

CONSTITUTION AND ARTICLES OF INCORPORATION OF THE
LOUISIANA ACADEMY OF SCIENCES
AS AMENDED THROUGH FEBRUARY 2011

ARTICLE I. Name

The name of this Corporation shall be LOUISIANA ACADEMY OF SCIENCES.

ARTICLE II. Purposes

The purposes for which this Corporation is organized are declared to be:

- (1) To unite the scientists of Louisiana for the purpose of encouraging research in all branches of science.
- (2) To encourage research by moral, physical, and financial assistance.
- (3) To encourage and conduct scientific discussions; to publish and disseminate scientific material; to conduct all enterprises deemed to promote the causes of science; to foster the applications of science to the problems of humanity.
- (4) To encourage and assist teachers in Louisiana's elementary and secondary schools with the inculcation of interest in science in their students.
- (5) To do everything necessary, suitable or proper for the accomplishment of any purpose, benefit or protection of the Corporation.

The Corporation shall be operated exclusively for scientific and educational purposes.

ARTICLE III. Corporate Powers

The Corporation shall have full power to exercise and enjoy all powers incident to a Corporation consistent with the purposes expressed herein, and needful and proper for its government and support.

ARTICLE IV. Domicile

The Domicile of the Corporation shall be Centenary College, Shreveport, Louisiana, and all citations or other legal process shall be served on the President or, in his/her absence, on the President-Elect.

ARTICLE V. Membership

Membership in the Corporation shall be classified according to and governed by such rules and regulations as shall be prescribed in the bylaws, provided that there shall be one class of members known as Regular Member.

ARTICLE VI. Dues and Assessments

The dues and assessments to be paid by the members shall be such as prescribed in the bylaws.

ARTICLE VII. Meetings of Members and Elections

An annual meeting of the membership shall be held at such time and place as shall be fixed by the Executive Council. Special meetings may also be held at such times, and under such circumstances as the bylaws may provide. Rules governing elections shall be such as prescribed in the bylaws.

ARTICLE VIII. Officers

The officers of the Corporation shall be a President, President-Elect, and such other officers as may be prescribed in the bylaws. The manner of their election and their terms of office shall be such as prescribed in the bylaws.

ARTICLE IX. Executive Council

The administration of the Corporation shall be vested in an Executive Council; the manner of election of its members, and the procedures and powers of the Council shall be such as prescribed in the bylaws.

ARTICLE X. Vacancies

Should a vacancy occur in any elective office, the Executive Council shall have the power to fill the vacancy by appointment pending the next election of officers.

ARTICLE XI. Bylaws

The Executive Council may initiate amendment of the bylaws at any meeting of Council, or by mail (regular or electronic), provided that notice of the proposed amendment shall be sent to each member of the Council at least thirty (30) days before the vote is to be taken. A two-thirds vote of all members of the Council shall be required for the recommendation of an amendment. A recommended amendment shall be submitted to the membership of the Corporation for adoption or rejection. At the discretion of the Executive Council, a vote may be taken by mail (regular or electronic) or at the annual business meeting provided that the recommended amendment shall have been sent to each member of the Corporation at least thirty (30) days before the vote is to be taken. Adoption by mail (regular or electronic) or at the annual business meeting shall require a two-thirds vote of members present voting.

ARTICLE XII. Amendments

This constitution may be amended by a two-thirds vote of members casting ballots in a mail (regular or electronic) poll, provided that notice of such proposed amendments shall be mailed to each member at his/her last known address not less than thirty (30) days before the date set for the balloting.

ARTICLE XIII. Continuity of Existence

The resignation or death of any member of this Corporation shall not entitle such member or his/her heirs to any share in, or claim upon, the property that may be owned by this Corporation; said property shall continue in the ownership of the Corporation. Any informality in the Constitution or Articles of Incorporation shall not affect their validity or render any member liable for the debts of the Corporation except to the extent of his/her unpaid dues.

ARTICLE XIV. Dissolution

Upon the dissolution of the Corporation, its affairs shall be liquidated by three commissioners to be appointed by the Executive Council for that purpose. All of the assets shall be transferred by the Executive Council to one or more non-profit organizations engaged in scientific or educational work, preferably to organizations that have been certified as tax exempt by the Internal Revenue Service. No part of the said assets or net profits shall accrue to the benefit of any member of the Corporation.

