

BYLAWS OF
THE UTAH ACADEMY OF SCIENCES, ARTS
AND LETTERS

[Draft of revision February 2008: Omissions are indicated by strike out and new text is underlined. Explanatory notes are bracketed thus: [note] and are not part of the bylaws. Numbering has been altered for the changes.]

BYLAW I – OBJECTIVES OF THE UTAH ACADEMY OF SCIENCES, ARTS, AND LETTERS

The Utah Academy of Sciences, Arts, and Letters, hereafter also known as the Academy or Utah Academy, is a non-profit organization whose mission is to enhance education in the state of Utah by:

- providing opportunities to present current research, studies, and artistic performance in an annual conference setting;
- publishing an annual journal, hereafter named *The Journal of the Utah Academy of Sciences, Arts, and Letters*, or *The Journal*, containing the best of the papers presented at the conference;
- recognizing the accomplishments of distinguished academics in the state of Utah;
- offering expert opinion in academic areas to public policy makers; and
- providing an interdisciplinary network among faculty and students at the colleges and universities in the State.

BYLAW II – MEMBERSHIP

Section 1. Membership in the Utah Academy of Sciences, Arts, and Letters

All faculty, staff, and students in colleges and universities ~~may~~ are invited to become members of the Utah Academy upon appropriate application and payment of required dues. Additionally, other persons concerned with the development of Sciences, Arts, and Letters may become members of the Academy upon appropriate application and payment of the required dues.

Section 2. Life Member

Any member or applicant for membership, who contributes the amount established by these bylaws in a single payment to the Academy may become a life member of the Academy. Any member sixty-five years of age or older who has paid the annual Academy dues for twenty years or more may become a paid-up life member upon application to the secretary.

Section 3. Institutional Members

Any institution interested in research and scholarship in the sciences, arts, or letters may become a member of the Academy by payment of the dues established by the Executive Council in the standing rules.

Section 4. Patrons

Any person, corporation, or institution contributing to the funds of the Academy, at one time, the sum established by these ~~Bylaws~~ Executive Council in the standing rules shall be classed as a patron and shall be entitled to all privileges of membership, including publications of the Academy.

Section 5. Honorary Members

Any person who has given long service and gained unusual prominence and distinction in the sciences, arts, or letters may be conferred honorary membership in the Academy by the Executive Council of the Academy. Honorary members shall be exempt from payment of regular membership dues. Members of the academy may nominate individuals to be considered for honorary membership by forwarding the names to a member of the Executive Council.

Section 6. Fellow

“Fellow” is the title used to honor individuals who are, or have had substantial involvement as members of the Academy and who have gained distinction through meritorious original research, scholarship, creative work, or extraordinary teaching within their academic field. It is deemed “the highest recognition by peers” and is given very selectively. Fellows will be ambassadors for the Academy and serve as special consultants and spokespersons as needed, and shall be exempt from membership dues as Lifetime Members.

Section 7. Election of Fellows and Honorary Members

Nominations for “Fellow” and “Honorary Members” may shall be made in writing, signed by five members of the Academy and submitted to the Board of Directors Executive Council no later than January 1 of each year. Written nominations shall consist of an essay outlining the accomplishments of a candidate. The Executive Council shall select by voting or concensus those to receive designations of Academy Fellow and Honorary Members. determine which names to submit to the general membership for a vote at the next annual business meeting. ~~Voting shall be by secret ballot. Those receiving at least three-fourths affirmative vote of the members present shall be elected.~~

BYLAW III – DUES

Section 1. Membership Dues

Members ~~and Fellows~~ shall pay annual dues, as set by the Executive Council and recorded in the standing rules, which shall entitle them to attend the Annual Conference and receive a copy of *The Journal* for that year. ~~An additional two dollars annually~~ Annual payment of an additional amount, also recorded in the standing rules, will confer spousal or joint membership to a couple. Joint members receive only one copy of *The Journal*.

Section 2. Dues of Life Members

~~Life members shall contribute to the Academy at one time the rate of fifteen annual membership dues for a single member~~ Any member or applicant for membership, including joint members, who contributes an amount equal to twelve years of dues in a single payment to the Academy may become a life member of the Academy and shall be exempt from payment of all regular dues thereafter.

