

## **BY-LAWS**

### **OF THE PENNSYLVANIA ACADEMY OF SCIENCE AS ADOPTED BY THE MEMBERSHIP, APRIL 21, 1990**

**As Amended April 25, 1995, September 27, 1997, April 4, 1998, September 26, 1998,  
September 16, 2000, September 13, 2003, April 24, 2012, and May 11, 2016**

These By-Laws serve to clarify provisions of the Constitution and to delineate procedural matters. Nothing in these By-Laws shall contradict the provisions of the Constitution. In case of conflict the constitutional provisions shall govern.

#### **Article I. NAME (reference Article I. of the PAS Constitution)**

The organization known as THE PENNSYLVANIA ACADEMY OF SCIENCE, INC, is hereafter referred to as the Academy or PAS.

#### **Article II. MEMBERSHIP (ref.: Article II, PAS Constitution)**

- A. Active members:** Members whose current dues are paid are Active Members in Good Standing and shall enjoy all rights, privileges, and responsibilities of membership in the Academy including the Academy's Journal and Newsletter.
- B. Emeritus members:** In order to obtain emeritus status, a member shall request it in writing indicating the length of membership in the Academy and the activities in which the member participated. Such a request shall be forwarded to the Corresponding Secretary no later than September 1 if it is to take effect on January 1 of the following calendar year. The request shall be presented for action at the Fall meeting of the Board of Directors. The action of the Board shall be conveyed to the applicant no later than 30 days after the meeting.
- C. Honorary members:** Although not required to pay dues, honorary members have the same rights and privileges as active members. No more than three honorary members may be elected in any one year.
- D. Student members:** Students at an educational institution that are members of the academy may participate in the discussions at meetings, and they have the right to vote. Their dues are set at half of the dues paid by active members. They are entitled to publish in the Newsletter and the Journal.
- E. Delinquent members:** A member is considered delinquent when the dues for the current year have not been received by the Treasurer by January 31 of that year. Delinquent members will be dropped from the membership rolls on July 1st of that year.

Individuals dropped from membership for nonpayment of dues, or who have resigned, may be automatically reinstated upon payment of current dues.

**F. Life members:**

1. Presidents automatically become paid-up life members at the conclusion of the presidency.
2. Partial payment schedule--In order to make it easier for individuals to become life members the following partial payment program has been adopted:
  - a. Initial payment: One-third of the current life membership fee shall be submitted together with the request for life membership.
  - b. Subsequent payments: The balance of the life membership may be paid in two equal installments, one no later than 12 months after the initial payment and the final payment no later than 24 months after the initial payment.
3. Payment notice: The Treasurer shall send a reminder notice to the member one month prior to the due date of subsequent payments.
4. Delinquent accounts: If payments are not received by the due date, the assumption is that the member no longer desires to be a life member. The amount received shall be credited to active membership dues for unpaid past, current, and/or future years commensurate with the amount paid. The Treasurer shall notify the member of such action.
5. Refunds: Once the initial request of life membership is received no refunds will be made. If the member changes his mind about life membership, the amount received will be credited to annual active membership dues for past, current and/or future years.

**Article III. DIRECTORS AND OFFICERS (ref.: Article III, PAS Const.)**

**A. Duties of Officers:**

The duties of officers are delineated by the PAS Constitution. Furthermore, they are outlined in the Guidebook for Officers of PAS. In addition, duties not specifically mentioned in the Constitution or the Guidebook may be assigned by the Board of Directors or the President.

- B.** When the Board of Directors receives written allegations by at least four (4) members of the Board or by at least fifteen (15) members of the Academy eligible to vote, that an officer is not faithfully performing the duties of his office, or has otherwise acted in a manner adversely affecting the image of the Academy, the Board shall carefully investigate the allegations giving all concerned parties the opportunity to be heard. Based on the evidence presented, the Board may take no action, or may, by a two-thirds vote, suspend or remove the officer. Upon suspension of an officer other than the President or President-Elect, the President

with majority consent of the Board of Directors shall appoint a member of the Academy to carry out the duties of the office on an interim basis.

#### **Article IV. FINANCES**

- A. Officer Expenses:** Travel expenses for officers of the Academy to attend Academy and Committee meetings shall be authorized in advance by the Board of Directors or the President in consultation with the Treasurer. All travel expenses must be supported by receipts.

Academy officers shall receive no salary.

Officers who receive advances of funds for the conduct of their offices (*Journal*, *Newsletter* and Book Editors) shall keep an itemized accounting of disbursements and submit the same to the Treasurer in time for inclusion in the annual statement by the Treasurer. Unexpended balances revert to the Treasury.