BYLAWS OF THE
LOUISIANA ACADEMY OF SCIENCES
AS AMENDED THROUGH FEBRUARY 2011

ARTICLE I. Membership

Section A. Membership in the Academy shall be classified as follows:

1. **Regular Members:** Those individuals who are actively engaged in the advancement of science.
2. **Sustaining Members:** Those individuals, organizations, and institutions which provide material assistance to advance the purposes of the Academy. There shall be three classes of sustaining membership:
 - (a) **Patron Members:** Those individuals who meet the requirements of a Regular Member but wish to contribute additional financial assistance.
 - (b) **Corporate Members:** Corporate and industrial organizations which wish to participate in and support the activities of the Academy.
 - (c) **University/College Members:** Educational institutions which wish to participate in and support the activities of the Academy.
 - (d) Each Corporate and University/College Member may delegate one person as its representative to the Academy who shall have all the rights and privileges of a Regular Member.
3. **Student Members:** High School, undergraduate and graduate students with an interest in science.
4. **Emeritus Members:** Retired individuals who were members of the Academy for ten (10) or more years. These members shall enjoy all of the rights and privileges of a Regular Member.
5. **Honorary Members:** Those individuals who are not members of the Academy, but have made outstanding contributions to the purposes of the Academy.

Section B. Revocation of membership

The Executive Council shall have the right to expel or suspend a member after a hearing at which the accused shall have the right to be present in person. A vote of the majority of all members of the Executive Council shall be necessary to expel or suspend a member. An appeal from the decision of the Council may be made to the members of the Academy. A vote of one-half of the membership shall be required to reverse the decision of the Council.

ARTICLE II. Dues and Assessments

Section A. Membership dues and assessments

1. Regular Members and Patron Members shall pay annual dues of \$30.00 with \$10.00 of these dues specifically earmarked to the funds supporting *The Proceedings of the Louisiana Academy of Sciences*.
2. Dues of Corporate Members shall be \$200.00 per year; and of University/College Members \$100.00 per year.
3. Emeritus Members shall be exempt from the payment of dues.
4. Student Members shall pay annual dues of \$10.00.
5. Dues are payable upon receipt of notice and are in arrears if not paid within thirty (30) days following the annual meeting.

6. A person whose dues are in arrears shall forfeit his/her membership and his/her name shall be dropped from the rolls of the Academy. A member thus dropped may be reinstated with continuous tenure and full privileges by paying the dues in arrears. Alternatively, such member may rejoin as a new member.

Section B. Recipients of *The Proceedings of the Louisiana Academy of Sciences*

Regular and Patron Members, each, shall be entitled to receive one copy of *The Proceedings of the Louisiana Academy of Sciences* provided that their dues have been paid for the fiscal year in which *The Proceedings of the Louisiana Academy of Sciences* is published. Corporate and University/College Members shall be entitled to receive *The Proceedings of the Louisiana Academy of Sciences* provided that their dues have been paid for the fiscal year in which *The Proceedings of the Louisiana Academy of Sciences* is published. Emeritus Members shall continue to receive *The Proceedings of the Louisiana Academy of Sciences* if they should so desire at no cost to them. Student Members shall receive *The Proceedings of the Louisiana Academy of Sciences* if they should so desire at the approximate cost of publication as determined by the Executive Council.

ARTICLE III. General Activities

Section A. The activities of the Academy shall be organized as follows:

1. Division of Agriculture, Forestry, and Wildlife
2. Division of Biological Sciences
 - (a) Botany Section
 - (b) Environmental Sciences Section
 - (c) Microbiology Section
 - (d) Molecular Biology/Biomedical Sciences Section
 - (e) Zoology Section
3. Division of Physical Sciences
 - (a) Chemistry Section
 - (b) Computer Science Section
 - (c) Earth Sciences Section
 - (d) Materials Science Section
 - (e) Mathematics and Statistics Section
 - (f) Physics Section
4. Division of Science Education
 - (a) Higher Education Science Teaching Section
 - (b) K-12 Education Science Teaching Section

5. Division of Social Sciences

6. Division of Sciences and Humanities

Section B. Fiscal year

1. Each fiscal year shall end thirty (30) days after the annual meeting.
2. All dues and other monies collected and all obligations incurred during the fiscal year shall be included in the annual report of the Treasurer for that year, regardless of the fiscal year to which they would naturally pertain.

