

**OFFICIAL CONSTITUTION AND BYLAWS OF THE
TENNESSEE ASSOCIATION OF SCIENCE DEPARTMENT CHAIRS, INC.**

**Tennessee Association of Science Department Chairs, Incorporated
CONSTITUTION**

**ARTICLE I
Name and Purpose**

Section 1. Name and Address

The name of this organization shall be the Tennessee Association of Science Department Chairs, Incorporated. The address of the Office shall be the permanent address of the Association.

Section 2. Purpose

The purposes of the Association is to promote a free-forum for members to discuss ideas, exchange good teaching practices, and collaborate on promoting science in the State of Tennessee.

**ARTICLE II
Membership**

Section 1. Membership

Membership of the Association is open to institutions, science faculties and science students from high schools, colleges, and universities.

Section 2. Members

Any person or organization interested or engaged in scientific work may apply for membership. Members are elected at the annual meeting by a majority of the members present. In the interim between meetings, the Executive Committee shall accept members, subject to ratification at the next annual meeting.

Section 3. Fellows

Members who have participated in more than two of the following Association activities: (1) section chairperson, (2) editor, (3) field trip leader, (4) committee service, (5) publication in the Journal of Multidisciplinary Research, (6) presentation of paper at the annual meeting, (7) researchers, educators, administrators, or professionals involved in science endeavors in Tennessee, on the recommendation of the Executive Committee, may be elected as Fellows at the annual meeting by a two-thirds vote of the members present. Nominations should be endorsed by two members.

Section 4. Honorary Members

Persons who have attained prominence in, or made outstanding contributions to, science or any other branch of learning, including contributions to the Association, on the recommendation of the Executive Committee, may be elected honorary members at any regular

meeting by a two-thirds vote of members present.

Section 5. Other Classes

The specifications of the remaining classes of membership together with dues information as for Regular, Student, Emeritus, Fellows, and Honorary Members shall be found in the Bylaws.

Section 6. Membership Privileges

All current members except Institutional are eligible to participate in the Annual Business Meeting, to vote, and hold office in the Association. No member may concurrently hold two elective or appointed offices. No person shall be entitled to more than one vote.

ARTICLE III Officers

Section 1. Elections and Terms of Office

The officers of the Association shall consist of a President, Secretary, and Treasurer which shall be permanent positions except they elect to leave the position and/or the Association.

Section 2. Duties of the President

The President:

- a. shall preside over all meetings of the Association and of the Executive Committee;
- b. shall be responsible for the administration of all activities of the Academy;
- c. shall cause the provisions of the constitutions and bylaws to be faithfully carried out;
- d. shall call special meetings of the Association and Executive Committee whenever deemed necessary, or upon written request of a majority of the Executive Committee Members;
- e. shall appoint all standing committees.

Section 4. Duties of the Secretary:

The Secretary:

- a. shall keep records of all meetings of the Association and of the executive Committee and shall prepare minutes for publication in the *Journal*;
- b. together with the Treasurer, shall keep a record of the membership of the Association and keep each other informed of any changes affecting the status of members;
- c. shall maintain documents related to institutional history, and an archive of Executive Committee decisions.

Section 5. Duties of the Treasurer:

The Treasurer:

- a. shall receive and disburse all of the funds of the Association under the general direction of and subject to regulation by the Executive Committee;
- b. shall be bonded at the Association's expense in the amount specified by the Executive Committee;
- c. shall keep a record of the dues paid by members;
- d. shall keep a record of the membership of the Association;
- e. shall present at the annual meeting a tentative report of the receipts and disbursements to

- date;
- f. in January shall present to the Executive Committee for publication in the *Journal of Multidisciplinary Research* a detailed written report which has been approved by the auditing committee;
 - g. shall coordinate with the Auditing Committee to conduct an annual audit for the closing fiscal year.

