

BYLAWS OF THE UTAH ACADEMY OF SCIENCES, ARTS, AND LETTERS

Approved by the Executive Council September 2025

BYLAW I – MISSION 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” or “UASAL,” is a non-profit organization under IRS Section 501(c)(3), whose mission is to enhance education in the state of Utah by:

- Providing an interdisciplinary network among faculty and students at the colleges and universities in Utah;
- Providing Utah’s student and faculty scholars opportunities to present current research, academic studies, or artistic performances at the annual UASAL conference;
- Publishing an annual journal, the *Journal of the Utah Academy of Sciences, Arts, and Letters* (also referenced herein as the *UASAL Journal* or, simply, the *Journal*), which collects the best papers and, provisionally, posters from the previous annual conference;
- Recognizing the accomplishments of distinguished academics in the State of Utah, together with significant contributions to academia by lay Utahns;
- Creating position statements for use by public policy makers or primary media outlets.

BYLAW II – UASAL ORGANIZATION

Section 1. Executive Board

The Executive Board will consist of the President, the President-Elect, the immediate Past-President, the Secretary, and up to three members of the Academy Board designated by the current President.

The Executive Board may meet as necessary independently of the Academy Board. They are finally responsible for the fundamental operations of the Academy, including but not limited to clarifying and perpetuating the mission of the Academy; managing UASAL finances, including hiring or working with designated investors, accountants, or lawyers to appropriately oversee UASAL financial investments and ensure full UASAL adherence to regulatory codes governing non-profit status; organizing, chairing, and enabling the annual conference; monitoring and ensuring the financial health of the Academy; periodically revising and updating the organizational bylaws of the Academy and implementing attendant organizational changes; and planning and conducting Executive Council meetings and other meetings and activities of the Academy.

The Executive Board will also function as the Financial Committee and will oversee the prudent management of the Investment Portfolio (Portfolio). The Committee, with UASAL Board approval, will be responsible for selecting and designating the term limits of professional caretakers of and advisors to the Portfolio. Such caretakers/advisors may include investment manager(s) and consultant(s); portfolio custodian(s); attorney(s), CPA(s), and other professionals; clerical staff; and any other advisory or professional help deemed necessary by the Executive Board and sanctioned by the Executive Council. Through the careful guidance of professional and other advisory figures just named, the Executive Council will be responsible for

- Maintaining the core principal balance of at least \$6,000,000.00 (six million dollars) as the heart of the UASAL Portfolio;
- Overseeing or managing annual UASAL expenditures tied to the UASAL conference, the spring excursion, the Awards Night, and other UASAL activities or programs;
- Approving with the endorsement of the Executive Council the recommendations of hired professionals for preserving, diversifying, and growing the \$6 million Woolfe bequest at the heart of the Portfolio;
- Dispersing equally among the ten sponsoring institutions of the UASAL approximately five percent of annual investment account value (apart from the core investment principal) to sponsoring institutions;
- Recommending ways of spending an additional five percent of annual account value (apart from investment principal) to foster mission-centered purposes of the UASAL;
- Preparing and following—with assistance from paid professionals currently employed by UASAL—an investment fund maintenance policy governing the Portfolio;
- Approving (and, where relevant, filing) the UASAL Treasurer's prepared tax or other financial forms or statements incident to annual federal and state tax payments, federal and state NGO reporting, and internal UASAL recordkeeping.

Section 2. Academy Board

1. **Academy Board Divisions:** In ideological structure, the Academy has ten academic divisions. These are listed alphabetically below, and each division includes the fields or disciplines listed immediately next to it:

Arts: Visual art and art history; design; architecture; animation; film/video; performing arts (dance, music, theatre, performance art)

Biological Sciences: Life sciences, including molecular and cellular biology, genetics and genomics; microbiology; botany; zoology; physiology; neuroscience; ecology; evolutionary and environmental biology; marine biology; bioinformatics; food science

Business: Finance (including real estate and insurance); marketing (including sales and advertising); strategy and strategic management; supply-chain and other operations; information systems (IT); statistics and data science; entrepreneurship/innovation; organizational behavior; leadership; human resources (HR)

Education: Elementary education; secondary education and its subdisciplines; special education; tertiary education studies and pedagogical

theory; Title I studies; school leadership, administration and supervision; curriculum and instruction; teacher coaching; educational policy and theory; classroom assessment; student conduct and discipline; school-community relations

Engineering: *Mechanical engineering* (design, analysis, manufacturing, or maintenance of mechanical systems); *electrical engineering* (study and application of electricity, electronics, and electromagnetism); *civil engineering* (surveying, together with the design, development, and maintenance of infrastructure); *chemical engineering* (processed conversion—through chemistry, physics, and/or biology—of raw materials into useful products); *computer engineering* (product-focused integration of computer science and electrical engineering); *aerospace engineering* (design and development of aircraft and spacecraft, together with supporting programs, facilities, and entities); *environmental engineering* (solution-focused work with environmental problems using engineering principles); *industrial engineering* (optimization of complex industrial systems or processes); *biomedical engineering* (application of engineering theory or principles to healthcare and medical devices); *materials engineering* (development and testing of materials used in engineering applications); together with the niche areas of *mechatronics, nuclear engineering, robotics, software engineering, and petroleum engineering*

English Language and Literary Studies: British and American literature, including ethnic, gender, or cultural literary studies; American Studies; English language and linguistics; English as a “world language”; English composition and rhetoric; transnational literary and language studies in English; North American or British border studies; world literatures composed in English