Section 3. Dues for Institutional Members

~~The dues for institutional members shall be set by the Executive Council.~~

Section 4. Contributions of Patrons

~~Patrons shall contribute at one time \$1000 or more to the funds of the Academy and shall be exempt from annual dues thereafter.~~

Section 5. Lapses from Membership

~~Members may be dropped from membership in the Academy by action of the Executive Council for non-payment of dues or debts over a period of two calendar years after having been advised of their indebtedness. Only paid-up members shall receive copies of *The Journal*.~~

BYLAW IV – ORGANIZATION

Section 1. Executive Officers

~~The executive officers of the Academy shall consist of the president, president-elect, secretary, treasurer, editors of *The Journal*, and the Executive Council.~~

Section 1. Executive Council

The Executive Council, hereafter referred to as the Council, shall consist of the president, the immediate past president, the president-elect, the secretary, the treasurer, the editors of *The Journal*, the chairs of each of the divisions, ~~the awards committee chair, the public relations chair,~~ the membership chair, and member-at-large. Officers that form the Executive Council are known as Executive Officers of the Academy. Documents or references to “the Utah Academy Board” shall be understood to mean the Executive Council.

Section 2. Divisions

The Academy is divided into ~~nine~~ ten divisions: Arts; Biological Sciences; Business; Education; Engineering; Health, Physical Education and Recreation; Letters/Literature; Letters/Philosophy and Language; Physical Sciences; and Social Sciences.

BYLAW V – ELECTION OF OFFICERS

Section 1. Nominating Committees

The nominating committee shall consist of five persons: the president, past president and the president-elect, and ~~They shall co-opt~~ two other members of diverse interests and geographic areas chosen by the president from the past officers of the Academy. Not less than one month before the annual meeting, this committee shall report its choice of candidates for offices being vacated that year. Members of the Academy may submit their own or other members' names for consideration by the nominating committee.

Section 2. Election of Officers and Terms of Office

The president-elect and member at large, ~~treasurer~~ shall be elected by secret ballot each year biannually by the Executive Council and ratified by the general membership at the annual meeting. Elected officers serve for terms of two years. The president-elect automatically becomes president upon completion of the current president's term of ~~two years~~ office.

The treasurer, secretary, and editors of *The Journal* are not subject to election but shall be appointed by the president.

~~The member at large on the Council is elected every two years from two nominees selected by the Council.~~

Section 3. Election Government of the Division Chairs

The Council shall select ~~at least two~~ nominees for the position of chair for each division to be elected in a given year, at least six weeks before the annual meeting. These nominees shall be voted upon by the Executive Council ~~members of the division~~ prior to the annual meeting. The names of division chairs shall be ratified at the annual meeting. ~~The chair shall serve for a period of two years.~~

The chairs of each of the ten divisions shall serve for a term of two years on the Council. Chairs of the Arts, Biological Sciences, Education, Physical Sciences, and Social Sciences Divisions are to be elected ~~one~~ during even numbered years, while Business, Engineering, Health PE and Recreation and Letters Divisions will be elected ~~the following year~~ during odd numbered years.

Section 4. Resolving Tied Elections

In the event of a tie for any office, the Council shall deem each one a winner and appoint their terms sequentially in alphabetical order of their last names.

BYLAW IV—DIVISIONS AND SECTIONS

Section 1. ~~[moved to IV-2]~~

Section 2. Sections

Each division may be subdivided into two or more sections, the number of sections needed being determined by the chair of the division.

Section 3. ~~[moved to V-3]~~

Section 4. Government of Sections

The chair of each division shall select section chairs as necessary for planning the division's conference.

Section 5. Meetings and conferences.

Meeting and Conferences of the Academy shall be held at times and at places as approved by the Council, preferably when a campus is in regular session.

BYLAW VI – DUTIES

Section 1. Duties of the President

The president shall preside over the Academy and the Executive Council. In doing so, he or she shall, among other things, be responsible for the following:

