavor.

B. Duties: The President shall discharge the duties of a presiding officer at the Executive Committee meetings, Governing Council meetings, and all General Sessions of the Academy. The President shall keep constantly informed on the affairs of the Academy, its acts, and the acts of its officers. The President is authorized to name representatives of the Academy. The President shall cause the provisions of the Constitution and By-Laws to be faithfully executed. A Presidential address shall be given at the Annual Meeting of the Academy at the conclusion of the term of office.

C. Term of Office: The President-elect shall succeed to the office of President at the adjournment of the next Annual Meeting after election and shall serve as President until the conclusion of the following Annual Meeting.

D. Absence: The duties of the President, in the event of resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by the President-elect. Should the President-elect be unavailable, the Executive Committee shall appoint a properly qualified Fellow to serve for the remainder of the term.

### 2. PRESIDENT-ELECT:

A. Qualifications: The President-elect shall be a Member of long standing and a Fellow and shall have rendered signal service to the Academy, and who has achieved a recognized position in a field of scientific, technological, or educational endeavor.

B. Duties: The President-elect will be a member of the Governing Council and of the Executive Committee and may also serve ex-officio on any regular committee of the Academy. The President-elect shall attend meetings of the Executive Committee and have full voting privileges.

C. Term of Office: The term of office as President-elect shall commence at the adjournment of the Annual Meeting. The President-elect shall become President at the adjournment of the following Annual Meeting.

D. Absence: The duties of the President-elect, in event of resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a properly qualified Fellow appointed by the Executive Committee.

### 3. SECRETARY:

A. Qualifications: The Secretary shall be a Member of long standing who is familiar with the organization and activities of the Academy. The Secretary shall be a person known for the conscientious and faithful discharge of duties appropriate to this office.

B. Duties: The Secretary shall:

(1) be responsible for a complete list of the Members of the Academy with dates of their membership; the membership roster may be maintained on a current basis by the Academy Office.

(2) keep the records of the proceedings of the Executive Committee, the Governing Council, and the Academy Annual Business meeting. The Secretary shall promptly prepare and forward minutes of the Executive Committee and Governing Council to Members of the Executive Committee.

C. Term of Office: The term of office shall commence immediately upon election. In order to provide continuity in the affairs of the Academy, the Secretary should normally continue in office for a minimum of two terms. Upon completion of the term of office, the Secretary shall automatically continue to serve as a member of the Executive Committee and Governing Council for a term of one year. The terms of the Secretary and Treasurer shall not terminate in the same calendar year.

D. Absence: The duties of the Secretary, in the event of resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a Member appointed by the President and approved by the Executive Committee.

### 4. TREASURER:

A. Qualifications: The Treasurer shall be a Member of the Academy. This person shall be methodical, punctual, and a person of the highest integrity.

B. Duties: The Treasurer shall:

(1) collect all monies due the Academy.

(2) be custodian of all Academy monies and securities.

(3) keep an account of receipts and disbursements in detail, and balance these accounts as of the first of January of each year.

(4) with appropriate discretion, deposit monies in an appropriate financial institution in the name of "The Ohio Academy of Science, (Incorporated in the State of Ohio)".

(5) be a member of the Executive Committee and Governing Council and present reports regularly on the financial condition of the Academy.

(6) read a report at the Annual Meeting of the Governing Council outlining the progress, problems, and recommendations of the office, and thereupon shall deposit two copies of it with the Secretary.

(7) chair the Finance Committee.

C. Auditing: The Treasurer's accounts shall be audited as of the first of January of each year by an accountant appointed by the Executive Committee.

D. Indebtedness: No debt shall be incurred on behalf of the Academy or its officers unless provision has been made for the expenditure either in the budget or by special action of the Executive Committee. Furthermore, any officer or other Member shall obtain written authorization from the Treasurer before contracting an obligation for the Academy. The Treasurer shall not authorize any such expenditure unless sufficient funds are or will be available for payment.