Humanities, Philosophy, and Foreign Languages: Departmental humanities; interdisciplinary humanities; philosophy; cultural and intercultural humanities; comparative literature(s); world literatures (in all languages other than English) and literary studies; international border studies (apart from those of North America or the British Isles); disciplinary and interdisciplinary studies of non-English languages and literatures; communication and communication studies; journalism

Kinesiology and Health Sciences: Exercise science; health promotion and public health; rehabilitation and clinical services; sports performance and coaching science; physical education; nutrition; behavioral health; health technology; any health-related or health-directed science, including nursing, dental hygiene, dentistry, occupational health, laboratory sciences, and surgical intervention

Physical Sciences and Mathematics: Physics; chemistry; mathematics and its subdisciplines; earth and space sciences; computer science

Social Sciences: Anthropology; economics; geography; history, political science; psychology; sociology; human behavioral studies; social and institutional studies; cultural studies focused on politics, economics, geography, history, or behavioral/emotional sciences

- 2. Academy Board Organization and Responsibilities:** A respected scholar will be chosen from one of the Academy's sponsoring institutions as Chair of each respective division within the Academy. Ideally, these ten Division Chairs will be spread across the ten sponsoring institutions of the Academy so that each sponsoring institution is represented by one Division Chair. Together, the Academy's ten Division Chairs comprise the Academy Board.

Members of the Academy Board are responsible for nurturing and encouraging student (and faculty-mentored) research—within their respective disciplines—across all ten of the Academy's sponsoring institutions. They select disciplinary papers for the annual conference; they organize and chair disciplinary sessions at the conference; and they solicit and recommend work to be published in the annual *Journal*.

The Academy Board is a crucial part of the Executive Council. Members of the Academy Board are expected to attend, participate in, and vote during Executive Council meetings, to assist in preparing for and managing the annual UASAL conference, to attend and support other UASAL activities and obligations, and to appropriately represent, advertise, and strengthen the UASAL's influence and reach across its sponsoring academic institutions in Utah.

Each Academy Board member—or Division Chair—will informally “chair” or preside over the other nine potential members of the Division Board with which s/he is aligned.

Section 3. Executive Council

Together, the Executive Board and the Academy Board will comprise the Executive Council. Other members of the Executive Council will include the Treasurer, the Editor(s) of the *Journal*, the Webmaster, the Poster Chair, and at-large members as needed. As a body, the Executive Council will be responsible for practical fulfillment of the mission of the Academy. This includes, for example, following workable ways of managing the Academy's financial resources to maintain non-profit status while effectively encouraging and nurturing student (and faculty-mentored) research. It includes recognition of extraordinary contributions by academic and non-academic Utahns to principles and programs at the heart of the Academy's mission and reach. It includes finding ways to perpetually strengthen the quality, integrity, and reputation of the annual conference and the *Journal* that comes from it. It includes building up the reputation and name of the Academy itself, together with shaping the Academy as a vital and energizing body that binds together students and faculty from all of Utah's primary institutions of higher learning.

The Executive Council will meet at four specified times each academic year under the direction of the President and other members of the Executive Board: in early or mid-September; in early or mid-January; in March (in connection with the annual conference); and in early summer during the annual excursion. The Executive Council may hold additional meetings at the discretion of the Executive Board.

In fulfilling their responsibilities, the Executive Council may draw upon outside persons or organizations as needed.

Section 4. Optional Division Boards

Each division listed under Section 2 above may, at the discretion of its respective division chair, have its own Division Board potentially comprised of up to ten members. The Academy Board member aligned with the respective division will act as its Division Board chair. Each Division Board chair may select up to nine additional board members, one each from the nine sponsoring institutions outside the one s/he represents.

Division Board members will serve on a voluntary basis for terms arranged mutually by them and their respective chair. Their responsibility will be to help establish an ongoing, significant UASAL campus presence at their respective institution. A Division Board member can serve as a liaison between the UASAL Executive Council and their respective academic division at the institution they represent. They can also become natural, influential mentors/facilitators to UASAL-sponsored disciplinary student researchers at their respective institution.

At the discretion of the respective UASAL division chair, a Division Board member may assist in soliciting proposals, posters, or other projects for presentation at the annual UASAL conference. They may also assist in screening submitted divisional works and editing them for presentation or publication. And they may help increase institutional awareness of the UASAL and its mission.

While Division Board members will be encouraged to attend the annual UASAL conference, they will not participate in Executive Council or other UASAL meetings; they will not have discussion or voting rights in any UASAL business. They may participate in the annual UASAL excursion, but may be required to do so at their own expense.

BYLAW III – MEMBERSHIP

Section 1. General Members of the Utah Academy of Sciences, Arts and Letters

All faculty, staff, and students at Utah colleges and universities are invited to become members of the Utah Academy. Candidates will receive membership in the Academy upon appropriate application and payment of required dues (see Bylaw IV). Utahns outside academia who are concerned with the development of sciences, arts, and letters may become members of the Academy upon appropriate application to the Academy and payment of the required annual dues. Because annual dues are incorporated within the registration fees of the Academy's annual conference, all who pay registration fees are considered general members of the Academy for the ensuing twelve months.

Section 2. Standing Members of the Utah Academy of Sciences, Arts, and Letters

Members of the Executive Board and Academy Board are full members of the Academy during their respective tenures. They are not assessed annual dues during their tenures. Together, they comprise the Executive Council, a governing body responsible for the

mission, viability, and financial and institution integrity of the UASAL. Members of the Executive or Academy Boards giving eight or more years of service to the Academy will be considered Lifetime Members of the Academy and, following their tenure, may participate in all activities sponsored by the Academy without paying annual dues.