ARTICLE IV
Executive Committee and Board of Trustees
Delegates to the American Association for the Advancement
of Science (A.A.A.S.) and the National Association of Academies
of Science (N.A.A.S.) Committees

Section 1. Executive Committee

The officers of the Association, the immediate Past -President, the Directors of each of the educational programs of the Association (Junior Association, Collegiate Division, and Visiting Scientist), a Science Specialist of the Tennessee Department of Education, the Director of Electronic Communications, the Assistant Editor of the *Journal of Multidisciplinary Research*, the Annual Meeting Coordinator, the Chairperson of the Education and Research committee, the Chairperson of the Publicity Committee, and three members-at-large shall constitute the Executive Committee of the Tennessee Association of Science Department Chairs, Incorporated. One member-at-large of the committee shall be appointed by the President at the beginning of each calendar year to serve for a three- year term. The business of the Association not otherwise provided for shall be in the hands of the Executive Committee. It shall also pass on any business matters that arise between meetings, including the approval of all editors, and the election of new members. The latter shall be subject to ratification at the next meeting of the Association.

Section 2. Vacancies on the Executive Committee

A vacancy in the Executive Committee may be filled by a vote of remaining members of the Committee. Appointments require a majority vote.

Section 3. Quorum

A quorum of the Executive Committee shall be a simple majority.

Section 4. Board of Trustees

The Executive Committee shall constitute the Board of Trustees of the Corporation. Any meeting of the Executive Committee shall be regarded as a meeting of the Trustees of the corporation.

Section 5. Delegates to the A.A.A.S. and the N.A.A.S.

The Executive Committee shall appoint a delegate to the Section Y Committee of the A.A.A.S and delegates to the N.A.A.S.

Section 6. Committees

The following Committees shall be standing committees of the Tennessee Association

of Science Department Chairs, Inc.

Auditing Necrology Education and research Fellows
Nominating Resolutions Membership Publicity

All standing committees shall be appointed by the President. Other committees may be appointed by the President subject to approval of the Executive Committee.

Section 7. Local Arrangements Chairperson

This person shall make arrangements concerning the annual meeting, coordinate local publicity with the Publicity chairperson, and perform such tasks as required by the Program Chairperson and Annual Meeting Coordinator.

ARTICLE V

Affiliations, Affiliated Societies, Sections

Section 1. Affiliations

Provision is hereby afforded for the affiliation of the Association with the A.A.A.S and N.A.A.S.

Section 2. Affiliated Societies

Any state scientific organization or section of a national organization may, upon application, be elected an Affiliated Society by the Executive Committee. Such Affiliated Societies may have a brief report of their annual meeting published in the *International Journal of Multidisciplinary Research*.

Section 3. Sections of the Association

Upon application to the Executive Committee by not less than fifteen members, permission may be granted to form a section of the Association, subject to ratification at the annual meeting. Each section elects a Chairperson to serve as program moderator for the section at the next annual meeting. Such elections are reported to and recorded by the Annual Meeting Coordinator.

Section 4. Junior Association of Science

Provision is hereby afforded for sponsorship of a Junior Association of Science by the Tennessee Association of Science department Chairs, Inc.

Section 5. Collegiate Division

Provision is hereby afforded for sponsorship of a Collegiate Division of the Tennessee Association of Science Department Chairs, Inc.

Section 6. Visiting Scientist Program

Provision is hereby afforded for sponsorship of a Visiting Scientist Program by the Tennessee Association of Science Department Chairs, Inc.

ARTICLE VI

Publication

Section 1. Title and Frequency

The official publication of the Association shall be *Journal of Multidisciplinary*

Research and shall normally be published as four issues per year.

Section 2. Other Publications

The Executive Committee, upon consultation with the Managing Editor, may from time to time provide for special or additional publications.

ARTICLE VII

Meetings

Section 1. Annual Meeting and Meetings of the Executive Committee

An annual meeting shall be held at a time and place to be determined by the Executive Committee. Meetings of the Executive Committee may be held online or at a place and time chosen by the Executive Committee.

Section 2. Quorum

Two-thirds voting members shall constitute a quorum for the transaction of business at the annual business meeting.

ARTICLE VIII

Fiscal Policy

Section 1. Fiscal Year and Dues Schedule

The fiscal year of the Association shall be July 1 to June 30. All annual dues for the ensuing year shall be due on July 1. Any member who has not paid dues by December 1 shall be sent a second notice. If the dues are not paid by February 15 of the ensuing year, or by 30 days after the second notice, whichever is later, he or she shall be dropped from the roll of members.