- A. With the approval of the Council, appoint all standing committees, an auditor or audit committee of ~~three~~ at least two members, ~~a resolutions committee~~, editors of *The Journal*, the secretary, the treasurer, and such other committees as the Council members of the Academy may designate for the welfare of the Academy.
- B. Oversee the fiscal affairs of the Academy, including the Tanner Endowment and other assets of the Academy, so that Academy accounts are properly maintained. The president shall work closely with the secretary and treasurer in managing the finances of the Academy.
- C. Oversee the planning of the Academy's annual meetings.
- D. Make arrangements for a nationally recognized speaker for delivering the Tanner Lecture.
- E. Ensure that *The Journal* which includes papers read during his or her term of office is published within 12 months of the meeting. The president shall oversee or work closely with the editors of *The Journal* for its timely publication.
- F. Ensure that the awards ceremonies for Best Paper Awards are conducted annually in a timely manner.
- G. Devise and institute actions to advance the objectives of the Academy and enhance its good name and esteem. The president shall consult with or inform the Council of any actions taken to foster the scholarly image of the Academy.
- H. The president is the only officer authorized to enter into legally binding agreements on behalf of the Academy. In specific instances, he or she may delegate this responsibility to others. The president will inform the Executive Council about any agreements made and, when practical, obtain prior authorization from them before entering into such an agreement.

Section 2. Duties of the President-Elect

In the absence of the president, the president-elect shall preside and shall perform all the duties normally performed by the president. Additionally, he or she shall assist the president in handling the affairs of the Academy including, but not limited to, the following:

- A. Ensure the coordination of the various division chairs for the smooth working of the sessions of the annual meetings by overseeing the ~~following~~ schedule established in the Division Chair Procedure Book
 - 1) ~~Call for Papers should be mailed in November each year and again in January, three months before the conference;~~
 - 2) ~~All who read papers in the annual conference (except students) should pay their dues to the~~

- ~~Academy for the current year in order to have their names included in the conference program;~~
- ~~3) Papers in triplicate should be submitted for *The Journal* by 30 May; and~~
- ~~4) Any other matter pertaining to the annual conference sessions.~~
- B. Ensure that the “Best Paper Award” recipient in each division is selected for the award of the \$200 prize by 30 May in a timely manner, (unless it is deemed that no paper deserves a prize in a specific year);
- C. Notify Academy officers of recipients in time for planning awards at annual meeting.
- D. Establish deadlines and solicit nominations for awards as follows:
- 1) Endowed awards given to scholars in recognition of significant contributions in a specified division or field of research within the state of Utah during the preceding five years. This award will carry the name of the benefactor(s) who made the endowment.
 - 2) One or two Utah Academy Service Awards honoring distinguished academicians chosen from specified divisions on a three year rotation. Grouping of divisions shall be as follows:
 - Health, Physical Education, Recreation; Education; Business; Engineering; Applied Areas.
 - Arts, Letters—Literature, Letters—Philosophy/Foreign Language, and Social Science.
 - Biological Sciences, Physical Sciences.
 - 3) Special Awards as deemed appropriate with the approval of the Council.

Section 3. Duties of the Secretary

The secretary shall:

- A. Assist the president and Council in managing the affairs of the Academy.
- B. Keep the checkbook for the Academy bank account and pay expenses of the Academy.
- C. File and maintain records of payments made, including payment vouchers, receipts, and invoices.
- D. Make copies of check stubs and send them to the treasurer for reconciling account statements.
- E. Maintain minutes of all official meetings of the Academy.
- F. Archive permanent records of the Academy. These records include, but are not limited to, annual editions of *The Journal*, annual financial reports, minutes of Council and general meetings, published histories of the Academy.
- G. Carry on the official correspondence of the Academy.
- H. Prepare two Academy Newsletters annually and ensure distribution to all members.
- I. Send out news bulletins about the Academy's activities to news media (newspapers, radio stations, television studios where applicable) to promote the public image of the Academy and to inform the public of its activities.
- J. Be responsible to get publicity for the events and activities of the Academy in the news media.
- K. Maintain and oversee a Home Page of the Academy on the internet, specifically www.utahacademy.org.
- L. ~~Furnish, at the Academy's expense, the bond required by the Council.~~

Section 4. Duties of the Treasurer

The treasurer shall:

- A. Assist the president and Council in managing the financial affairs of the Academy.
- B. Be responsible for all money and other property of the Academy not deposited in the archives according to the policies in the *Utah Academy Treasurer Handbook of Procedures*.
- C. Maintain a detailed financial record of income and expenditures.
- D. Present an annual written financial report to the Council and a summary at the annual meeting.
- E. Prepare and submit records necessary to maintain tax-exempt and non-profit status with the

State of Utah and IRS.

