

**CONSTITUTION AND BYLAWS OF
THE MICHIGAN ACADEMY OF SCIENCE, ARTS, AND LETTERS**

CONSTITUTION

Revised and Approved by the Executive Committee, May 20, 2005

ARTICLE I NAME

The society is named the Michigan Academy of Science, Arts, and Letters,

ARTICLE II: OBJECTIVES

The objectives of this Academy are to promote research and to diffuse knowledge. In pursuit of these objectives, it may affiliate with, or sponsor, other organizations of a similar aim.

ARTICLE III MEMBERSHIP

The Academy is composed of the following classes of members

1. **Members:** Persons interested in the work of the Academy and paying dues and assessments of the organization.
2. **Honorary Members:** Persons distinguished in Literature, Science, the Arts, and the Professions who are elected as such by the Academy Council.
3. **Institutional Members:** Educational and other non-profit institutions may subscribe to Institutional Membership according to a fee schedule set by the Executive Committee in consultation with the Director.
4. **Corporate Members:** Business Corporations may subscribe to Corporate Membership according to a fee schedule set by the Executive Committee in consultation with the Director.
5. **Director.**
6. **Patrons:** A person may enroll as a Patron either yearly or as a life member through gifts to the endowment fund. The amount of such gifts is to be approved by the Executive Committee, while taking into consideration input from the Director.
7. **Additional forms of membership** such as Benefactor, Sustaining Member, and Life Member are to be determined by the Executive Committee while taking into consideration input from the Director.

ARTICLE IV NOMINATIONS FOR MEMBERSHIP

1. Nominations for Institutional, Corporate, and Honorary Membership may be made at any time.

2. Such nominations may be approved in accordance with policies established by the Executive Committee.
3. Honorary Members must be approved by a three-fourths vote of the Academy Council members present at an General Council Meeting.

ARTICLE V THE ADMINISTRATIVE STRUCTURE OF THE ACADEMY

1. The Director

- A. The Director's duties and job description are to be determined by the Executive Committee.
- B. Selection of a New Director
 - i. The Director is chosen by the Executive Committee with a salary agreed upon by a majority of executive committee members.
 - ii. The Executive Committee may designate a sub-committee to carry out the search for the Director.
 - iii. The final decision is approved by the Executive Committee during a meeting or by email.

2. The Officers

- A. The Officers of the Academy consist of the following
 - i. President (1 year term)
 - ii. President Elect (1 year term)
 - iii. Host Institution Representative (re-appointed yearly)
 - iv. Immediate Past President
 - v. Secretary (1 year term)
 - vi. Treasurer (1 year term)
 - vii. Minimum of five and maximum of nine Members-at-Large (3 year terms)
 - viii. Representative for the Institution Hosting the Conference (one year appointment)
- B. The Officers of the Academy are Chosen as follows
 - i. The President is the President Elect from the previous year.
 - ii. The President Elect is nominated by members of the General Council and elected by a majority vote of the general membership.
 - iii. The Host Institution Representative is to be chosen by the institution that hosts the Academy's office.
 - iv. The secretary, the treasurer, and the members-at-large are nominated by members of the General Council and voted into office by the majority vote of the general membership.
 - v. The Representative for the Institution hosting the annual conference is to be appointed by the Hosting Institution.

- C. All Officers of the Academy and the Director are members of the

Executive Committee and of the General Council

3. *The Executive Committee*

A. Membership: The members are the Officers described above under Article V, Section 2.A.

B. Function:

- i. Together with the Director, the Executive Committee directs and manages the affairs of the Academy.
- ii. The Executive Committee establishes its own procedures within the provisions of the Constitution and the Bylaws.
- iii. The Executive Committee selects a new Director when the need arises.
- iv. The Executive Committee establishes and/or approves standing committees as the need arises.

C. Meetings:

- i. The Executive Committee meets at least twice a year at the time of the annual conference and on the same day as the fall meeting of the General Council.
- ii. The President may call a special meeting of the Executive Committee.
- iii. A meeting may be called at the written request of three members of the Executive Committee.
- iv. The number required for a quorum is set by the Executive Committee.

4. *The General Council of the Michigan Academy*

A. Membership: The General Council consists of

- i. The Director
- ii. Members of the Executive Committee (Officers of the Academy)
- iii. Section Chairs and Vice Chairs of Sections
- iv. Institutional Representatives
- v. Coordinator of the Junior Academy
- vi. Chairs of any standing committee(s) of the Sections

B. Function

- i. The General Council serves as an advisory body to the Executive Committee and the Director
- ii. The General Council represents the officers and standing committees of each section, as well as the member institutions and thus provides representation and coordination of all academy activities
- iii. The General Council nominates officers for the Executive Committee.