**B. Considerations for officers and others at the Annual Meeting:**

1. Line Officers: President, President-Elect, Immediate Past President, Recording Secretary/Archivist, Corresponding Secretary, Treasurer, Treasurer-Elect, Book Treasurer, Editor of the *Journal*, Editor of the *Newsletter*, Webmaster, and the State Director of the Junior Academy of Science, are entitled to one housing package and reasonable travel expenses but not the registration fee.

2. Others: Program Chair, Local Arrangements Chair, and Time and Place Chair are entitled to one housing package and reasonable travel expenses but not the registration fee.

- C. Fiscal Year:** The fiscal year of the Academy shall be January 1 to December 31.

- D. Audits:** The books of the Academy shall be examined by a professional accountant on an annual basis. An internal audit by an Auditing Committee of the Academy shall be conducted whenever there is a change in Treasurers. The Auditing Committee shall consist of three members, one of whom shall be a past president and one of whom shall be a current member of the Board of Directors. The committee shall be appointed by the President by January 1 of the year in which the internal audit is to be performed. The names of the members of the committee shall be published in the *Newsletter* prior to the annual meeting.

- E. Budget:** On an annual basis, the Finance Committee shall prepare a budget for

approval at the Fall Meeting of the Board of Directors. Mileage allowance for travel in the conduct of PAS activities shall be set at the IRS rate in effect at the time.

- F. Investment Committee:** The Committee shall consist of three appointed PAS members and the Treasurers (non-voting). The Committee shall administer the investment of all funds of the Academy, including the working reserve account. The Treasurer shall have under his/her control a maximum amount of money equal to six months of expenditures of which he/she can move in and out of the money market account.

#### **Article V. ANNUAL MEETING (ref.: Article V, PAS Constitution)**

- A. Invited Speaker Honoraria:** Honoraria or stipend plus expenses for invited guest speakers and symposium speakers shall be determined in advance by the Board of Directors.

#### **Article VI. PUBLICATIONS (ref: Article IX, PAS Constitution)**

- A. Book Rebates:** Members of the Academy shall have the privilege of buying one copy of each book published by the Academy at a 25% discount.
- B. Newsletter Advertisements:** Newsletter advertisements fees shall be set by the Board of Directors. The Treasurer shall bill the advertisers on an annual basis.

#### **Article VII. SPECIAL AWARDS & CITATIONS**

- A. Special Awards** in the name of the Pennsylvania Academy of Science can be made only with approval of the Board of Directors.
- B. Citations** to members of the Academy for outstanding performance in activities relating to the goals of the Academy can be made at the discretion of the President.

#### **Article VIII. AFFILIATES (ref.: Article II, sect. 11, PAS Constitution)**

- A.** Scientific organizations within the Commonwealth may request to become affiliates of the Academy. Such requests, which must include the constitution and by-laws of the organization as well as a list of its officers, shall be forwarded to the chairperson of the Affiliate Committee. The request must be approved by both the Board of Directors and the general membership.
- B.** The affiliates of the Academy have the opportunity to co-sponsor annual meetings and to organize special sessions at any of the annual meetings. Requests for such activities must be conveyed to the Chairman of the Affiliate Committee no later than September 1 of the year preceding the annual meeting in question and preferably in time for the

previous Spring meeting.

- C. The Chairman of the Affiliate Committee shall be an invited guest at all Board of Directors meetings of the Academy.
- D. There is no fee associated with becoming an affiliate of the Academy.

#### **Article IX. AMENDMENTS TO THE BY-LAWS**

- A. These By-Laws may be amended in one of the following manners:
  - 1. A proposed amendment may be acted upon at any duly called meeting of the Board of Directors. Notice of the proposed change must have been given, in writing, to the members of the Board at least thirty (30) days prior to the meeting.
  - 2. An amendment may be proposed by any voting member of the Academy, using the following procedure:
    - a. Such a proposal, with the signature of a minimum of twelve (12) members, shall be submitted to the Board of Directors for action.
    - b. If the proposal is not approved by the Board, it must be published in the *Newsletter* at least six weeks prior to the next annual meeting in order to be acted upon by majority vote of the membership.
- B. Any change in the By-Laws adopted by either method must be published in the next issue of the *Newsletter*. In addition, changes approved by the Board must be reported at the next annual meeting.

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By Matthew S. Wallace, Chair, Constitution and By-laws Committee