**E. Term of Office:** The term of office shall commence on the first of July following the date of election. In order to provide continuity in the financial affairs of the Academy, the Treasurer shall continue in office for a minimum of two terms. Upon completion of the term, the Treasurer shall automatically continue to serve as a member of the Executive Committee and Governing Council for a term of one year. The terms of the Treasurer and the Secretary shall not terminate in the same calendar year.

**F. Absence:** The duties of the Treasurer, in event of resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a member designated by the President and approved by the Executive Committee.

## 5. EDITOR OF THE OHIO JOURNAL OF SCIENCE:

**A. Qualifications:** The Editor shall be a Member who is a scientist, engineer, technologist, or educator with a distinguished publication record and who has an interest in and knowledge of editing and publishing.

**B. Duties:** The Editor shall:

(1) be a member of the Executive Committee, Governing Council, Finance Committee and the Publications Committee.

(2) encourage submission of manuscripts for The Ohio Journal of Science and arrange for their review and, if they qualify, for their timely publication.

(3) participate in the financial affairs of the Journal.

(4) receive all manuscripts submitted to the Journal.

(5) be responsible for ensuring that the Journal is published in a timely fashion, for maintaining a high quality of articles, and for securing peer review of manuscripts by competent referees.

**C. Term of Office:** The Editor shall be appointed by the Executive Committee. In order to provide continuity in management of the Journal, the Editor shall serve a five year term.

**D. Absence:** The duties of Editor, in the event of resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a person designated by the President and approved by the Executive Committee.

## 6. HISTORIAN-ARCHIVIST:

**A. Qualifications:** The Historian-Archivist shall be a Member of the Academy who has demonstrated interest in the history of science, engineering, technology, and education and the history of the Academy.

**B. Duties:** The Historian-Archivist shall be responsible for the collection, preservation, and maintenance of historical records of the Academy. A summarization of statistical data in reference to Academy history shall be reported at the Annual Meeting. This report shall be included in an Annual Report of the Academy. On occasion, the Historian-Archivist should

publish studies bearing upon the development and accomplishments of the Academy.

**C. Term of Office:** The Historian-Archivist shall be elected by the membership for a term of three years.

**D. Absence:** The duties of the Historian-Archivist in the event of resignation, absence, disability, or death shall be assumed for the remainder of the unexpired term by a person designated by the President and approved by the Executive Committee.

**E. The Historian-Archivist shall be chairperson of the Necrology Committee.**

**F. The archives of the Academy shall be maintained by The Ohio Historical Society.**

## ARTICLE V—COUNCILS

### 1. THE GOVERNING COUNCIL:

**A. Membership:** The Governing Council shall be composed of the President, President-elect, immediate Past President, Secretary, Treasurer, (when applicable, the outgoing Secretary or the outgoing Treasurer), Editor of The Ohio Journal of Science, Senior Academy Director, Junior Academy Director, Director of the Industrial and Business Council, Secretary of The Ohio Academy of Science Foundation, Chief Executive Officer, Representatives to the American Association for the Advancement of Science, Representatives to the National Association of Academies of Science, Representative to the Executive Committee of the Ohio Biological Survey, Historian-Archivist, the at-large members of the Executive Committee, and the Chairpersons of all standing and temporary committees.

**B. Meetings:**

(1) The Governing Council shall meet at least twice each year, once on the opening day of the Annual Meeting of the Academy, which shall be known as the Annual Meeting of Council, and once on a date, set by the Executive Committee, at least ninety days prior to this Annual Meeting, which shall be known as the Interim Meeting.

(2) Special meetings of the Governing Council may be called by the President upon petition of at least three-fourths of the membership of the Executive Committee. If ten members of the Governing Council petition the President for a special meeting of Governing Council, the President shall call such a meeting no sooner than ten days and no longer than thirty days following receipt of the petition by registered mail.

(3) Quorum: The members of the Governing Council present shall constitute a quorum.

(4) Duties: The Governing Council shall be the ultimate legislative body of The Ohio Academy of Science with power to make final decisions.

(5) Agenda: The Secretary, as directed by the President, shall prepare the agenda.

(6) Voting: All members of the Governing Council shall have voting privileges. A motion shall be passed if a majority of those present vote favorably, except that motions to rescind actions of the Executive Committee shall require a two-thirds majority vote.

