STANDING COMMITTEES (NAS)

Executive
Long-Range Planning
Nominating
Policy
Program

NEBRASKA ACADEMY OF SCIENCES (NAS)

MISSION

The objectives of the Academy are to further the work of scientists, to facilitate cooperation among them, to improve the effectiveness of science in the promotion of human welfare, to increase public understanding and appreciation of the importance and promise of science in human progress, and to stimulate science education through communication and cooperation.

The vision of NAS is to:

1. catalyze interaction among the scientific community, business, industry, government, and education

2. disseminate scientific knowledge by conducting meetings for the presentation of scholarly papers and by maintaining an active technical publication program

3. improve science and mathematics education through work with boards of education, state and federal education departments, teachers, students, and administrators

4. provide science advice to public policy makers

5. encourage scientific research conducive to the solution of environmental problems and the enhancement of human welfare

6. foster public understanding of science by working with researchers, science museums, and technology centers

7. stimulate young people to become involved in science through junior academies of science, science Olympiads, etc.

8. recognize and publicize scientific achievements and services for the Nebraska scientific community

9. encourage Academy officers' membership in AAAS and NAAS and attendance at NAAS annual meetings

NEBRASKA ACADEMY OF SCIENCES

Board and Executive Committee (EC members denoted with an *)

President*
President-elect*
Treasurer*
Secretary*
Counselors/ Past President and Past-past President* (2)
President of NATS
Junior Academy Director
NAAS/AAAS Representative

Executive Director (non-voting)
NDE Science Consultant (non-voting)
University of Nebraska State Museum Representative (non-voting)

Long Range Planning Committee Members (non-voting) (3)

Policy Committee members (2)

Private Sector member(s) (at least 1)

Policy Committee
Representatives of state colleges and universities (up to 26)

Student Policy Committee
Student representatives of state colleges and universities (up to 26)

Program Committee
Program Chair (President)
President-Elect
NAS Annual Meeting Section Chairs

PRESIDENT (NAS)

- *Must be an Academy member in good standing*
- *Member of the Executive Committee*
- *President-elect moves into this position upon resignation of current president or completion of the president's term*
- *As past-president, serves as a counselor and member of the Nominating Committee for two years*

RESPONSIBILITIES

1. Appoint two people to the Academy editorial board.

2. Executive Committee–Arrange meetings of the Executive Committee as needed, including but not limited to:
    a. September meeting–officers become acquainted and exchange ideas about plans for the year
    b. February or early March meeting–make plans for the Annual Business Meeting
    c. Call an Executive Committee meeting approximately 45 days before the Annual Meeting if constitutional amendments are to be put before the membership (see "b" above)

3. Policy Committee Charge
    a. Set the annual charge for the Policy Committee

4. Policy-Executive-Program Committees (P-E-P)
    a. Schedule meetings as needed if policy changes or new programs are to be discussed
    b. Call a spring meeting at the time of the Annual Meeting

5. Act as a liaison with affiliate organizations and attend at least one board meeting in coordination with President-elect

6. Maiben Lecturer
    a. Find a speaker for Maiben Lecture
    b. Consider checking with a Sigma Xi President early in the year to see if a Sigma Xi National Lecturer might be appropriate, or if some other cooperative function could be arranged

7. Annual Meeting
    a. Serve as primary officer in charge of organizing the annual meeting
    b. Coordinate other officers and Academy staff to assist

8. Other Committees
    a. Appoint members of any other committees authorized by the Board
    b. Serve as an ex officio member of these committees
    c. Assemble a **Scholarship Committee** as needed
        - *Must be Academy members in good standing*
        - *Membership appointed or reappointed by the Executive Committee each year*
        - *One member appointed as chair*

RESPONSIBILITIES

1. Rank scholarship applications by numeric and subjective criteria as established by the committee chair and individual scholarship requirements.

