

# Arkansas Academy of Science

## Constitution of the Academy

### APPENDIX B

#### DUTIES OF ELECTED OFFICERS

- President -
  1. Calls to order and presides over all Executive and General Business Meetings
  2. Handles official Academy correspondence as pertains to the office of President, and/or delegates correspondence pertaining to other offices to those offices as appropriate
  3. Asks any other officers and directors of subunits, as appropriate for advice and assistance
  
- President-elect -
  1. Serves in the capacity of President should the President be unable to perform his/her duties
  2. Assists and advises the President when called on to do so
  3. Acquires and presents an appropriate plaque to the outgoing President at the second business meeting of the Annual Meeting.
  
- Vice President -
  1. Assists and advises the President and/or President-elect when called on to do so
  2. Serves as Chair of the Resolution Committee, and as such, prepares and presents the current year's Resolutions, to be read at the close of the second business meeting of the Annual Meeting.

- Past President -
  - By virtue of his/her service and experience, the Past President assists and advises the President when called on to do so
  
- Treasurer -
  1. Keeps all financial records of the Academy
  2. Receives payment of dues, *Journal* subscriptions, and all other sources of income
  3. Manages investments of the Academy with the approval of the Executive Committee
  4. Disburses funds for payment of Academy operating expenses and gifts awarded
  
- Secretary --
  1. Keeps all clerical records of the Academy: memberships by approved category, *Journal* subscriptions, exchange and abstracting service lists, and other records deemed necessary and appropriate by the Executive Committee
  2. Sends out copies of the *Journal* to members (as needed) and as requested by subscription, exchange, and abstracting service lists
  3. Corresponds with members and libraries as appropriate regarding payment of dues and payment of invoices for the *Journal*
  4. Furnishes mailing labels to other Executive Committee members and Local Arrangements Committee Chair as appropriate
  5. Furnishes membership information, as appropriate to anyone requesting
  6. Corresponds with AAAS (American Association for the Advancement of Science) to receive or provide information as needed and appropriate

- Journal Editor-in-Chief -
  1. Receives manuscripts submitted for publication and cooperates with Managing Editor and Associate Editors in the review, revision and acceptance process
  2. Prepares the next issue of the *Journal* by assembling the final copies of manuscripts accepted for publication
  3. Works with the printer in the technical preparation of the *Journal*
  4. Arranges for the distribution of copies of the *Journal* at the next annual meeting
  
- *Newsletter* Editor -
  1. Receives and compiles news items regarding Academy operations, Executive Committee decisions, and general Academy activities and involvements
  2. Prepares two issues of the *Newsletter* per year, the contents of which are subject to approval and revision by the Executive Committee -
    - a. The "Fall" issue shall contain general news about the Academy activities and general information about the next annual meeting
    - b. The "Spring" issue shall contain more specific information about the next annual meeting, an abstract form, meeting reservation/registration form(s), and specific news about achievements of Academy members
  3. Distributes copies to all Academy members and prospective members, as directed by the Executive Committee
  
- Historian -
  1. Keeps historical records of Academy meetings and other activities
  2. Reports on past activities at the annual meeting, as the presiding officer directs, and as the Executive Committee requests