

5-1954

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Recommended Citation

(1954). Back Matter. *Journal of the Minnesota Academy of Science, Vol. 22 No. 1*, 139-140.
Retrieved from <https://digitalcommons.morris.umn.edu/jmas/vol22/iss1/12>

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MINNESOTA ACADEMY OF SCIENCE

By-Laws (as amended through 1953)

SECTION I

Membership

1. Any person who subscribes to the object of the society and is nominated by a member may become a candidate for membership. On recommendation of the Board of Directors he shall be duly elected.

2. The annual dues for regular members shall be \$3.00, to be due and payable on the first day of January of each year. The annual dues for college and university undergraduate and graduate students shall be \$1.00, to be due and payable on the first day of January of each year.

3. In addition to regular membership there are hereby established three other classes of membership as follows: Sustaining Members, Patrons of the Society, and Honorary Members.

A. Any person elected to membership and paying \$5.00 annually shall be designated as a Sustaining Member.

B. Any person contributing \$100.00 or more either in one lump sum or in installments as may be prescribed by the Board of Directors shall be designated as a Patron of the Society, and when such sum is paid in full, such person shall be further exempt from the payment of dues.

C. Any person shall be eligible to honorary membership only for a distinguished contribution to Science or to the advancement of the interests of the Minnesota Academy of Science.

Nominations for honorary membership may be made by any member of the corporation if such a nomination is supported in writing by five members. All nominations shall be submitted to the Secretary and proposed by him to the Board of Directors. A two-thirds affirmative vote of the Board of Directors shall be required for election to honorary membership.

Honorary members so elected shall hold this distinction with full privileges of membership for life, without payment of dues.

The election of a person to honorary membership shall be accompanied by an appropriate citation prepared by the secretary of the corporation which shall be conferred upon the recipient to be honored.

4. As soon as possible after January first of each year the secretary-treasurer shall send to members statements of dues payable, and in case of non-payment shall, within the succeeding four months, send a second, and if necessary, a third notice.

5. The secretary-treasurer shall strike from the list of members the names of those who are one year in arrears in the payment of their dues, and shall notify such members of this action, offering at the same time to reinstate them upon the receipt of the dues in arrears for one year plus the dues for the current year.

SECTION II

Directors and Officers

1. The Board of Directors of the corporation shall consist of a president, a vice-president, a secretary-treasurer and a Council of eight members consisting of four to be elected at large, the last two retiring presidents of the corporation, and the president and the secretary-treasurer of the Minnesota Junior Academy of Science.

2. At the annual meeting of the corporation the members shall annually elect from the membership a president and a vice-president who shall each hold office for one year, and each fourth year the members shall elect a secretary-treasurer who shall hold office for a term of four years. The members shall also choose four members of the Council at large, one to be elected each year, each to hold office for four years. The retiring president of the corporation shall ex officio become a member of the council and hold office for a term of two years.

SECTION III

Meetings

The annual meeting and special meetings of members shall be held at such times and places as the Board of Directors may designate, taking into account the statewide nature of the organization. Notice of all meetings shall be mailed by the secretary-treasurer to all members at least two weeks before the date of the meeting.

SECTION IV**Committees**

Committees of the corporation may be appointed by the president when authorized by the Board of Directors or when so empowered by the annual meeting of members.

SECTION V**Miscellaneous**

1. Administration of the general funds of the society shall be the responsibility of the Board of Directors; and disbursements, the function of the secretary-treasurer subject to the control exercised by the Board of Directors.

2. The Board of Directors may accept special gifts or benefactions to form a permanent endowment fund. Any gifts for the endowment fund shall be invested exclusively in securities which are legal investments for Minnesota trust companies or savings banks. The income alone from such funds may be used for the general purposes of the society.

3. Endowments, gifts and appropriations for specific purposes of the corporation shall be administered by the Board of Directors or such special committees as it shall elect.

4. The secretary-treasurer shall furnish a bond to be written by the Surety company at the expense of the society in such amount as the Directors shall determine.

SECTION VI**Amendments**

Amendments to these By-Laws may be made at any annual meeting or at any special meeting called for that express purpose, by vote of a majority of the members present, provided that notice of the proposed amendment(s) has been mailed to the entire membership at least two weeks in advance.

SUGGESTIONS FOR AUTHORS

Style. The manuscript should conform to the style of the current volume. Manuscripts will be returned to the contributor if this style is not followed.

Manuscripts must be typed on good quality bond paper, neatly typed, and double-spaced throughout, including title, footnotes, legends and literature citations. Follow the style of the current volume with respect to literature citations. Main headings should be placed on a separate line; subheadings are to be in lower case and underlined (to indicate italics) and indented in the first line of the paragraph. The number of tables should be kept to a minimum; each table must be typed on a separate piece of paper and its position in the manuscript indicated.

Special attention should be paid to figures, tables, scientific names and literature citations; check text references to literature citations and figure numbers.

The headings of the manuscript are as follows: Title of the article in capitals on the first line; author's name in lower case on the second line; author's institution and its city in lower case and underlined on the third line. If only an abstract is submitted, the word ABSTRACT should be placed on the fourth line in capitals.

Illustrations. These should be kept to a minimum. Line drawings and graphs must be done in India ink in a size about twice the desired reduced size. Numerous small drawings must be avoided; group them for economical page spacing. Photographs to be reproduced as half-tones should be normal glossy prints with sharp detail. Photographs and line drawings must not be grouped together on the same page.

Mount all illustrations on heavy cardboard backing, in a size and proportion suitable for reduction to type page size. If magnifications are shown, allow for the necessary reduction. Trim all drawings and illustrations square. The author's name and the figure number should appear on the back of each figure.

Revisions. Revisions suggested by the Editorial Committee are intended to improve the quality of papers published in the Proceedings. These revisions must be accomplished by the author, and a clean final copy submitted to the Editor for publication. The author should retain a carbon copy for checking against proof.