### 2. THE SENIOR ACADEMY COUNCIL:

The Ohio Academy of Science shall maintain a Senior Academy Council as a means of promoting and developing scientific and scholarly activities in Ohio.

**A. Membership:** The Senior Academy Council shall consist of a Director, Assistant Director, Secretary, and Division Coordinators who shall be Members and who shall be broadly representative of science, engineering, technology, and education in Ohio. Additionally, the Executive Committee shall appoint six Members, two each from industry, government and academia, to two year staggered terms. The Director, Assistant Director, Secretary, Division Coordinators and all other members shall be appointed by the Executive Committee of the Academy upon recommendation of the President. The terms of office of each member shall be three years, with appointments staggered. Each member shall be subject to an annual review by the Executive Committee.

**B. Director:** The Director shall be an Academy Member appointed by the Executive Committee of the Academy after consultation with the Senior Academy Council. The term of office shall be for three years. The Director of the Senior Academy Council shall be a member of the Executive Committee and of the Governing Council.

**C. Purpose and Goals:**

(1) The primary purpose of the Senior Academy Council is to develop and promote scientific and scholarly activities in Ohio with regard to science, engineering, technology, and education.

(2) The Senior Academy Council shall structure programs and other activities which promote science, engineering, technology, and education in Ohio.

(3) The Senior Academy Council shall lead in planning and carrying out activities that encourage or result in productive interactions among scientific, engineering, technological, and educational fields and other activities which respond to needs of Academy Members in all the fields of interest.

(4) Three-year plans, updated annually, shall be developed by the Senior Academy Council and submitted to the Executive Committee for approval.

**D. Organization:**

(1) The Senior Academy Director shall appoint an Annual Meeting Director, unless this function is assumed by the Assistant Director. The Annual Meeting Director shall assist the Chief Executive Officer to develop and implement plans for the annual meeting in cooperation with the local host at the site of the annual meeting and in close cooperation with the Division Coordinators.

(2) The Senior Academy Council shall meet at least three times annually, one meeting of which shall be devoted to the program evaluation, long-range planning, and goal setting of this Council.

### 3. THE JUNIOR ACADEMY COUNCIL:

The Academy shall maintain a Junior Academy as a means of discovering and fostering ability and interest in science and mathematics among students in grades 5-12.

**A. Membership:** The Junior Academy Council shall consist of a Director; Assistant Director; Secretary; three persons from each Junior Academy District (a representative from the host institution who is selected by his or her institution and approved by the Executive Committee, a science teacher, and a pre-college student representative selected by the District Science Day Council); the Director of State Science Day; the Senior Academy Education Division Coordinator; and others as appointed by the Director of the Junior Academy and approved by the Executive Committee. The Junior Academy Assistant Director shall be appointed by the Executive Committee of the Academy after consultation with the Junior Academy Council. The term of office for the Assistant Director shall be for four years, subject to annual approval by the Executive Committee. The Assistant Director shall act as Director in the Director's absence. The Junior Academy Secretary shall be appointed by the Junior Academy Director for a term of one year. The duties of the Secretary shall include preparation and distribution of the minutes of the Junior Academy Council Meetings. The terms of the Director and Assistant Director shall not terminate in the same calendar year.

**B. Director:** The Director shall be an Academy Member appointed by the Executive Committee of the Academy after consultation with the Junior Academy Council. The term of office shall be for four years, subject to annual approval by the Executive Committee. The Director of the Junior Academy Council shall be a member of the Executive Committee and of the Governing Council.

**C. Duties:**

(1) The Junior Academy Council shall be the responsible legislative body of the Junior Academy.

(2) The Junior Academy Council shall prepare a governing document and otherwise perfect the organization of the Junior Academy.

(3) The governing document of the Junior Academy and amendments to them shall be approved by the Executive Committee and the Governing Council of The Ohio Academy of Science.

### 4. THE INDUSTRIAL AND BUSINESS COUNCIL:

**A. Membership:** The Ohio Industrial and Business Council shall consist of Members and non-members of the Academy who are committed to the promotion and advancement of science, engineering, technology, and education in Ohio. Members of this Council shall be appointed by the President of The Ohio Academy of Science. The Director of this Council shall be a Member of the Academy.