Divisional Board members are also standing members of the Academy during their respective tenures and will not pay annual dues during their periods of service.

Section 3. Institutional Members of the Utah Academy of Sciences, Arts, and Letters

Institutional or sponsoring membership is open to all major colleges or universities, public and private, physically located within the state of Utah. Membership is maintained via institutional payment of amounts assessed by the Executive Board in connection with the fall Executive Council Meeting. The Academy donates to each of its sponsoring institutions a substantial annual gift fostering undergraduate research and student participation in the Academy's annual conference.

BYLAW IV – MEMBERSHIP DUES

Members will pay annual dues in the amount set and voted on by the Executive Council during the annual fall meeting. Dues may rise in tandem with inflation and other economic pressures, together with unfolding needs of the annual conference. However, they may not be increased by more than 10% on a year-to-year basis. If dues have remained stable for two or more years successively, they may not be increased by more than 20% of the then-current amount.

For any given year, the annual membership dues will include (and, if paid separately, will be equal to) the amount of the annual conference registration. Anyone paying annual dues of the Academy will be entitled to attend the annual conference for that year and will receive a copy of that year's *Journal*. Similarly, anyone paying to attend the annual conference will be considered a member of the Academy.

BYLAW V – ELECTION OF OFFICERS

Section 1. Nominating Committee

The Nominating Committee will consist of five persons: the President, Past-President, President-Elect, and two other Academy Board members representing interests and geographic areas *different from* those of the three persons just named; these two additional members will be chosen by the President and approved by the Past-President and President-Elect.

Three months before the annual fall meeting *preceding the date when the Past-President vacates his/her position*, members of the Executive Council may submit their own or other members' names as candidates for the position of President-Elect, for Members-at-Large positions, or for any other executive positions being vacated during the coming year. Six weeks before this same annual fall meeting, the Nominating Committee will provide the

Executive Council with a short list of candidates for the President-Elect position and for any other executive positions opening that year.

Section 2. Election of Officers and Terms of Office

The President-Elect and Members-at-Large will be elected biannually by the Executive Council and ratified by the Board. Members-at-Large serve for terms of two to three years at the President's discretion; each President-Elect will serve a total of six years: two as President-Elect, two as President, and two as Past-President.

The President-Elect becomes President when the current President's two-year term has been completed; two years later, she or he becomes Past-President as a new President is installed. The Treasurer, Secretary, Webmaster, Chair of Scholarly Communications, Poster Chair, and Editor(s) of the *UASAL Journal* are not subject to election but are appointed by the Executive Board; their terms of service are also determined by members of the Executive Board.

Section 3. Election of Division Chairs

Upon her or his retirement from the Academy Board and Executive Council, each Division Chair will select and nominate a current full-time faculty member from one of the ten sponsoring institutions of the UASAL.

In making such nominations, retiring Division Chairs should seek to ensure that all ten sponsoring institutions are represented by the ten members of the Academy Board or, at the very least, by those ten members and then-current members of the Executive Board. Retiring Division Chairs should also be sensitive to gender composition of the Academy and Executive Boards.

Divisions Chairs may continue to serve during sabbatical leave or retirement with approval from the Executive Council. Division Chair nominees will be voted on by the Executive Council—usually via email polling—prior to the annual fall meeting. The names of Division Chairs will be ratified at the annual fall meeting.

Barring emergencies or other unforeseen situations, Division Chairs will serve terms of not less than three years. With the approval of the Executive Council, and if the individual Chair is willing, he or she may serve more than one term, but not more than three terms in the same Division Chair position.

Section 4. Resolving Tied Elections

In the event of a tied vote for any office, the President and Executive Board may call for a revote. Or, if any member of the Executive Board has not yet voted, he or she may cast a deciding vote—and the result must be approved unanimously by Executive Board members.

BYLAW VI – DUTIES OF UASAL OFFICERS

Section 1. Duties of the President

The President will preside over the Academy and the Executive Council. In doing so, s/he will be responsible for the following:

1. With the approval of the Executive Board, and with the sanction of the Executive Council, s/he will create standing committees of the UASAL, or, if previously created, will name standing committee members.
2. The President will work closely with the Secretary, Treasurer, and other Executive Board members in overseeing fiscal affairs of the Academy.
3. The President will oversee the planning of and conduct the Academy's annual meetings; create meeting agendas; and oversee Executive Board and Executive Council assignments tied to all UASAL meetings and gatherings.
4. The president will conduct the plenary session of the annual UASAL conference; will provide final approval of annual conference arrangements, including venues and facilities, together with all expenses; and will (if relevant) lightly monitor unfolding elements of the annual conference.
5. The President will conduct the annual fall awards ceremony and will introduce speakers and Executive Council participants.
6. The President will ensure that each of the two annual volumes of the *Journal* which include conference papers presented during the President's term of office is published within twelve months of the annual meeting. The President also ensures that:
 - the *Journal* Editor is satisfied with the contents and quality of each of these issues;
 - the Editor is not unduly pressured by Council members or others to publish substandard articles or an abundance of articles in any single division;
 - Division Chairs adhere to reasonable timetables in sending out conference papers for review, soliciting meaningful feedback, and, where appropriate, inviting authors to make required revisions; and
 - papers will *not* be published in the *Journal* if their respective authors do not complete timely required revision work.
7. Ensure that the ceremony for Best Paper Awards is conducted annually in a timely manner.
8. Acting in harmony with the planning and suggestions of the Executive Board and Executive Council, the President works to advance the objectives of the Academy and enhance its good name and esteem.
9. The President is the only UASAL officer authorized to enter into legally binding agreements on behalf of the Academy, but s/he may do so *ONLY* with the full knowledge and approval of the Executive Board and the support of the majority of Executive Council members.
10. The President will oversee the biennial review and (if necessary) revision of the Bylaws as described in Bylaw IX, Section 1, below.