2. Consider suggestions, and submit to chair, for improvements in evaluating submissions

3. Submit evaluations of scholarships to Academy office one month before the annual NAS meeting

9. Conduct annual review of the Executive Director each September to evaluate his/her progress at achieving the goals of that office as determined by the Board

10. May be authorized to sign checks for NAS

11. May be authorized to sign legal documents for NAS

EXECUTIVE DIRECTOR (NAS)

- *Must be an Academy member in good standing*
- *Appointed by Board*
- *Ex-officio (non-voting) member of all Academy committees*
- *Resident agent of the Academy*
- *Retained as long as annual reviews indicate at least satisfactory progress*
- *Any documented issues in performance must be resolved within one year to ensure retention*

RESPONSIBILITIES

1. Chief executive officer responsible for carrying out the policies and procedures established by the Academy President and the Board

2. Responsible for the efficient and effective operation of the organization and its activities (under the guidance of appropriate elected officers/committees) including but not limited to:
    a. financial controls and oversight
    b. resource development - both monetary and human
    c. program development and implementation
    d. staff and volunteer recruitment, supervision, and management

3. May be authorized to sign checks for NAS under $2500

4. May be authorized to sign legal documents for NAS

PRESIDENT-ELECT (NAS)

- *Must be an Academy member in good standing*
- *Member of the Executive Committee*
- *Elected annually*
- *At the close of a one-year term of office, becomes President for one year*
- *If office of President becomes vacant, President-elect becomes President*

RESPONSIBILITIES

1. Attend meetings of the Executive Committee and of P-E-P

2. Preside at meetings in the absence of the President

3. Act as a liaison with affiliate organizations and attend board meetings in coordination with President

4. Policy Committee Administration
    a. Contact the chief executive officers of each public and private college and university in Nebraska to appoint an individual to serve on this committee (include a list of the Policy member's responsibilities)
    b. Send a letter of welcome to the Policy member together with a statement of their responsibilities and a copy of the Policy Manual
    c. Call an annual meeting of the committee in November and additional as needed
    d. Execute committee charge as defined by President

5. Assist at the Annual Spring Meeting

6. Assist the President in meeting with the Executive Director each September to evaluate his/her progress at achieving the goals of that office as determined by the Board

7. Perform other duties at the request of the Executive Committee/President/Executive Director

8. May be authorized to sign checks for NAS

9. May be authorized to sign legal documents for NAS

TREASURER (NAS)

- *Must be an Academy member in good standing*
- *Member of the Executive Committee*
- *Elected in odd-numbered years for a two-year term*

RESPONSIBILITIES

1. Member of any Finance Committee

2. Chief financial officer of the Academy and Divisions of the Academy under the IRS 501c(3) tax-free status

3. Must be one of the officers of the Academy authorized to sign checks, transfer funds, and conduct those routine financial activities of the Academy not cited under item "8" below

4. Prepare the Academy's budget for the upcoming year for presentation at the Annual Meeting and report on the financial status of the Academy

5. Bring official paperwork to transfer official signage authority to the new President and President-Elect at the Annual Meeting

6. Work with the Executive Director to ensure that membership files are current and that dues statements are sent out, dues are collected, and payments accurately recorded

7. Ensure that IRS form 990 is completed and filed on time

8. May not:

    a. Sign independently contracts obligating the Academy financially

    b. Transfer and/or dispose of real property held in the name of the Academy

    c. Act in an independent manner with respect to those financial matters normally held to be the responsibility of the Finance Committee

    d. Serve more than two consecutive terms

CHANGE OF OFFICE

1. The Treasurer's term begins at the end of the Annual Meeting and ends at the end of the fiscal year (June 30) on their last year.
2. The new Treasurer should meet with the outgoing Treasurer during the several months that their terms overlap to review the office and the SOP manual.