B. Director: The Director of the Ohio Industrial and Business Council Director shall be appointed by the President for a two year term and shall be a member of the Executive Committee and of the Governing Council.

C. Purposes and goals:

- (1) To facilitate linkages among government, industry, business, education, and the Academy.
- (2) To facilitate continuing science, engineering, and technology education.
- (3) To address the needs of industrial and business scientists.
- (4) Specific goals of the Ohio Industrial and Business Council shall be established periodically, by the Council.

D. Organization and Operation:

- (1) Industrial and Business Forums shall be established on a regional basis.
- (2) Each regional forum shall establish an Operations Committee consisting of a minimum of three persons. The chairperson of this Committee shall represent the region on the statewide The Ohio Academy of Science Industrial and Business Council.
- (3) Each regional forum shall establish goals and activities to meet the needs of the region.

5. THE COUNCIL OF PAST PRESIDENTS:

A. Membership: The Council of Past Presidents shall consist of all past Presidents of the Academy.

B. Chairperson: The immediate Past President shall be the chairperson of this Council and shall be a member of the Executive Committee and of the Governing Council.

C. Purpose: To meet at the call of the President for the purpose of providing guidance and assistance to the Academy.

ARTICLE VI—COMMITTEES

1. EXECUTIVE COMMITTEE:

A. Membership: All members of the Executive Committee shall be Members of the Academy. The membership of the Executive Committee shall consist of the President, President-elect, immediate Past President, Secretary, Treasurer, (when appropriate, the either the outgoing Secretary or Treasurer), Director of the Senior Academy, Director of the Junior Academy, Editor of The Ohio Journal of Science, Director of the Industrial and Business Council, and six at-large positions, two each from industry, government, and academia who are elected to two year staggered terms each by the membership.

B. Chairperson: The President shall be the Chairperson of the Executive Committee. In the absence of the President, the Executive Committee shall be chaired by the President-elect.

C. Duties:

(1) New business shall be brought to the attention of the Executive Committee before being presented to Governing Council. The Executive Committee shall report all substantive action to the Governing Council.

(2) The Executive Committee is the legislative body of the Academy in intervals between meetings of the Governing Council. The Committee shall report to the Council the actions taken since the previous Governing Council meeting. Substantive policy decisions can be reversed by a two-thirds vote of Council members present.

(3) The Executive Committee shall have power to fill any vacancies between meetings of the Governing Council, except as provided for elsewhere in this Constitution.

(4) The Executive Committee shall select a candidate for each office to be filled. The President shall submit nominations to the Executive Committee and upon their approval, to the Academy at the regular Annual Business Meeting for the membership.

(5) The Executive Committee shall receive, initiate, and approve all Academy resolutions.

E. Procedures:

(1) A quorum shall consist of the President, Secretary and Treasurer, or any two of them, and in addition any other three Members.

(2) A motion shall be passed if a majority of the Executive Committee members present vote favorably.

(3) The Executive Committee shall meet at least twice a year, preceding each Governing Council meeting. The President may call a special meeting by notifying all members of the Committee at least ten days in advance of the scheduled meeting. Upon petition of at least three members, the Executive Committee must be convened.

2. PUBLICATIONS COMMITTEE:

A. Membership: The Publications Committee shall consist of the Secretary, Treasurer, and the Editor of The Ohio Journal of Science.

B. Chairperson: The Secretary shall act as Chairperson.

C. Duties: Matters relating to Academy Publications, excepting programs, may be referred to the Publications Committee by the Governing Council. The Committee shall report recommendations for action to the Executive Committee.

3. COMMITTEE ON RESEARCH GRANTS:

A. Membership: The Committee on Research Grants shall consist of three appointed Members of the Academy each serving for a term of three years. One Member shall be appointed each year.

B. Chairperson: The Chairperson shall ordinarily be the ranking member of the Committee in terms of service on the Committee.