C. Meetings

- i. The General Council meets at least once a year.

- ii. The President may call a meeting at the written request of six or more members of the General Council.
- iii. At business or special meetings, the number to make up a quorum is set by the Executive Committee.

ARTICLE VI ANNUAL CONFERENCE

1. The Academy will hold at least one annual Conference.
2. The date and place of the Conference is fixed by the Executive Committee in cooperation with the Director and the Host Institution.
3. The conference is announced at least two months before the abstracts are due to the section chairs.
4. The general program of the meeting is set by the Director in cooperation with the Section Chairs and other Officers of the Academy.
5. The section programs are set by the Officers of the individual sections within policies established by the Executive Committee.
6. All presenters must forward the abstracts of papers they wish to present at the annual meeting to the chair of the appropriate section by the announced deadline
7. The abstracts are in a specific format according to guidelines established by the Executive Committee and the Director.
8. Papers are limited to a reading time of 20 minutes.
 - i. Each section chair is responsible for accepting or rejecting paper abstracts based on professional criteria.
 - ii. The section chair is also responsible for organizing the annual meeting of their section in a way that complies with the overall conference structure set by the Director and the Executive Council.
 - iii. In general, the section meeting should be organized to include the Academy luncheon, appropriate breaks, and to insure each participant has no more than 20 minutes to read or present their paper with 5 minutes for audience questions.
 - iv. Other formats can be used within the professional discretion of each section chair as long as they adhere to the general spirit of the above structure.

ARTICLE VII PUBLICATIONS

1. The Academy publishes a journal entitled *The Michigan Academician*
2. The journal is generally published four times a year and sent to full members.
3. The guidelines governing other forms of membership such as guest or student memberships are established by the Executive Committee.
4. The Academy may also publish other papers and publications such as a newsletter and conference program authorized by the Executive Committee.
5. Individuals presenting papers at the meeting may reserve the right to publish through whatever channel they may choose

6. Presentation of the paper at the annual conference is not required for submission of the paper to the *Michigan Academician* but membership is required for publication.

ARTICLE VIII SECTIONS

1. Forming of Sections: Members numbering no fewer than twenty may unite to form a section representing any field of Literature, Science, Arts, and the Professions.
2. The section created will bear the name of the subjected (s) it represents. Thus, a section dedicated to botany would be designated: The Section of Botany of the Michigan Academy of Science, Arts, and Letters.
3. The Executive Committee is empowered to dissolve sections if, in its opinion, membership interest does not justify continuation.
4. Each section is empowered to develop its own organizational structure as limited by the Constitution and Bylaws of the Academy.

ARTICLE IX ACADEMY ENDOWMENT FUND

1. An endowment fund exists, formed from past contributions of life members on their decease, other contributions of living members or friends of the Academy, and such amounts as the Executive Committee may transfer to the Fund from the general funds of the Academy
2. Only the income of the Fund will be available to further the work of the Academy in accordance with policies established by the Executive Committee.

ARTICLE X INCORPORATION AS NON-PROFIT ORGANIZATION

The Executive Committee is authorized to incorporate the Academy as a non-profit organization under the provision of Act 327 of the Public Acts of 1931, State of Michigan.

ARTICLE XI AMENDMENTS

1. The Constitution may be amended at any annual meeting of the General Council by a three-fourths vote of the members present.
2. The number to make up a quorum is established by the Executive Committee.

MICHIGAN ACADEMY OF SCIENCE, ARTS, AND LETTERS

BYLAWS

Revised and Approved by the Executive Committee May 20, 2005

CHAPTER I MEMBERSHIP

1. Application for membership may be approved in accordance with policies established by the Executive Committee.
2. A membership committee may be convened by the Executive Committee to promote new membership and to consider cases appealed to it by an applicant.
3. The amount of annual dues will be determined by the Executive Committee. The dues for full membership entitle a member to a subscription to the journal of the Academy.
4. Guidelines for other forms of membership such as Student, Guest, or other appropriate categories are established by the Executive Committee.
5. Members whose annual dues are unpaid will be dropped.
6. Educational and other non-profit organizations and corporations holding Institutional or Corporate membership have the privileges of a) lower membership dues for employees, b) exhibiting at the Academy conference, subject to conditions set by the Executive Committee, and c) advertising in Academy publications under conditions established by the Executive Committee.

CHAPTER II THE DIRECTOR

The Director acts as the Editor of the *Michigan Academician* and other Academy publications under the policies established by the Executive Committee or by a publications committee established by the Executive Committee.