Section C. Meetings of members

1. An annual meeting of the Academy shall be held at a time and place designated by the Executive Council. The Council may also authorize special meetings of individual scientists, or of divisions, sections, or other groups under the auspices of the Academy.

2. A special meeting of the Academy may be called at any time by the Executive Council.
3. Upon written request of twenty-five (25) or more members, it shall be the duty of the President to call a special meeting of the Academy for consideration of any matter pertaining to the affairs of the Academy.
4. Notice of the meetings shall be given by the Secretary in writing (regular or electronic mail) to all active and collegiate members, at their last known address, at least ninety (90) days prior to the annual meeting, or thirty (30) days before a special meeting.

Section D. Quorum

A quorum for the transaction of business at the annual meeting shall consist of not less than twenty-five (25) voting members present and in good standing.

Section E. Votes by mail (regular or electronic)

Any issue may be referred to the members for a vote by mail when so ordered (1) by the Executive Council or (2) by vote of the members at an annual or special meeting, provided that notices of such vote shall be mailed to the members thirty (30) days before the date set for counting the ballots. Approval of any proposal in a mail-in vote shall require a majority of the votes cast unless otherwise specified.

Section F. Newsletter

A Newsletter, edited by the Past-President and/or his/her designee(s), known as the Editor/Co-Editor(s) of the Newsletter, shall be published either electronically or in hard copy at least once per fiscal year.

ARTICLE IV. Officers

Section A. Elective officers

1. The President shall be chosen at one election to serve in a sequence of three offices, two years each as President-Elect, President, and Past-President, in the order named. The nominee for President must have had at least three years of continuous membership in the Academy prior to his/her nomination.
2. The other elective officers, their terms of office being five (5) years, shall be:
 - (a) Secretary
 - (b) Treasurer (and Membership Secretary)
 - (c) Directors of Divisions

Section B. Powers and duties of elective and other officers

1. The President shall:
 - (a) Preside at all meetings of the Academy, and of the Executive Council;
 - (b) With the Secretary, sign all official documents;
 - (c) With the Treasurer, sign all checks over the sum of one hundred dollars (\$100.00);
 - (d) As Executive Officer of the Corporation, execute policies and plans made by the Executive Council and/or the Academy for the purpose of carrying out corporate objectives;
 - (e) Serve as ex officio member of all committees as deemed expedient;
 - (f) Fill all vacancies, in cooperation with the Executive Council, occurring in the membership thereof;
 - (g) Coordinate, with the local arrangements committee of the annual meeting and appropriate members of the Executive Council, all efforts supporting the annual meeting; and
 - (h) Deliver, or cause to be delivered, the feature address at the annual banquet.
2. The President-Elect shall:

- (a) Discharge the duties of the President in his/her temporary absence; and
- (b) Be responsible for coordinating committee activities at the discretion of the President.
- 3. The Past-President shall:
 - (a) Serve as Chair of the Nominations and Elections Committee; and
 - (b) Edit the Newsletter or designate an Editor or Co-Editor(s) of the Newsletter.
- 4. The Secretary shall:
 - (a) Keep the minutes of all meetings of the Academy and of the Executive Council;
 - (b) Keep all current documents, papers, and records pertaining to the affairs of the Academy;
 - (c) Keep a roster of the members of the Academy along with the Treasurer;
 - (d) Function as the person to contact concerning unpublished activities of the Executive Council; and
 - (e) Perform other duties that normally pertain to the Office of Secretary.
- 5. The Treasurer shall:
 - (a) Receive and keep account of all monies belonging to the Academy and shall make all authorized expenditures;
 - (b) Collect dues and any and all other charges from the members;
 - (c) At the annual meeting, make a report showing the financial condition of the Academy at the end of the fiscal year to date. This report shall include all obligations which have been incurred up to the date of the annual meeting. When the exact amount of an obligation cannot yet be determined, its approximate amount shall be shown by a careful estimate indicated as such;
 - (d) Within ten (10) days after the annual meeting, which marks the end of the term of office, transmit to his/her successor a supplementary financial report in which shall be included all monies received, monies expended, and obligations incurred since the end of the preceding fiscal year. At or before this time he/she shall turn over to his/her successor all monies, vouchers, books of accounts, and other records belonging to the Academy;
 - (e) Perform other duties that normally pertain to the Office of Treasurer; and
 - (f) As Membership Secretary,
 - (1) Maintain a list of current members and keep current records of the status of different classes of membership in the Corporation;
 - (2) Maintain a list of those members in arrears; and
 - (3) Assist the Secretary, the Senior Editor of *The Proceedings of the Louisiana Academy of Sciences*, and the Past-President by generating mailing lists used for *The Proceedings of the Louisiana Academy of Sciences*, the Newsletter and other Academy business/information.
- 6. The Directors of Divisions and Section Chairs shall develop and arrange programs, including the annual meeting, for the subject area for which they are responsible.