F. Correspond with each of the institutional members to encourage their continued support.

G. Furnish, at the Academy's expense, the bond required by the Council.

Section 4. Duties of the Editors of *The Journal of the Utah Academy of Sciences, Arts, and Letters*

The editors shall be responsible for the timely publication of *The Journal* each year such that it is available for distribution at the following annual meeting. The editor shall perform the following routine duties and others as necessary for the professional and timely publication of *The Journal*: [the following procedures should be included in a procedure book for *the Journal* editorial staff]

- ~~Contact all chairs of divisions and chairs of sessions at least six weeks in advance of the annual conference to inform presenters that their papers are eligible for consideration of publication in *The Journal* and, on the day of the meetings, collect papers in triplicate and present at least one copy of each paper to the president.~~
- ~~Recruit the services of two reviewers (preferably one from out of state) for each paper in order to get all papers reviewed by the end of October at the latest.~~
- ~~Be responsible for getting revisions done, procure manuscripts on computer disks, oversee appropriate documentation, and organize accepted papers for the publication of *The Journal* by the end of December.~~
- ~~Deliver the issue (on computer disks) to the printers in the first week of January.~~
- ~~Get *The Journal* published by March, in order to bring copies to the annual meeting in April.~~
- ~~Oversee/ensure the distribution of *The Journal* to members attending the annual meetings.~~

The editors will oversee the mailing of the rest of the *Journal* copies to members, institutions, and journal-brokerage firms. (Ebseo, Faxon, Readmore, etc.)

Section 5. Duties of the Membership Chair ~~Secretary~~

The membership chair shall:

- A. Maintain a membership roll with associated record of dues, making them available to Council members when requested;
- B. Receive member applications and dues and forward dues to Treasurer;
- C. Work to augment the Academy's membership on various campuses of higher education in Utah.
- D. Enlist the services of a contact person on each campus to act as public relations person to solicit new members and coordinate the activities of contact persons.
- E. Take initiative in enlisting membership in the community.
- F. Coordinate efforts of division chairs and the secretary in preparing of the annual meeting.
- G. Maintain a procedure book to orient the next membership chair and to facilitate planning of the annual conference.

~~Section 6. Duties of Public Relations Chair~~ [transferred to the secretary]

~~The public relations chair shall:~~

- ~~A. Send out news bulletins about the Academy's activities to news media (newspapers, radio stations, television studios where applicable) to promote the public image of the Academy and to inform the public of its activities.~~
- ~~B. Be responsible to get publicity for the programs of the Academy in the news media.~~
- ~~C. Maintain and oversee a Home Page of the Academy on the www (World Wide Web)~~
- ~~D. With the approval of the Council, use any other device necessary for furthering the Academy's public image.~~

~~Section 7. Duties of Awards Chair~~ [transferred to the president-elect]

The awards chair is appointed by the president and shall:

- A. ~~Establish the awards committee (Size to be determined by awards chair).~~
- B. ~~Establish deadlines and solicit nominations for these awards:-~~
 - 1) ~~Willard Gardner Prize (odd years) given to scholars in recognition of significant contributions within the state of Utah during the preceding five years.-~~
 - 2) ~~Charles Redd Prize (even years) given to a scholar in recognition of an original contribution to the Humanities or Social Sciences within the state of Utah during the preceding five years.~~
 - 3) ~~Utah Academy Service Awards (3 year rotation as follows) -~~
 - ~~1995-96: Health, Physical Education, Recreation; Education; Business; Engineering; Applied Areas.-~~
 - ~~1996-97: Arts Letters, and Social Science.~~
 - ~~1997-98: Biological Sciences, Physical Sciences~~
 - 3) ~~Special Awards as deemed appropriate with the approval of the Council.~~
- B. ~~Conduct appropriate communication with nominators and nominees.~~
- C. ~~Notify Academy officers of recipients in time for planning awards at annual meeting.~~

Section 8. Duties of Member at Large

The Member at Large shall:

- A. Plan, organize, and carry out a summer excursion for members of the Academy.
 - ~~Help the awards chair in sending out the call for nominations and in planning the awards evening.~~
 - ~~Help the membership chair in planning strategies for augmenting the Academy's membership.~~
- B. Be available to the president for carrying out the Academy's business as needed.