Section 2. Duties of the President-Elect

The President-Elect will assist the President in managing the affairs of the Academy.

1. In helping plan and carry out the annual UASAL conference, the President-Elect will
 - Assist as needed in making physical arrangements for the conference
 - Help monitor unfolding session development, ensuring that sessions are properly organized and that no single session is overloaded, that facilities are commensurate with conference needs, and that conference proceedings are accurately reflected in the conference program
2. Following the annual conference, the President-Elect will
 - Review the conference with the President, Past-President, and other members of the Executive Board, making any necessary adjustments for the next annual conference
 - Ensure that, in a timely manner, each Division Chair selects a “Best Paper Award” and a “Best Poster Award” recipient in his/her division (unless the Chair in question determines that no submitted paper deserves that honor)
3. Regarding annual fall and spring prizes awarded by the UASAL, the President-Elect will
 - Establish deadlines for selection of and voting on candidates, solicit candidate nominations, and act as the liaison between the Academy and the Award recipients (notifying winners and helping them secure arrangements to attend the relevant award ceremony)
 - Notify Academy Officers of winner acceptances in time to plan relevant awards ceremonies
4. If the President is absent from a given UASAL meeting or event, the President-Elect will preside and will perform any duties normally performed by the President.

Section 3. Duties of the Past-President

The Past-President will assist the President in meeting all responsibilities and obligations of her/his office and will support the President and President-Elect in carrying out all duties of the Executive Board.

Because of the long tenure of the Past-President as a board member and executive of the UASAL, s/he brings institutional memory, invaluable wisdom and experience, and strategic insight to the Executive Board and is responsible to provide counsel and direction to the President and other Board members. While the President is at liberty to act independently of the Past-President’s counsel, such necessary independence should be relatively rare and should be explained to and endorsed by the Past-President and President-Elect.

The Past-President is responsible for the following:

1. Assisting the President in meeting the responsibilities and obligations of his/her office.
2. Supporting the President and President-Elect in carrying out the duties of the Executive Board.
3. Providing counsel and direction to the Executive Board based on UASAL tenure and experiential wisdom.

4. Acting from personal understanding and experience and with the consent of the Executive Board, the Past-President will identify one or two priority projects that remained unfinished at the conclusion of her/his term. The Past-President will strive to bring these projects to a meaningful conclusion during her/his two years in this office, ensuring continuity and progress.

Section 4. Duties of Division Chairs (Academy Board)

The ten Division Chairs—collectively, the Academy Board—are the backbone of the UASAL. Without them, the Academy's annual conference would not exist and the Academy would itself become defunct.

The Academy Board is responsible for supporting the mission and purpose of the UASAL as outlined in Article I of these Bylaws. Individually, each Division Chair works with members of the Executive Board to carry out the activities and purposes of the UASAL.

Collectively, the Academy Board and the Executive Board comprise the Executive Council of the UASAL—which has the additional responsibilities of planning and carrying out core UASAL activities, including the annual conference and the summer excursion; voting on and electing executive officers and division chairs; nominating, voting on, and awarding annual UASAL prizes; proposing and voting on rules or policies of governance, procedural or ideological changes to UASAL programs or events, amendments to fiscal management policy, or modifications to *UASAL Journal* guidelines or contents; appointing individuals or committees to necessary short- or long-term roles; and approving Academy expenditures and fiscal policies.

Each Division Chair is responsible to

1. Regularly attend Executive Council meetings, perhaps sending a substitute from her/his Division Board when neither in-person nor Zoom attendance is possible.
2. Do everything possible to publicize and strengthen the UASAL and their division within the sponsoring institution with which s/he is aligned, reaching out especially to disciplinary-area colleagues at the other nine sponsoring institutions
3. Within her/his own institution, act as liaison between the office receiving annual UASAL grants and departments, colleges, schools, or divisions with students who will present papers or posters at the annual conference.
4. Help publicize the annual conference and make efforts to ensure that protocol or policies are in place for smooth funding of student efforts.
5. As stated under Section 2 above, each Division Chair may invite colleagues at sponsor institutions to volunteer as members of a Division Board with which s/he is aligned; s/he will act as chair of that board (Division Board members at other sponsoring institutions should help publicize the annual conference and other UASAL activities, generate student interest in and engagement with the UASAL at their respective institutions, and assist in planning and carrying out Divisional activities at the institutional or state level)
6. Ensure that appropriate academic departments, schools, colleges, or divisions—those bound to the UASAL Division over which s/he presides—at all ten sponsoring institutions are sent calls for papers and other appropriate materials at least five

months before the annual conference. Appropriate follow-up information should also be sent.