ARTICLE V. Executive Council

- 1. The Executive Council shall consist of:
 - (a) President
 - (b) President-Elect
 - (c) Past-President
 - (d) Secretary
 - (e) Treasurer (and Membership Secretary)

- (f) Senior Editor and Editorial Board of *The Proceedings of the Louisiana Academy of Sciences*
 - (g) Chair, Long Range Planning
 - (h) Archivist
 - (i) Division Directors
 - (j) Section Chairs
 - (k) Web Site/Communication Coordinator
 - (l) Annual Meeting Student Competitions Coordinator
 - (m) Editor or Co-Editor(s) of the Newsletter
 - (n) State Science Fair Coordinator
 - (o) Standing/Temporary Committee Chairs
2. Meetings of the Executive Council shall be held on the call of the President.
 3. A quorum for transaction of business shall consist of not less than a majority of members. Any member absent from a meeting may be represented by proxy.
 4. The President may, at his/her discretion, submit any issue to a mail vote (regular or electronic) of the Council provided that an interval of ten (10) days shall elapse between the mailing and the counting of the ballots, and also provided that on request of two (2) members received on or before the date of counting the ballots, the proposed action shall be suspended until it shall have time to have been reconsidered at a meeting of the Council.

ARTICLE VI. Nominations and Elections

Section A. Nominations and Elections Committee

The Nominations and Elections Committee shall consist of the Past-President, who shall serve as Chair, and two additional members appointed by the President. The two (2) appointed members shall be selected so as to insure representation among all Divisions, as appropriate.

Section B. Nomination and election procedures

1. The Secretary of the Academy shall mail (regular or electronic) a nominations form to each member at least sixty (60) days before the date of the annual meeting. The form shall provide for the entry of one name of one nominee for each office to be filled, and carry the date by which it should be returned for consideration by the Elections Committee.
2. The Nominations and Election Committee shall tally the nomination forms and shall select the two (2) nominees whose names appear most often as prospective candidates for each office. Those named shall be contacted by the Chair of the Committee, or his/her representative, to determine whether they would be able to serve. If not, the Committee shall select those whose names appear next most often, and this procedure shall continue until two (2) nominees for each office shall have agreed to stand for election.
3. The Chair of the Committee shall request of each candidate an autobiographical statement to assist the membership in an evaluation of his/her qualifications. The Committee shall then prepare a slate of two (2) candidates for each office and pertinent biographical information pertaining to each candidate.
4. In the event two or more individuals are nominated for a position with equal number of highest nominations and each of these individuals are nominated by only one person, then the Chair of the Committee shall request of each candidate an autobiographical statement to assist the membership in an evaluation of his/her qualifications. The Committee shall then prepare a slate of all highest score candidates for each office and pertinent biographical information pertaining to each candidate.

5. The Secretary shall prepare a ballot to be mailed (regular or electronic) to each member at least forty-five (45) days before the date of the annual business meeting. Included in the mailing shall be the biographical information pertaining to each candidate and the date by which the ballot should be returned.
6. The Committee shall tally the ballots and report the results of the election to the President and the candidates. In the event of a tie vote for any office, the Secretary shall prepare a second ballot, time permitting, to be mailed (regular or electronic) to each member along with the date by which the ballot should be returned, or a secret vote shall be taken at the annual business meeting.
7. The incoming officers shall be introduced at the annual banquet and they shall be invited to attend any Executive Council meeting to be held prior to the end of the annual meeting, though they shall not be voting members of the Council. They shall assume office upon termination of the annual meeting.