3. The new Treasurer should participate in all of the activities of the outgoing Treasurer during the overlap period.

SECRETARY (NAS)

- *Must be an Academy member in good standing*
- *Member of the Executive Committee*
- *Elected in even-numbered years for a two-year term*

RESPONSIBILITIES

1. Record the minutes, attendance and associated information for Annual, Executive, P-E-P and any special meetings of the Academy
    a. Provide the Academy office with the minutes of each meeting in time for inclusion in mailings to committee members for Executive and P-E-P meetings, and to the general membership for the Annual Meeting
    b. When meeting notices are mailed, a copy of the minutes of the last meeting should accompany the notice

2. Submit a draft of the minutes to the Academy office for proofing and accuracy check

3. Make certain that all corrections, additions, and/or amendments to the minutes made during the office check and subsequent meetings are also changed on, or added to, the official copy in the Academy office

4. Have copies of minutes for all meetings held during the current year, beginning with the previous year's Annual Meeting, available at the upcoming Annual Meeting

5. Synthesize and provide information from the minutes as requested

6. Deposit the original copy of the minutes with attachments is deposited at the permanent office of the Academy for continuity and availability

9. Sign legal Academy documents as an officer of the Academy when necessary

10. Maintain sufficient copies of the Policy Book for every member's use at Executive Committee meetings

CHANGE OF OFFICE

1. The new Secretary takes office immediately after the Annual Meeting. The outgoing Secretary should transcribe the minutes of the final meeting of his/her term (Annual Meeting)

2. The outgoing Secretary should meet with the incoming Secretary during the Annual Meeting after the election results are announced to help with the change in office and to turn over records

3. Copies of minutes from the previous year and other information as deemed necessary, should be given to the incoming Secretary at the close of the Annual Meeting excepting the notes from that meeting

4. Provide a transcription of the Annual Meeting minutes to the incoming Secretary and the Academy office

COUNSELORS/NOMINATING COMMITTEE (NAS)

- *Must be an Academy member in good standing*
- *Immediate past-president serves a two-year term as Counselor and serves on Executive Committee*
- *The last two presidents constitute the Nominating Committee*

RESPONSIBILITIES

1. The immediate past-president is chair of the committee

2. Prepare a ballot of candidates (with Secretary) for elective offices that become vacant at the end of the next Annual Meeting
    a. Have a slate of two nominees for each constitutional office up for election by January 31st of the election year

3. Ballots to be prepared by the Secretary and disseminated by Academy staff at least 30 days before the Annual Meeting

4. Members of the Executive Committee

REPRESENTATIVE TO THE COUNCIL OF AAAS/NAAS (NAS)

- *Must be an Academy member in good standing*
- *Appointed annually by the Executive Committee*
- Must be an AAAS member
- A three-year appointment (per AAAS)
- Affiliate (NAS) must be a member of AAAS

RESPONSIBILITIES

1. Attend the AAAS/NAAS annual meeting or designate a delegate (expenses reimbursed by NAS)

2. Attend the delegate meeting of representative academies; vote on recommendations and resolutions presented for approval by member academies (each academy has one vote)

3. Attend section meeting of which the Academy is a member, i.e. affiliate (currently Section Y, "General Interest in Science and Engineering"). This is where most academies are members and vote on policy and officers. There is an option to belong to more than one section but the representative may only vote in one section.

4. Attend National Junior Academy of Science functions (poster sessions, oral presentations, banquet, etc) to show support for Nebraska science students attending the meeting

5. Present a summary report at the P-E-P meeting (NAS annual meeting)

**Note: 1. May choose to attend NAAS Board Meeting but only elected board members are expected to attend.
2. This is not a "Council Delegate" position (chosen by representative organization such as NAAS).