7. Using appropriate peer-review measures, screen proposed paper and poster submissions for the annual conference. Especially if the Chair's division garners large numbers of paper proposals, the Chair should choose only the very best of those submitted, not all of them. Each session can accommodate only four fifteen-minute presentations (to allow presenters fewer than fifteen minutes each is unfair to all presenters). Thus, in most cases, a Chair may accept a maximum of eight papers over two sessions. Extra sessions or extra-long sessions are not permitted, given that an Executive Council meeting will be scheduled immediately following the final paper session of the conference.
8. Personally chair paper sessions in their academic division; again, a maximum of two sessions may be scheduled regardless of the number of paper proposals received.
9. Work with the *Journal* Editor(s) to manage publication of the Division's best papers in the *Journal*.
 - Invite all presenters to revise and submit their papers to the *UASAL Journal* for publication and "Best Paper" award consideration (Division Chairs have some flexibility in establishing a submission deadline, but it should be no more than 75 days following the close of the conference)
 - Using fully credible peer review processes—involving "double-blind" protections and at least two reviewers—the Division Chair will ask designated reviewers (generally selected from the Division Board, but potentially other individuals if necessary) to review submitted papers and to rank them highest to lowest (the Division Chair will *not* ask reviewers for blanket recommendations to "publish" or "not publish"; when rankings of peer reviewers differ, the Division Chair may provide the determining vote, but may not let their own preferences supersede general recommendations of the peer reviewers)
 - Based on results from the peer review process, select the *three* top papers for publication in the *Journal*
 - Send appropriate result summaries of the peer review process to the three respective publishable authors, asking them to respond with requested changes or revisions by the October 1 deadline
 - In most cases, the top-ranked paper will receive the "Best Paper" award in the division. It and the next two highest-ranked papers will be accepted—pending appropriate revision work as dictated by the reviewers—for publication in the *Journal*. In unusual situations, and with the permission of the full Executive Board, the Division Chair may accept a fourth paper for *Journal* publication. But this will occur only in *unusual* situations and will *not* by any means become standard practice. The Executive Committee is working diligently to further strengthen the quality and integrity of both the annual conference and the *Journal*, and the policy just outlined is a crucial part of this process. The goal is *not* to have a thick *Journal* issue or to publish every paper presented at the conference, but instead to gradually and consistently build the integrity and reputation of the *Journal* itself.

- Submit the three highest-ranked papers, along with the author name(s), institution(s), and email address(es) to the *Journal* Editor(s) by October 1 of each year.
10. Promptly fulfill assignments given by the President and other members of the Executive Board to submit information, nominate officers or potential awardees, vote, respond to questions, or carry out any other business necessary to the smooth operation of the Academy and its activities, functions, and obligations.

Section 5. Duties of the Secretary

The Secretary will:

1. Assist the President, the Executive Board, and the Executive Council in managing the affairs of the Academy.
2. Keep the checkbook for the Academy bank account and pay all expenses of the Academy.
3. File and maintain records of payments made, including payment vouchers, receipts, and invoices.
4. Make copies of check stubs and send them to the Treasurer for reconciling account statements.
5. Maintain minutes of all official meetings of the Executive Board and Executive Council, including any formal meeting(s) held during the summer excursion.
6. Archive permanent records of the Academy. These records include, but are not limited to, annual editions of the *UASAL Journal*; annual financial reports; minutes of Executive Board, Executive Council, and any other formal meetings; and articles about or other published “histories” of the Academy.
7. Carry out official correspondence of the Academy as requested by the President or other members of the Executive Board.
8. Send out news bulletins about the Academy’s activities to news media (e.g., newspapers, radio stations, television studios) to promote the public image of the Academy and to inform the public of its activities. (This responsibility may be delegated to a member of the Executive Council at the discretion of the Secretary.)
9. Review annual records and send copies to the Utah Division of State History at the Utah State Historical Society and to the J. Willard Marriott Library of the University of Utah
10. Receive and deposit institutional member dues.

Section 6. Duties of the Treasurer

The Treasurer will

1. Assist the President and Executive Committee in overseeing the financial affairs of the Academy.
2. Be responsible for all “slush-fund” monies and other tangible property of the Academy.
3. Maintain a detailed financial record of the Academy’s income and expenditures.
4. Working with the Executive Board, establish annual budgets for the Academy.
5. At the annual fall meeting of the Executive Council, present an annual written financial report.

6. Prepare and submit all forms or documents necessary to maintaining the tax-exempt and non-profit status of the Academy with the State of Utah and the IRS.
7. As necessary, encourage via official UASAL correspondence the continued support of the Academy's ten institutional members.

Section 7. Duties of the Editor(s) (*UASAL Journal*)

1. The Editor(s) will be responsible for final contents selection, editing, and publication of the annual *Journal of the Utah Academy of Sciences, Arts, and Letters*.
2. The *Journal* will be published early each spring prior to the annual UASAL conference.
3. The Editor(s) will determine, with the approval of the Executive Board, all procedures and regulations regarding the submission, selection, and editing of papers submitted to the *Journal*. These procedures and regulations should be published on an appropriate page of the UASAL website and in the annual volume of the *Journal*.
4. Oversee the mailing of the *Journal* to subscribers/Academy members, sponsoring institutions, and firms indexing and accrediting academic journals.
5. The Editor(s) will make final decisions regarding the formatting, printing, and distribution of the journal.

Section 8. Duties of the Membership Chair (currently being fulfilled by the Secretary)

The Membership Chair may be a Member-at-Large of the Academy. The Membership Chair will

1. Maintain a membership roll with associated record of dues, making them available (in digital or hardcopy format) to Executive Council members when requested.
2. Receive and deposit member applications and dues.
3. Work appropriately to increase and build the Academy's membership.
4. Help coordinate work of the Secretary and the Executive Council in planning, preparing for, and carrying out the annual UASAL conference.
5. Maintain a procedure book to orient the next Membership Chair and to facilitate planning of the annual conference.