ARTICLE VII. Appointive Officers

Section A. The appointive officers shall be:

1. Section Chair
2. Senior Editor of *The Proceedings of the Louisiana Academy of Sciences*
3. Vice-Chair and Abstract Editor of *The Proceedings of the Louisiana Academy of Sciences*
4. Chair, Long Range Planning
5. Web Site/Communication Coordinator
6. Annual Meeting Student Competitions Coordinator
7. State Science Fair Coordinator
8. Archivist
9. Editor or Co-Editor(s) of the Newsletter

Section B. Section Chairs

The Section Chairs shall:

1. Be appointed for each Academy Section, presented under Section A of Article III of these bylaws, by the Executive Council upon the recommendation of the Director of the appropriate Division;
2. Be appointed to a term of two (2) years;
3. Arrange, in cooperation with the Division Director, an annual program for their Sections; and
4. Serve as members of the Executive Council.

Section C. Senior Editor of *The Proceedings of the Louisiana Academy of Sciences*

The Senior Editor of *The Proceedings of the Louisiana Academy of Sciences* shall:

1. Arrange for the editing and publication of *The Proceedings of the Louisiana Academy of Sciences* in conformity with the budget appropriated by the Executive Council;
2. Be guided by the editorial policies set forth elsewhere in these bylaws, and by any special requests of the Executive Council.
3. Chair and serve as Senior Editor of the Editorial Board. The Editorial Board will consist of the following: Chair and Senior Editor, Vice-Chair and Abstract Editor, all Division Directors and Section Chairs.

Section D. Chair, Long Range Planning

The Chair of Long Range Planning shall:

1. Determine, along with the President and the Executive Council, future annual meeting sites;

2. Coordinate with the President and the President-Elect regarding initiatives promoting Academy enhancement; and
3. Perform other duties that project long term operations of the Academy.

Section E. Web Site/Communication Coordinator

The Web Site/Communication Coordinator shall:

1. Maintain the Academy web site;
2. Keep the Executive Council, the President, the Treasurer and the Secretary apprised of all activities regarding web site use and on-line member access (e.g., dues payments and annual meeting registration); and
3. Modify, as directed by the President, information as deemed necessary to ensure accurate and up-to-date information for members and web site visitors.

Section F. Annual Meeting Student Competitions Coordinator

The Annual Meeting Student Competitions Coordinator shall:

1. Coordinate the student oral and poster presentation competitions at the annual meeting;
2. Coordinate, with the President or designated annual meeting program coordinator, student paper and poster titles for incorporation in the annual meeting program;
3. Determine whether competitions will be held in separate or combined graduate and/or undergraduate categories;
4. Select/Request judges for the competitions; and
5. Arrange with the Treasurer, distribution of funds to competition awardees/winners.

Section G. State Science Fair Coordinator

The State Science Fair Coordinator shall coordinate with the Executive Council, the President and the Treasurer regarding annual State science fair program support.

Section H. Vacancies in appointed offices

1. In the event that an appointive officer does not fulfill his/her responsibilities, the Executive Council may, by a two-thirds vote of those present at a previously announced meeting, remove the officer from his/her position.
2. In the event a vacancy occurs in an appointed office, the President shall appoint a temporary replacement who shall serve until the next meeting of the Executive Council. At said meeting, the vacancy will be filled, for a new term, in the manner in which said officer is normally appointed.

ARTICLE VIII. Committees

Section A. Standing committees

1. Standing Committees as may be deemed necessary may be organized by the Executive Council.
2. Each Standing Committee shall be composed of three members, each of whom will serve a three-year term, on a rotational basis, with one new member being named, by the President with the approval of the Executive Council, each year.
3. The Chair of each committee shall be the member who is serving his/her third/last year on the committee.
4. Each Chair shall submit a written report to the Executive Committee at each annual meeting and to his/her successor at the completion of his/her term. The report shall include a summary of what has been done, the current status of activities, and suggestions as to future actions, with reference to the charges of the particular committee.

Section B. Special committees

1. From time to time, as may be deemed necessary, special committees may be established by the President or the Executive Council to carry on work of the Academy.
2. The composition, term, organization, and responsibilities of special committees shall be designated at the time of their establishment.