C. Duties: The Committee on Research Grants shall make awards to Members applying for grants-in-aid for research

projects worthy of Academy support. The Committee Chairperson shall file with the Secretary, at the Annual Governing Council Meeting, two copies of an annual committee report.

4. NECROLOGY COMMITTEE:

A. Membership: The Necrology Committee shall consist of one Member and one former Past President appointed by the Executive Committee and the Historian-Archivist. The term of office shall be a minimum of three years.

B. Chairperson: The Historian-Archivist shall be the Chairperson of the Necrology Committee.

C. Duties: The Committee on Necrology shall inform itself of deaths among Members of the Academy. It shall collect biographical data and write biographical sketches and obituaries to be deposited in the Archives of the Academy. Obituaries up to one-half page in length may be published in The Ohio Journal of Science. The Committee shall annually prepare obituaries and biographical sketches of such Members. These documents shall be included as a part of the Annual Report. The Committee Chairperson shall file with the Secretary, at the Annual Council Meeting, two copies of this report. The next of kin of the deceased member shall receive a copy of the obituary.

5. MEMBERSHIP COMMITTEE:

A. Membership: The Membership Committee shall consist of at least three Executive Committee members appointed for three year staggered terms.

B. Chairperson: The President shall designate the Chairperson of the Membership Committee.

C. Duties: The Membership Committee shall plan and implement the annual membership campaign in conjunction with the Chief Executive Officer, the Directors of the Senior Academy, Junior Academy, the Ohio Industrial and Business Council and site-based Membership Coordinators.

6. COMMITTEE ON NOMINATIONS:

A. Membership: The Committee on Nominations shall consist of at least three members of the Executive Committee appointed by the President to function as a sub-committee.

B. Chairperson: The immediate Past President shall serve as chairperson.

C. Duties:  
(1) The Committee on Nominations shall issue a call for nominations from Academy Members for the position of President-Elect and for each position to be filled on the Governing Council and Executive Committee. The call for nominations shall be submitted to the membership on or before December 31st in the year prior to the Annual Meeting.

(2) Following approval of the slate of two nominees for each position by the Executive Committee, the Committee on Nominations shall annually conduct the election by mail ballot.

7. FELLOWSHIP COMMITTEE:

A. Membership: The Fellowship Committee shall consist of the President, the immediate Past President, the President-elect, and three Fellows, one appointed each year for a three-year term.

B. Chairperson: The President shall serve as Chairperson.

C. Duties: The Fellowship Committee shall establish procedures for the nomination of Fellows and review those nominations submitted to it. From these nominations, the Committee shall submit a list of those to be considered by the Fellows on the Governing Council.

8. PERSONNEL COMMITTEE:

A. Membership: The Personnel Committee shall consist of the immediate Past President and two Members of the Academy appointed in alternate years by the President for two-year terms.

B. Chairperson: The immediate past President shall serve as Chairperson.

C. Duties:

(1) All personnel matters, including establishment personnel policies, should be referred to this Committee for recommendation to the Executive Committee.

(2) The Personnel Committee shall conduct an annual performance and salary review of the Chief Executive Officer of the Academy prior to the Executive Committee meeting preceding the Annual Meeting, at which it shall report the Committee's recommendations.

9. FINANCE COMMITTEE:

A. Membership: The Finance Committee shall consist of the Treasurer, the President, the President-Elect, the Chief Executive Officer, Directors of the Junior Academy, Senior Academy, and Industrial and Business Councils and the Editor of The Ohio Journal of Science.

B. Chairperson: The Treasurer shall be the Chairperson.

C. Duties:

(1) Supervise the management of the investment portfolio of the Academy.

(2) Assist the Treasurer by providing advice and counsel on financial matters.

(3) Review the Annual Auditor's Report.

(4) Provide consultation to the Treasurer and the Chief Executive Officer in preparation of the annual budget.

(5) Recommend changes in the structure of the Academy dues and fees.

10. MARKETING AND COMMUNICATIONS:

A. Membership: The Marketing and Communications Committee shall consist of

a minimum of five Members who are broadly representative of the existing and potential markets of The Ohio Academy of Science.