Section 9. Duties of Division Chairs

The division chairs are the backbone of the Academy's annual Conferences and the Academy's public relations on various campuses. Following election, the newly elected division chairs should receive and review a procedure book describing their responsibilities and how to carry them out. If no such book is available, the division chair should compile a procedure book during his/her term of office to pass on to the next division chair. Every division chair shall be responsible for the following:

- A. ~~Contact the Department Chair or Dean to receive travel support for council meetings of the Academy, one of which will be on the day of the annual conference in April and another on the day of the awards ceremony.-~~
- B. Attend Council meetings regularly or arrange to send a substitute from his or her institution.
- C. Follow the schedule for handling his or her division affairs for a successful annual conference as outlined in the procedure book.
 - ~~Send the first Call for Papers by mid-November.~~
 - ~~Send the second Call for Papers by the first week of January.~~
 - ~~Preside over the paper reading sessions or appoint section chairs as necessary, if there is more than one section for the presentation of papers.~~
 - ~~Inform all participants that they must be paid members of the Academy for the current calendar year before their names are published in the program and oversee adherence to the procedure. Students who read papers or attend sessions are exempt from this requirement.~~
 - ~~Five weeks before the annual conference, inform all participants whose papers have been selected for reading in the appropriate sessions of the annual conference.~~
 - ~~Five weeks before the annual conference, send the division program to the secretary/treasurer for publication in the conference program.~~
 - ~~Make sure that participants know that their papers are eligible for consideration for~~

publication in *The Journal*. Encourage participants to bring three copies of papers to the conference for handing them over to submit to the president. Participants may send the copies of their papers to the president directly by the end of May following the annual conference.

- D. Select the “Best Paper” in his or her division for the “Best Paper \$200 Award” and notify the president-elect by 30 May following the annual conference. If no paper merits an award, inform the president-elect accordingly.

~~Section 10. Duties of Section Chairs~~

~~Section chairs shall help the division chair in arranging the program for that section. Also, he or she shall:~~

- ~~• Select papers, notify participants, submit section program to the division chair and secretary of the Academy, and ensure that all participants (except students) are paid members of the Academy.~~
- ~~• Maintain the conference schedule outlined in duties of division chairs.~~
- ~~• Collect papers presented in his or her section (in triplicate) to submit one copy to the president and two copies to the editor(s) of *The Journal*.~~

Section 10. Duties of the Executive Council

The Executive Council shall ratify the appointment of committees, approve expenditures, and govern the Academy according to its Articles and bylaws and standing rules. The Council shall designate special representatives of the Academy for special purposes.

BYLAW VII – FISCAL MANAGEMENT

Section 1. Expenditures and Payments Fiscal Policies

All expenditures shall be approved by the Council. Payments shall be made by check, drawn and signed by the secretary, treasurer, and the president. The fiscal year shall be the calendar year. The treasurer shall prepare records for audit during the month of January. The treasurer shall present a current financial statement to the Executive Council at each council meeting. A summary of the financial state of the Academy, including the current audit report, shall be made available to members at the annual meeting in the spring.

Section 2. Officers' Stipends for Service

Certain officers are eligible for stipends for their service. These officers include: secretary, Journal editors, and other officers as approved by the Executive Council. Amount of stipends are established by the Council, recorded in the Standing Rules, and paid in semi-annual installments. The Academy may contract with individuals for specific projects and pay them on an hourly basis as independent contractors. The Council must approve these contracts by a two thirds vote.

Section 6. Audit

Each year the president shall appoint a professional auditor or an auditing committee of not fewer than two members who shall audit the books of the Academy prior to the annual meeting. [Note: There should be a procedure handbook detailing audit standards and procedures.]

BYLAW VI – MEETINGS OF THE EXECUTIVE COUNCIL

Section 1. Schedule of Executive Council Meetings

The Executive Council shall meet at least twice yearly to carry out the business of the Academy. Order of Business at Council Meetings or Annual Meetings

The following order of business at meetings of the Academy shall be followed where applicable:

- ~~Minutes of the last meeting shall be presented for approval~~

- Reports of officers
- Reports of standing committees
- Appointment of special committees
- Election of officers
- Election of members
- Approval of program
- Treasurer's report
- Other unforeseen business
- Adjournment

Section 2. Rules of Procedure in Meetings

Robert's Rules of Order shall govern the conduct of business meetings of the Academy and the Council in the absence of other provisions ~~in these bylaws or in the Articles of Incorporation of the Academy:~~ approved by the Council.