Section C. Vacancies

1. In the event that a committee member does not fulfill his/her responsibilities, the Executive Council may, by a two-thirds vote of those present at a previously announced meeting, remove the member from his/her position.
2. In the event that a vacancy occurs in any committee, the President shall appoint a temporary replacement who shall serve until the next meeting of the Executive Council. At said meeting, the vacancy will be filled for the remainder of the designated term through appointment by the President subject to the approval of the Executive Council.

ARTICLE IX. *The Proceedings of the Louisiana Academy of Sciences*

Section A. Contents of *The Proceedings of the Louisiana Academy of Sciences*

1. The primary intent of *The Proceedings of the Louisiana Academy of Sciences* is to publish research reports and critical reviews of issues in the fields of agriculture, forestry and wildlife; physical, biological and social sciences; science education and sciences and humanities pertaining to the State of Louisiana and the Southern and South Central United States. The Academy recognizes, however, that an editorial policy should not be severely restrictive, which dictates a more liberal policy in the application of any regional criterion.
2. Presentation of a paper at an annual meeting of the Academy shall not constitute an a priori basis for acceptance of a paper.
3. Only papers not previously published in another journal will be accepted.
4. Abstracts accompanying published papers shall not be published separately.
5. Membership in the Academy is required of at least one of the authors of a paper.
6. Authors who are not members of the Academy may publish in *The Proceedings of the Louisiana Academy of Sciences* with approval of the Executive Council.

Section B. Classification of publications

1. Six classes of publications shall be accepted for inclusion in *The Proceedings of the Louisiana Academy of Sciences* as follows:
 - (a) Invited Paper
 - (b) Research Report
 - (c) Critical Review
 - (d) Short Communication
 - (e) Note
 - (f) Abstract
2. Invited Paper. Summary reports of current research and critical reviews of current interest limited to an equivalent of 10,000 words by an individual selected by an Inviting Committee selected by the Senior Editor. Only one Invited Paper will be published in each volume of *The Proceedings of the Louisiana Academy of Sciences*.
3. Research Report and Critical Review. Reports of current research and critical reviews limited to 7,500 words, accompanied by an abstract not to exceed 250 words.
4. Short Communication and Note. Short reports of current research limited to an equivalent of 2,000 words, accompanied by an abstract not to exceed 100 words.

5. Abstract. A report on current research limited to 200 words. Only abstracts of papers presented at the annual meeting shall be accepted for publication.

Section C. Review policy

1. Research Reports, Critical Reviews, Short Communications and Notes will be reviewed for appropriateness by the Senior Editor and referees, including members of the Editorial Board, selected by the Senior Editor. Manuscripts will be submitted to reviewers, and reviewers comments will be transmitted anonymously by the Senior Editor with selection decision and suggestions for revisions if required.
2. The names of all referees shall be published periodically in *The Proceedings of the Louisiana Academy of Sciences*.

Section D. Inviting Committee.

The Senior Editor, with the approval of the President, may annually appoint a three member Inviting Committee for *The Proceedings of the Louisiana Academy of Sciences*. The Inviting Committee shall have the responsibility of inviting an article of interest for inclusion in *The Proceedings of the Louisiana Academy of Sciences*, and assisting the Senior Editor in reviewing the manuscript submitted.

Section E. Funding and costs

1. The Senior Editor of *The Proceedings of the Louisiana Academy of Sciences* is charged with the responsibility of publishing *The Proceedings of the Louisiana Academy of Sciences* at minimum cost, utilizing the following sources of funds:
 - (a) Academy funds upon approval of the Executive Council.
 - (b) Grants. Financial support for the publication of *The Proceedings of the Louisiana Academy of Sciences* may be solicited by the Executive Council.
 - (c) Sales. Copies of *The Proceedings of the Louisiana Academy of Sciences* will be available at current rates.
 - (d) Page charges. Authors of papers having more than six pages will be requested to pay the actual cost of publication for published pages in excess of the first six pages.
 - (e) Authors who fail to pay page charges and line change charges will not be permitted to publish in *The Proceedings of the Louisiana Academy of Sciences* until charges are paid.
 - (f) Significant papers may be tendered by authors who cannot afford the full cost of publication. In such instances, the authors may petition the Executive Council for financial assistance.
2. Reprints. No free reprints will be given to authors of papers.