B. Chairperson: The President shall designate the Chairperson of the Marketing and Communications Committee.

C. Duties:

(1) To determine the needs of the scientific, engineering, technological, and educational community.

(2) To suggest ways and means of meeting these needs.

(3) To communicate to selected markets the values to be received from the products and services which can be provided by the Academy.

(4) To file a report annually by September 1 with the Executive Committee outlining needs, suggesting the ways and means of meeting these needs and describing communication strategies for positioning the Academy to meet these needs.

#### 11. TEMPORARY COMMITTEES:

A. Membership: The President may appoint Temporary or Ad Hoc Committees as needs arise. These Committees shall serve one year, but may be reappointed annually.

B. Chairperson: The President shall designate the Chairperson of each Committee.

C. Duties: The President shall specify duties for each Committee, in writing, to the Chairperson.

#### ARTICLE VII—PUBLICATIONS

##### 1. OFFICIAL PUBLICATION:

The official publication of the Academy shall be The Ohio Journal of Science.

##### 2. SPECIAL PUBLICATIONS:

Special papers, books, proceedings, and other publications of The Ohio Academy of Science may be published from time to time as needs arise.

#### ARTICLE VIII — ANNUAL MEETING

##### 1. TIME AND PLACE:

A meeting of the Academy shall be held each year, which shall be known as the Annual Meeting. The specific time and place shall be fixed by the Executive Committee in consultation with the Directors of the Junior Academy, Senior Academy and Ohio Industrial and Business Councils.

##### 2. PRELIMINARY ANNOUNCEMENT:

A Preliminary Announcement of the Annual Meeting shall be mailed to all Members at least ninety days before the Annual Meeting, but not later than January 15th.

##### 3. LOCAL CHAIRPERSON:

A. Appointment: The Local Chairperson

shall be appointed by the Executive Committee, acting upon suggestions from local Members and the host institution.  
B. Duties: The Local Chairperson shall coordinate local preparations for the Academy Meetings and shall appoint necessary assistants and committees to arrange for details such as directional and informational signs, parking, housing, meals, the Annual Banquet, the toastmaster at the Banquet, registration, the sale of banquet tickets, meeting rooms, visual aids equipment, publicity, and space and facilities for exhibits.

##### 4. PROGRAM:

Details of the meeting shall be arranged by the Program Editor. An Official Program shall be distributed to each Member approximately three weeks preceding the Annual Meeting.

##### 5. ANNUAL BUSINESS MEETING FOR THE MEMBERSHIP:

There shall be an Annual Business Meeting for the membership of the Academy during the Annual Meeting. The business session shall be conducted in accordance with the most recently published edition of "Robert's Rules of Order". The order of procedure shall be as follows:

A. A Call to Order by the President.

B. A summary of the Minutes of the previous meeting shall be read by the Secretary.

C. Presentation of the report of the tellers of the election of officers and other positions.

D. Voting on any proposed amendments to the Constitution or By-Laws.

E. Business from the floor.

F. Adjournment.

##### 6. QUORUM:

The Members present shall constitute a quorum for the transaction of business.

#### ARTICLE IX NOMINATIONS and ELECTIONS

1. All elections shall be determined by plurality vote, and shall be by printed ballot mailed to members of record at least two months prior to the Annual Meeting. Ballots shall be received by the Academy no later than one month prior to the Annual Business Meeting for Membership. No nominations shall be made from the floor at the Annual Business Meeting for Membership.

2. The ballot shall identify the names of the candidates in alphabetical order for each position. The name of each candidate may be followed by a brief statement of qualifications and biographical information in such form and content as shall be approved by the Executive Committee. The specific wording shall be approved by the nominee prior to issuing the ballot.

3. Three tellers for the election shall be appointed by the President of The Ohio Academy of Science. They shall tally the votes on the ballots and provide a written report of the results to be distributed and read at the Annual Business Meeting for Membership.

#### ARTICLE X — RULES OF ORDER

1. All Councils, Committees and other deliberative bodies of The Ohio Academy of Science shall conduct their business according to the most recently published edition of "Robert's Rules of Order."