Section 9. Duties of the Poster Chair

1. Attend all UASAL Executive Council meetings, together with the Awards Night and annual conference
2. Carry out crucial responsibilities attached to the annual UASAL Conference
 - A. Preparation
 - At least two months before the annual conference, contact each Division Chair for a list of posters accepted within their division.
 - Contact authors/presenters of all approved posters. Provide them with a link to the UASAL webpage providing poster session details and poster dimension recommendations for the upcoming conference. Answer any questions they may respond with—or, if appropriate, refer their questions to the relevant Division Chair.

- Compile a comprehensive list of all poster presentations with poster titles, authors, author emails, and associated schools. Sort this list by division, and bring this master list to the conference.
 - Gather necessary supplies for the Poster Session and work with the Secretary to replace or replenish supplies as necessary: easels, foam-core boards, pushpins, painter’s tape, binder clips, and other necessary items.
- B. The day before the Conference
- Arrive at the conference venue and set up for the Poster Session, putting up all easels and/or foam-core boards and attaching binder clips or pins.
 - Message presenters (copy relevant Division Chairs) to remind presenters of the poster session place/time and to request digital copies of their posters for the UASAL website and for divisional “Best Poster” consideration.
- C. Conference day
- Arrive early to oversee any last-minute Poster Session preparations and to greet early arrivals among Poster Session presenters.
 - Remind Division Chairs to send digital posters to the website coordinator for posting on the website; remind them also of their responsibility to select a “Best Poster” recipient in their division.
 - Be available throughout the morning near the Poster Session location to assist presenters in displaying their posters.
 - Attend the poster session; take attendance (which presenters are in attendance?); submit final attendance report to the UASAL secretary.
 - Assist presenters as needed in taking down their posters following the Poster Session; separate and gather easels and foam-core boards; gather binder clips, pushpins, and other supplies. Be sure to leave the venue as it was prior to session setup.

Section 10. Duties of Members-at-Large

The Members-at-Large are selected by the President and sustained by members of the Executive Board. Their titles and responsibilities may shift with each incoming President. Their primary role is to support the work and activities of the UASAL organization and to help shoulder responsibilities of the Executive Board.

One Members-at-Large position is considered permanent, that of UASAL Excursion Coordinator. Individuals occupying this position may be selected from among the Academy Board or may be full-time Utah higher education faculty members from outside existing UASAL leadership.

The UASAL Excursion Coordinator is responsible to plan and, with necessary assistance from the Executive Board, execute the yearly summer excursion, an Academy tradition providing opportunities for Academy members to visit and to learn about Utah’s many points of scientific, historical, natural, and cultural interest. The annual excursion is primarily educational in nature; it should exhibit purposeful interdisciplinary appeal and may (on approval of the Executive Council) be tied to geographical or historical areas or

cultural or scientific events or sites outside of but important to the state of Utah (such out-of-state sites will generally be located within the Intermountain West).

Each year, the Academy will fund the summer excursion to an agreed-on level within the annual budget; funding levels will be determined by the Executive Board. Best Paper and Best Poster winners from the previous fall may be invited to participate in the excursion, and their expenses may be paid in whole or in part by the UASAL. A spouse, partner, family member, or friend may accompany each Academy Board or Executive Council member on the annual excursion; in most cases, the Academy will pay costs for these guests.

The Excursion Coordinator will be responsible for the following:

1. Plan, organize and help carry out a summer excursion for members of the Academy.
2. Coordinate with the President to arrange a time and location in the excursion schedule for the summer quarterly meeting of the Executive Council (which, except in unusual cases, will be held in conjunction with the summer excursion).
3. Arrange for topical experts to present information that enhances the educational nature of the excursion.
4. Be available to the President and other members of the Executive Board for carrying out necessary Academy business during the excursion.

BYLAW VII – FISCAL MANAGEMENT

Section 1. Fiscal Policies

The fiscal year will be the calendar year. The Treasurer will prepare records for audit during the month of January. The Treasurer will present a current financial statement to the Executive Council at each of the four quarterly Executive Council meetings. A printed or digital summary of the financial state of the Academy, including the current audit report, will be made available to members at the annual meeting in the spring (following the annual conference).

Section 2. Officers' Stipends for Service

Certain officers are eligible for stipends for their service. These officers include the Secretary, the Treasurer, the *Journal* Editor(s), the Webmaster, and other officers as approved by the Executive Council. Stipend amounts are established by the Council, cleared with the Treasurer, and paid in semi-annual installments. The Academy may contract with individuals for specific projects and pay them as independent contractors. The Council must approve all such contracts by a two-thirds vote.

Section 3. Annual Audit

Each year the President will appoint a professional auditor or an auditing committee of not fewer than two members who will audit the books of the Academy prior to the annual spring meeting.

BYLAW VI – FORMAL MEETINGS

Section 1. Executive Council Meetings

The Executive Council will meet quarterly to plan, carry out, and review the business, activities, programs, and objectives of the Academy. These meetings are held as follows:

A. Fall Quarterly Meeting - Held the second Friday in September, this meeting enables (among other things) preparation for the UASAL Awards Night held in early November, review of the annual call for papers and other preparations for the annual conference, and progress on the current issue of the *Journal*.

B. Winter Quarterly Meeting - Held the third Friday in January, this meeting finalizes preparations for the annual conference and its awardees and speaker(s), locks in publication date of the *Journal*, reviews fiscal status of the Academy, and initiates planning for the summer excursion.

C. Spring Quarterly Meeting - Held immediately following the final paper sessions of the annual conference (generally the third Saturday in March), this meeting reviews the conference that was just concluded, reviews the detailed fiscal status of the Academy, anticipates in detail the summer excursion, and enables preliminary planning for the ensuing academic year.