EXECUTIVE COMMITTEE (NAS)

- *Must be Academy members in good standing*
- *Standing committee consisting of President, President-elect, Secretary, Treasurer, two Counselors,*

RESPONSIBILITIES

1. May exercise all powers usually assumed by a Board of Directors or Trustees not specifically assigned to officers and including, without limitation, the right to delegate its functions to officers of the Academy

2. Offers honorary categories of recognition and determines the rights and privileges of each

3. Retains right to review and to repudiate or veto the action(s) of any officer, committee, person or group action for or in the name of the Academy

4. Selects annually Representatives to the Councils of AAAS[/NAAS] and Boards of NJAS and NATS, and a Program Chairperson

5. Prioritize, delegate, and execute Academy functions in line with the strategic goals of the organization

6. Members of the Executive Committee will be reimbursed for mileage to Executive Committee meetings at the Nebraska Department of Revenue rate

LONG-RANGE PLANNING COMMITTEE (NAS)

- *Must be Academy members in good standing*
- *Consists of at least 3 members of the Academy selected by the Board*
- *One person is selected each year to serve a three-year term, and may succeed himself/herself*

RESPONSIBILITIES

1. Obtain diversity of perspective on, and experience with, the Academy
2. Review and provide guidance on the Strategic Plan
3. Suggest fundraising opportunities and sources of donations and grants
4. Identify strategic opportunities to engage the community
5. May serve no more than two terms

POLICY COMMITTEE (NAS)

- *Must be Academy members in good standing*
- *Consists of one representative from each public and private college and university in Nebraska*
- *Representatives designated by an academic administrator of their respective school*
- *Representatives approved by the Board*
- *Each representative should designate an alternate from their institution to attend meetings in their absence*
- *Names of alternates are sent to the President-Elect or Academy staff*
- *Alternates serve for the same term as the committee member*
- *Acts as an advisory body to the Board on general Academy policies*

RESPONSIBILITIES

1. Become knowledgeable about the Academy Constitution and Bylaws

2. Become knowledgeable about Academy programs

3. Provide assistance to Academy programs

4. Disseminate Academy information to their respective institutions.

5. Inventory special expertise of faculty at your institution and provide the Academy office with the inventory (names, addresses, specialty, work telephone number, and e-mail address)

6. Suggest ways to improve Academy operations and programs

7. Attend scheduled meetings or send their designate to meetings they cannot attend

8. Encourage local scientists and executives in the business sector to become Academy members, supporting and participating in its programs

9. Contact local Junior Academy of Science representatives to support the Junior Academy

10. Collate a list of Policy Committee members who are willing to serve as Mentors to the Student Policy Committee

11. Delegate Mentors to send to Student Policy Committee meetings

12. Delegate a member to send to Board meetings as needed

STUDENT POLICY COMMITTEE (NAS)

- *Must be Academy members in good standing*
- *Consists of one student representative from each public and private college and university in Nebraska*
- *Representatives designated by the faculty of their respective school*
- *Representatives approved by the Policy Committee*
- *Each representative should designate an alternate from their institution to attend meetings in their absence*
- *Names of alternates are sent to the President-Elect or Academy staff*
- *Alternates serve for the same term as the committee member*
- *Acts as a student advisory body to the Board*

RESPONSIBILITIES

1. Become knowledgeable about the Academy Constitution and Bylaws

2. Become knowledgeable about Academy programs

3. Provide assistance to Academy programs

4. Disseminate Academy information to their respective student organizations at their institutions.

5. Provide feedback on programming for the annual meeting

6. Suggest ways to improve Academy operations and programs

7. Attend scheduled meetings or send their designate to meetings they cannot attend

8. Delegate two members to send to Board meetings

9. May be asked by President to delegate members, if available, for ad hoc or standing committees

PROGRAM COMMITTEE

- *Must be Academy members in good standing*
- *Consists of the President (Chair), President-Elect, and Section Chairpersons*

RESPONSIBILITIES

1. Develops the program for the Annual Meeting and supervises the publication of the Proceedings of that meeting
2. The chair may appoint additional committee members for the year as they deem appropriate (for example, Counselors, Transactions editors, Junior Policy Committee members, and/or the NJAS President)