#### ARTICLE XI — AMENDMENTS

Amendments to the Constitution may be made as follows:

A. A proposal initiated by the Executive Committee or a petition signed by ten or more Members, stating specifically a proposed amendment, shall be filed with the Secretary not less than sixty days before a Meeting of the Governing Council.

B. The Secretary shall send a copy of the proposed amendment to each member of the Governing Council preceding a Council Meeting.

C. Copies of the proposed amendment shall be distributed to the membership at least thirty days prior to the Meeting at which the amendment is to be considered.

D. The action of Governing Council shall be presented to the Academy for its approval at its next Annual Business Meeting for Membership. A majority of those Members voting shall constitute approval.

## BY-LAWS

#### CHAPTER I—FINANCE

##### 1. FISCAL YEAR:

The fiscal year of the Academy and its Councils, Committees and other deliberative bodies shall be from January 1 through December 31.

##### 2. BUDGET:

A. The Treasurer, in consultation with Academy Officers and Councils, Committees and other deliberative bodies shall prepare an annual budget of income and expenditures for the new fiscal year to be considered and approved by the Finance Committee for recommendation to the Executive Committee and Governing Council.

B. The Treasurer shall present the recommended budget to the Executive Committee.

C. The Executive Committee may amend the recommended budget and shall approve a budget for final adoption by Governing Council at its fall meeting. The Governing Council may amend the budget received from the Executive Committee.

D. The Treasurer is authorized to make only those expenditures provided for in the approved annual budget.

E. Emergency-deficit appropriations shall be authorized by the approval of a majority of the members of the Executive Committee present at a meeting. All such appropriations shall be reported to Governing Council at its next meeting.

F. If no annual budget for the succeeding fiscal year has been approved by December 31st, the Executive Committee shall have authority to make temporary appropriations

until an annual budget is approved. All such appropriations shall be reported to Governing Council at its next meeting.  
3. DUES:

A. Annual dues shall be as approved by the Executive Committee and Governing Council.

B. Exemption from Payment of Dues: At the discretion of the Executive Committee Honorary Members and others may be exempt from payment of dues. Upon request. Members who have retired, and who have been members of the Academy for at least fifteen years may be designated Members Emeritus. Such Members Emeritus shall be relieved from the payment of dues and will not receive The Ohio Journal of Science.

C. Non-Payment of Dues: Non-payment of dues by September 1st shall constitute a request for withdrawal of membership from the Academy.

##### 4. INVESTMENTS:

A. Authorization: The Treasurer shall invest, dispose of investments, and reinvest monies in consultation with the Finance Committee, unless specifically prohibited from doing so by the Executive Committee or Governing Council.

B. Review: All investments shall be reviewed regularly by the Executive Committee.

##### 5. SPECIAL FUNDS:

A. The Endowment Fund is a permanently accumulating fund developed from various private and Academy sources. Only the income will be used for Academy operations.

B. As needed, additional special funds may be created by the Executive Committee.

##### 6. INVOICES AND VOUCHERS:

A. Every creditor of the Academy must present to the Treasurer an itemized invoice.

B. The Treasurer shall obtain verification that the goods or services have been received.

C. Before making payment, the Treasurer shall be satisfied that funds from which payment may be made have either been budgeted or authorized by special action of the Executive Committee.

D. All invoices shall be paid by check.

E. The date of payment and the check number shall be entered on each invoice paid.

F. Each invoice paid shall be retained as a voucher for use by the auditor.

##### 7. THE OHIO JOURNAL OF SCIENCE:

A. The Academy shall provide annually to The Ohio Journal of Science an amount stipulated in the budget as approved by the Executive Committee and Governing Council.

B. The President's address may be published in The Ohio Journal of Science as soon as possible after the Annual Meeting, and shall not be published in another scientific publication until it has appeared

in the Journal. This address shall be submitted and edited as any other manuscript submitted to the Journal.

#### 8. JUNIOR ACADEMY OF SCIENCE:

The Director of the Junior Academy shall prepare a request for funds, which shall be included in the Treasurer's budget.

#### 9. BOND OF TREASURER:

The Treasurer's surety bond shall be fixed and approved by the Executive Committee. The bond shall be sufficient to cover the maximum amount of monies and negotiable securities in custody.