D. Summer Quarterly Meeting - Held in conjunction with the summer excursion during the month of June, this meeting conscientiously looks to the upcoming academic year and to opportunities and challenges open to the Academy and its officers; it focuses, in part, on new ways to publicize and build UASAL presence and influence at its sponsoring institutions.

Meetings are held in person and, whenever possible, with a link to attend remotely. All Executive Council members are expected to attend each meeting.

Section 2. Executive Board Meetings

The Executive Board meets frequently as needed to address issues or concerns, establish solutions or corrections or plans of action, and to conduct the business of the academy. The President prepares agendas and conducts these meetings; the Secretary takes minutes of the meeting. The majority of the Board must be attendance if a given meeting is to be convened.

Section 3. Rules of Order for Formal Meetings

To appropriately accomplish Academy, Board, and Council objectives, each meeting will be conducted in an orderly and civil fashion.

The Academy endorses following a simplified version of Robert's Rules of Order in the conducting of all Academy meetings. These simplified rules may be found [at this link](#).

A majority of Executive Board or Executive Council members in attendance (in person or via link) will constitute a quorum.

Section 4. Agendas for Formal Meetings

The President will prepare agendas for all formal meetings and will distribute them to attendees a minimum of five days in advance of the meeting. Other Executive Council members may request (at least ten days in advance of the meeting) to place items on the agenda.

Section 5. Minutes of Formal Meetings

The Secretary will take minutes in all formal Academy meetings. The minutes for a given meeting will be approved in the next meeting. Minutes of past meetings will be stored digitally and be accessible by Executive Board or Executive Council members.

BYLAW VIII – ANNUAL CONFERENCE and UASAL AWARDS

Section 1. Annual Conference

A. Date and Venue

The annual conference of the Academy will be held each year within a month of the founding date of the Utah Academy of Sciences, Arts, and Letters, April 3. As a rule, the conference will be held the third Saturday in March. Provisions are also made for optional Friday-evening conference meetings or sessions (the evening prior to the scheduled Saturday sessions/meetings) as part of the annual conference.

During even years, the conference will be hosted by one of the Academy's sponsoring institutions; this hosting occurs in the following order: Utah Technical University, Snow College, University of Utah, Salt Lake Community College, Weber State University, Brigham Young University, Utah Valley University, Utah State University, Southern Utah University, and Westminster College.

During odd-numbered years, the conference will be held at the host institution of the current President.

B. Annual Conference Format

The annual conference will consist of a plenary session (including the Tanner Lecture and perhaps other brief speeches, together with the presentation of spring awards described in Section 3 below), a poster session, and divisional sessions for presentation of papers.

Section 2. Awards Night

A. Date and Venue

The annual Awards Night of the UASAL will be held each year on the first or second Friday of November.

For more than twenty years, the event has been hosted by the Academy Board or Executive Board member from Brigham Young University and has been held in the third-floor auditorium of the Maeser Building on that campus.

B. Awards Night Format

The program is conducted by the President and traditionally includes the following elements or agenda items:

- Short welcome by the President
- Performance by a student group from one of the ten sponsoring institutions of the UASAL; representing institutions are chosen on a rotating basis; the performers may be musicians, singers, dancers, actors, or other performers (because of the small stage in the Maeser Auditorium, performing group size is generally five members or fewer)
- Presentation of UASAL Best Poster and Best Paper Awards from each Division
- Presentation of Honorary Member Award
- Presentation of Academy Fellow Award
- James H. Wolfe Address (usually delivered by the Honorary Member or Academy Fellow winner)
- Closing remarks by the President

Before the program, a reception is held for prize recipients and their guests. This is a catered event generally held on the second floor of the Maeser Building. Traditionally, a small second-floor room is reserved as a Green Room for the program's student performers.

Section 3. UASAL Awards

The UASAL sponsors and presents five primary awards each year, the Academy Fellow and Honorary Member awards (presented each fall at the annual Awards Night) and the Distinguished Service Award, Gardner Prize, and James H. Wolfe Prize (presented each spring at the annual UASAL Conference). Each of these five awards is accompanied by a cash stipend, a medallion, and a certificate.

A. Honorary Member Award

The Honorary Member Award is presented annually at the fall Awards Night and honors any noteworthy Utahn who has given long and influential service to or who has gained unusual prominence or distinction within the sciences, arts, or letters in the state of Utah. The Honorary Member is granted honorary membership within the Academy by the UASAL Executive Council. Honorary Members are exempt from paying regular membership dues for one year; they may voluntarily renew their membership annually or at will. This award is accompanied by a cash honorarium of \$2,000.

B. Academy Fellow Award

The Academy Fellow Award is presented annually at the fall Awards Night to honor an individual who has been substantially involved as a member of the Academy and who has gained distinction in his/her respective academic field through meritorious original research, scholarship, creative work, or extraordinary teaching. It is deemed "the highest possible recognition by Academy peers" and is given very selectively. It carries a cash stipend of \$2,000. Fellows will be ambassadors for the Academy and will serve as special consultants and spokespersons as determined by Executive

Council deliberations. They are exempt from membership dues as Lifetime Members. This is an honor that may or may not be awarded in any given year.

C. Distinguished Service Award

The UASAL Distinguished Service Award is awarded every spring at the annual UASAL Conference. It honors an individual for exceptional service to Utah education or for academic service to citizens in Utah. Recipients are typically academics who have gone above and beyond their normal responsibilities or the opportunities normally deriving from their positions. They work to ensure that the citizens of Utah have full and equal access to education—and to academic and post-academic programs and opportunities. The Distinguished Service Award includes a cash honorarium of \$2,000.