BYLAW VIII – ANNUAL CONFERENCES AND MEETINGS

Section 1. Annual Conference Date and Venue

The annual conference of the Academy shall be held every year within a month of the founding date, which is the third of April. The conference shall be hosted by one of the Academy's sponsoring institutions. Executive officers shall solicit institutions to host the conference so as to vary the location of the conference year to year and to promote positive public relations.

Section 2. Components of the Annual Conference

The Annual Conference shall consist of a general business meeting, the Tanner Lecture, an awards luncheon, and sessions for presentation of papers and posters. Conferences may include additional presentations, performances, displays, or demonstrations.

Section 3. Address by the President

The president shall deliver a public address at one of the sessions of the annual meeting or at the Awards ceremony.

BYLAW IX – APPROVING AND AMENDING BYLAWS AND STANDING RULES

Section 1. Approval of Bylaws

Bylaws and their accompanying standing rules must be reviewed and approved on a bi-annual basis during the first Council meeting following the installation of a new Academy president.

Section 2. Amending the Bylaws

Bylaws may be amended in the following manner: a proposed amendment in writing, signed by three members in good standing, shall be submitted to the secretary who shall present it to the Council for consideration. If accepted by three-fourths of the Council present, the amendment shall be presented at the next ~~regular~~ annual meeting of the Academy. It must be approved by a majority of the members present to pass.

Section 3. Amending Standing Rules

Standing rules may be amended by a motion presented in a meeting of the Executive Council and accepted by three fourths of the Council present. Changes in the standing rules must be noted in the next Academy Newsletter and/or presented to the membership during the annual business meeting.

BYLAW X – AFFILIATION WITH PROFESSIONAL ORGANIZATIONS

Section 1. Affiliation with the American Association of the Advancement of Sciences (AAAS)

The Utah Academy of Sciences, Arts, and Letters shall maintain affiliate status with the American Association for the Advancement of Science for the furtherance of the aims common to these two societies. The president shall appoint a qualified delegate to represent the Academy at conventions of the AAAS.

Section 2. Affiliation with other organizations

For the purpose of fostering the objectives of the Academy, the Academy may accept affiliate membership by/of any organization or society which shall request such affiliate membership, provided the aims and objectives of said organization or society shall support those of the Academy. Individual membership privileges and obligations in either organization shall not be conferred by such affiliation.

Standing Rules for the Utah Academy of Sciences, Arts & Letters

1. Annual membership dues for individuals shall be \$25. (See bylaw III-1)
2. Annual membership dues for two people in the same household shall be \$35. (See bylaw III-1)
3. Annual membership dues for institutions varies from one to another. Each institution is encouraged to meet or exceed the contribution of the past year. The executive officers of the Academy shall express gratitude for the generosity of institutional support. (See bylaw II-3)
4. Contributions of \$1000 or more classify the donor as a Patron of the Academy. (See bylaw II-4)
5. The awards for “Best Paper” shall be \$200. Where there is more than one author for the paper chosen for this award, joint authors will receive equal shares of the award, the total not to exceed \$201. (See bylaw VI-2-b and VI-9-d)
6. The membership chair is entitled to receive an annual stipend of \$1000, payable in two installments of \$500 each in September and March during his or her tenure of duty.
7. The secretary of the Academy is entitled to receive an annual stipend of \$1500, payable in two installments of \$750 each in September and March during his or her tenure of duty.
8. Each of the two editors of *The Journal of the Utah Academy of Sciences, Arts & Letters* is entitled to receive an annual stipend of \$2000, payable in two installments of \$1000 each in September and April, provided the Journal for that year is completed in time for distribution at the subsequent annual meeting.
9. The members of the Academy Executive Council may be reimbursed for travel to and from the council meetings, awards evenings, and annual conferences, upon application to the secretary. Reimbursement will be calculated based on number of miles between the city of the event and the member's city of residence or employment, whichever is less, as published on the mileage chart from a recognized state atlas; and will be paid at the rate of 45 cents per mile.
10. The president may, at his or her discretion, arrange for dinner following a scheduled executive council meeting to which all executive officers and their spouses are invited. Academy funds may be used to pay for the meal, including the tip for service. Council members will be responsible to pay their own bar tabs, taxi rides, and/or lodging.