### CHAPTER II - PERSONNEL

#### 1. EMPLOYEES:

A. The Executive Committee shall, as it deems necessary, employ persons to work for the Academy.

B. Conditions of tenure, salary, employment, duties, leave of absence, vacation and other matters pertaining to the employment and termination of employment of Academy-paid personnel shall be established and revised by the Executive Committee in the absence of specific instructions of the Governing Council.

#### 2. CHIEF EXECUTIVE OFFICER:

A. The Chief Executive Officer (CEO) of

The Ohio Academy of Science shall be selected and employed by the Executive Committee. The appointment will be reported to the Academy's Governing Council.

B. Within guidelines established by the Academy's Constitution and Bylaws, and by actions of the Academy's Executive Committee and/or Governing Council, the CEO shall lead in fostering science, engineering, technology, and education in Ohio, as stated in the Mission and Goals of the Academy. The CEO shall be responsible for general supervision of all Academy interests and functions. The CEO shall perform the duties of the office in consultation with the officers and duly appointed agents of the Academy's Councils, Committees and other deliberative bodies.

C. Prior to each Annual Meeting, the CEO shall meet with the President-Elect to set priorities for the coming year. The President and CEO shall subsequently evaluate the priorities on a continuing basis.

D. The CEO shall attend all meetings of the Executive Committee, Governing Council and the Academy Business Meeting for the membership. The CEO shall report on the status of the Academy at each of these meetings.

E. The CEO shall be responsible to the Executive Committee for all aspects of the operation of The Ohio Academy of Science central office and shall direct the day-to-day operations of the Academy.

F. The CEO, in consultation with the Academy President, shall serve as the liaison between the Academy and national, state, and local governmental bodies and offices.

G. The CEO shall assist the Treasurer in preparation of the Academy budget in consultation with the Finance Committee and shall administer the budget after approval by the Executive Committee and the Governing Council.

H. The CEO shall be responsible for planning, promoting, and directing the Annual Meeting of the Academy in consultation with the Annual Meeting Director, the Directors of the Senior Academy, Junior Academy, and Ohio Industrial and Business Councils.

I. The CEO shall facilitate and support the activities of the Senior Academy, Junior Academy, and Ohio Industrial and Business Councils in close cooperation with their Directors.

J. The CEO shall have oversight responsibility for all research and publication activities of the Academy.

K. The CEO shall be responsible for the pursuit, coordination and support of all externally funded projects and programs.

L. The CEO shall coordinate marketing efforts, including development of a needs assessment, public relations, press liaison, and promotion activities.

M. Additional duties and responsibilities may be assigned by the President and/or the Executive Committee.

### CHAPTER III — ANNUAL MEETING BANQUET

1. There shall be an Annual Banquet to be conducted in the following order.

A. Call to order by the Toastmaster.

B. Welcome from the Host Institution.

C. Response from the Academy.

D. Presentation of new officers by the Academy President.

E. Other awards and recognitions.

F. President's Address.

G. Transfer of gavel to the new President.

### CHAPTER IV — AMENDMENTS

These By-Laws may be amended by either of the following methods:

A. By the same procedure as that stipulated for amendment of the Constitution.

B. By approval of amendments by the Executive Committee and the Governing Council; such amendments become effective immediately.

- END - END - END - END -

## Official Announcement For Members Only

Saturday, May 1, 1993

5:15 P.M.

Youngstown State University

Kilcawley Center

Carnation and Scarlet Rooms

### ANNUAL BUSINESS MEETING FOR THE MEMBERSHIP:

There shall be an Annual Business Meeting for the membership of the Academy during the Annual Meeting. The business session shall be conducted in accordance with the most recently published edition of "Robert's Rules of Order". The order of procedure shall be as follows:

A. A Call to Order by the President.

B. A summary of the Minutes of the previous meeting shall be read by the Secretary.

C. Presentation of the report of the tellers of the election of officers and other positions.

D. Voting on any proposed amendments to the Constitution or By-Laws.

E. Business from the floor.

F. Adjournment.