D. Gardner Prize

The Gardner Prize is awarded annually by the Academy and is made possible through the generous support of the Gardner family, honoring prominent Gardner family members. In even-numbered years, the John and Olga Gardner Prize recognizes a Utah scholar who has made important contributions to the sciences; in odd-numbered years, the Willard and Viola Gardner Prize recognizes a Utah scholar with prominent accomplishments in the arts and humanities. Recipients of either prize receive a \$2,500 cash award.

It was during the 1940s that the Academy initiated awards recognizing men and women of special note in Utah's scholarly community. Among the first scholars to receive this recognition was Willard Gardner, a soil physicist at Utah State University. In 1969, members of the William Gardner family gave UASAL a generous cash gift supporting establishment of the Willard Gardner Prize as a biannual award for scholarly accomplishments in the field of natural sciences. Beginning in 1976, the UASAL Board initiated the Charles Redd Prize, also a biennial award, which recognized "a significant contribution to the humanities" or scholarly accomplishments "for the betterment of mankind"; this award alternated with the William Gardner Prize. Then, in 2006, the Gardner family directed that the Willard Gardner Prize become the Willard and Viola Gardner Prize. At that time, they provided UASAL with an additional gift funding establishment of the John and Olga Gardner Prize; this award would replace the Charles Redd Prize in recognizing significant contribution to the humanities or arts. On alternate years, these awards are made in person at the UASAL annual spring conference.

E. James H. Wolfe Prize

The James H. Wolfe Prize is designated as a lifetime achievement award. It carries a grant of \$2,500 and honors Professor James H. Wolfe (1921-2017), an emeritus professor of mathematics at the University of Utah. Wolfe was born in Salt Lake City and, after completing his undergraduate studies at the University of Utah, he received his PhD in mathematics from Harvard University in 1943. While a doctoral candidate at Harvard, and during the height of World War II, Wolfe also worked at MIT's radar research laboratory. His studies at Harvard culminated in the

publication of Wolfe's Theorem, a geometric integration theory that remains important today. In 1944 Wolfe returned to Utah, teaching two generations of U of U math students in highly popular classes marked by his gift for clearly explaining difficult concepts and by his wry sense of humor. Wolfe loved mathematics, his role as a professor and teacher, his horse Gabriel, and the home he and his wife Martha built in Emigration Canyon. On his death of natural causes in 2017, he bequeathed a generous sustaining grant to the Utah Academy of Sciences, Arts, and Letters.

Recipients of the James H. Wolfe Prize are selected based on their lifetime work as Utah academics. A recipient of the Wolfe Prize might be employed or retired; the Wolfe Prize might also be awarded posthumously, and in such a case, the prize and stipend will be granted to the awardee's former academic department or college; a duplicate medallion and certificate may be given to a surviving member of the awardee's family.

Section 4. Annual UASAL Lectures

The UASAL also sponsors or hosts two annual lectures, the James H. Wolfe Address (delivered at the fall Awards Night) and the O. C. Tanner Lecture (delivered each spring at the annual UASAL Conference). It is expected that each lecture will be about twenty minutes in length; neither must exceed forty minutes. Either *may* be followed by a brief Q&A session of no more than fifteen minutes. Both lectures *may* be accompanied by a cash stipend, a medallion, and a certificate if they are delivered by someone other than a major UASAL award winner.

Section 5. UASAL Best Poster and Best Paper Awards

Following the annual UASAL Conference, each Division Chair *may* select a Best Poster and a Best Paper winner within her or his division. When, in the view of the relevant Division Chair, no presented poster or paper within a given division merits "best poster" or "best paper" designation, no division award in that category will be awarded for that year.

Best Poster and Best Paper winners will be announced at the annual UASAL Awards Night, and winners will receive cash stipends and certificates. When a given poster or paper has multiple authors, all will receive certificates and equal stipends.

Best Poster and Best Paper winners for each division will be published in the annual *Journal of the Utah Academy of Sciences, Arts, and Letters*.

BYLAW IX – APPROVING AND AMENDING BYLAWS

Section 1. Biennial Review and Approval of Bylaws

The Bylaws of the Utah Academy of Sciences, Arts, and Letters must be reviewed every two years; this should occur during the late spring and summer months following the installation of a new President. The President will enlist assistance from Executive Board members in reviewing and (as necessary) revising current Bylaws. Should revision work be

necessary, a final draft of the revised Bylaws will be presented to and approved by the Executive Council at the annual fall meeting following the installation of the new President.

Section 2. Amending Individual Bylaws

Individual Bylaws may be amended in the following manner. A draft of the proposed amendment of the Bylaw in question must be signed by three Academy Board members in good standing and presented to the Secretary. The Secretary will deliver the amendment to the Executive Board for their consideration; they, in turn, may present it to the Executive Council where it must be approved by a simple majority to be accepted into the current Bylaws of the Academy.

BYLAW X – AFFILIATION WITH PROFESSIONAL ORGANIZATIONS

Section 1. Affiliation with the American Association of the Advancement of Sciences (AAAS) and the National Association of Academies of Science, NAAS

The Utah Academy of Sciences, Arts & Letters will 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 will appoint a qualified delegate to represent the Academy at conventions of the AAAS and the NAAS Assembly of Delegates that occurs during the convention.

Section 2. Affiliation with other Organizations

Because formal affiliation of one organization with another is often a fraught endeavor, especially when one organization is tax-exempt and deliberately neutral, both politically and socially, the Bylaws of the Academy strongly discourage any such formal affiliations. However, the Academy may, with two-thirds Executive Council approval, establish informal cooperative relationships with other organizations on a temporary or as-needed basis.