Section 2. Annual Audit

The Auditing Committee shall audit the accounts of the Treasurer for the closing fiscal year. This committee coordinates with the Treasurer and audit conducted by an independent agent and presents an annual report to the Executive Committee.

ARTICLE IX

Amendments to Constitution

Section 1. Procedure

This constitution may be amended at an annual meeting by a two-thirds vote of the voting members present, provided that the amendment has been proposed at the preceding annual meeting, or has been recommended by the Executive Committee and a copy showing all proposed changes that have been sent to every voting member of the Association at least 15 days before the date of the meeting.

ARTICLE X

Bylaws

Section 1. Annual Dues

The annual dues of the Individual, institutional, Student, and Emeritus members as well as Fellows shall be set by the Executive Committee and approved by a majority vote of the members at the Annual Meeting. Annual dues will remain fixed until changed by the membership. The current dues rate is to be published in the second issue of the *Journal* each

year. Any proposed change in annual dues must be communicated at least 15 days prior to the Annual Meeting of the Association. The new annual dues will take effect at the beginning of the next calendar year. Honorary members are exempt from the payment of dues.

Section 2. Sustaining Member

Any person may become a Sustaining Member of the Association. The annual dues for such memberships are set by the Executive Committee, approved by the members present at the Annual Meeting, and published in the *Journal*.

Section 3. Supporting Members

Any person may become a Supporting Member of the Association. The annual dues for such memberships are set by the Executive Committee, approved by the members present at the Annual Meeting, and published in the *Journal*.

Section 4. Individual Life Members

Any individual may contribute to the Association and become an Individual Member of the Association for that year. The amount of the contribution is set by The Executive Committee, approved by the members present at the Annual Meeting, and published in the *Journal*.

Any person can make a single payment to become a life member and enjoy all the privileges of the Association without further payment of dues. The amount of the single payment is set by the Executive Committee, approved by the members present at the Annual Meeting, and published in the *Journal*.

Section 5. Institutional Members

Any organization may contribute to the Association and become an Institutional Member of the Association for that year. The amount of the contribution is set by The Executive Committee, approved by the members present at the Annual Meeting, and published in the *Journal*. The organization nominates two faculties or representatives to become members for that year.

Section 6. International Institutional Members

Any organization outside the United States may contribute to the Association and become an Institutional Member of the Association for that year. The amount of the contribution is set by The Executive Committee, approved by the members present at the Annual Meeting, and published in the *Journal*. The organization nominates two faculties or representatives and two students to become members for that year. The nominated students could present posters on a selected topic at the annual meeting at no extra fee.

Section 7. Membership fees and refund

Seventy five percent (75%) of individual membership fee is refundable. The remaining 25% is to offset administrative cost. Student membership fees are completely refundable. However, Institutional membership fees are non refundable due to the complexity involving not only the institution but also faculty members. This fee is accepted from institutions deemed to be supporting the activities of the Association. Institutions who pay as a requirement, nominate two faculty members who become automatic members of the Association for that particular

year.

Section 8. Notice of Meetings

Notice of all meetings of the membership of the Association shall be sent to all of the members at least two months in advance of the date of the meeting.

Section 9. Election of Officers

A Nominating Committee shall be appointed by the President before the annual Business Meeting to nominate officers to serve the Association during the ensuing year. Nominations can also be made from the floor at the Annual Business Meeting. Each nominee must be a member of the Association and must have stated a willingness to stand for the office. The election of Association officers is conducted at the Annual Business meeting by simple majority of the members present.

Section 10. Order of Business

The order of business at the annual meeting shall be as listed but may be changed by voice vote at the beginning of a meeting:

- a. Call to order by the President
- b. Readings of the minutes of the previous meeting
- c. Reports of officers
- d. Election of new members
- e. Business
- f. Reports of committees
- g. Election of officers
- h. Adjournment

Section 11. Bylaws

Bylaws may be adopted, amended, or repealed at any annual meeting by a majority vote of the voting members present.

Section 12. Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the Association in all cases in which they are not inconsistent with the Constitution and Bylaws of this organization.