CHAPTER III OFFICERS

1. The President discharges the usual duties of the office and presides at all meeting of the Academy, the General Council, and the Executive Committee.
2. The President-Elect informs assists the President in the performance of his or her duties. The President-Elect succeeds the President at the end of the latter's term of office.
3. The Host-Institution Representative facilitates communication between the Academy and the Host Institution.
4. The Secretary records and publishes the minutes of the Executive Committee meetings, acts as the Secretary of the General Council and performs other duties pertaining to the office as established by the Executive Committee.
5. The Treasurer has charge of the finances of the Academy under the direction of the General Council. He or she keeps a record of the money received and expended, and keeps a complete record of the dues payments of all members of the Academy, both active and inactive.

6. Institutional Representatives act as liaisons between the Academy and the Institutional Members and are also members of the General Council.

CHAPTER IV DUTIES OF THE EXECUTIVE COMMITTEE

1. To Direct the publications of the Academy
2. To elect members or to delegate authority to declare an applicant a member upon payment of current dues.
3. To elect Institutional and Corporate Members and Patrons and to establish dues for them.
4. To receive and act upon nominations for Honorary Membership and, on approval, to submit such nominations to the General Council for action.
5. To fill interim vacancies of any of the office of the Academy.
6. To manage and invest the funds of the Academy.
7. To make recommendations to the Academy in matters pertaining to general policy.
8. To fix salaries of officials.
9. To create committees and task forces for purposes pertaining to Michigan Academy objectives.
10. The Executive Committee acts for the General Council in the intervals between the latter's meetings but no extraordinary act of the General Council shall remain in force beyond the next following annual meeting
11. The minutes of the proceedings of the Executive Committee and the Council are subject to call by the Academy and are a matter of public record available in the Academy Office and distributed to the membership.

CHAPTER V SECTION CHAIRS

1. Each section annually elects a Chairperson who serves on the General Council, arranges for the program of the annual meeting of the section, and with the assistance of the Vice Chair or Chair Elect, plans and executes the affairs of the section.
2. Each section annually elects a Vice Chair or Chairs who serves on the General Council, assists in the subsequent year, and who may become the Chairperson of the Section.
3. However, sections may agree by a majority vote of section members at the business meeting to continue a person as chair for the next year. And to continue Vice Chairs from the previous year as well.

CHAPTER VI ELECTION OF OFFICERS

1. Officers and other members of the Executive Committee shall be elected annually as dictated by the term of office.
2. The General Council nominates one or more candidates for each office, and additional nominations may be made by any members of the Academy from the floor.

CHAPTER VII FINANCIAL METHODS

1. The fiscal year shall be from July 1-June 30.
2. The Executive Committee shall establish an annual budget for the fiscal year in an amount not to exceed anticipated available funds. The budget shall regulate the expenditures and encumbrances of the Academy and shall be administered by procedures consistent with sound financial management.
3. The Academy incurs financial obligations only upon the written authorization of the President or the Treasurer, except that the President may delegate fiscal authority under the limitations set by the Executive Committee.
4. The Executive Committee shall provide for an annual audit of the financial affairs of the Academy.

CHAPTER VIII THE JUNIOR ACADEMY

1. The Council shall provide for a federation of clubs of young people to be known as the Michigan Junior Academy of Science, Arts, and Letters. Such federations shall be under the supervision of Coordinators who are members of the senior Academy and who are Council members appointed by the Executive Committee
2. Each club shall be sponsored by a member of the Academy. Suitable sectioning after the fashion of the senior Academy may be established.

CHAPTER IX BUSINESS MEETINGS

1. A business meeting of the Academy shall be held at least once a year and be open to all members.
2. The time and place of this meeting is to be determined by the Executive Committee and announced to all members at least 30 days in advance.

CHAPTER X EDITORIAL POLICIES FOR PAPERS OF THE ACADEMY

1. All persons presenting at the Annual Conference are required to be members of the Academy.
2. Special memberships may be created such as guest or student memberships in order to avoid overly high costs for students and guests. Such memberships need not have all the privileges of full membership. Guidelines are established by the Executive Committee.
3. Papers by non-presenters may also be solicited by the Michigan Academician.
4. See ARTICLE VII above (Membership is not required for submission, but it is required for publication in the *Michigan Academician*).

CHAPTER XI AMENDMENTS

1. The Bylaws may be amended by the majority vote of the members.
2. Proposed revisions or proposed amendments to the Bylaws will be distributed to the membership at least 30 days prior to being voted on.