

Indiana Academy of Science Operating Policies

Adopted March 4, 2011

TABLE OF CONTENTS

- | | |
|---|--|
| 1. <u>Amendments</u> | 11. <u>Foundation</u> |
| 2. <u>Annual Meeting & Special Events</u> | 12. <u>Membership & Privileges</u> |
| 3. <u>Awards & Honors</u> | 13. <u>Mission Statement</u> |
| 4. <u>Budget & Finances</u> | 14. <u>Publications</u> |
| 5. <u>Code of Ethics</u> | 15. <u>Research Grants</u> |
| 6. <u>Conflict-of-Interest Policy</u> | 16. <u>Sections</u> |
| 7. <u>Document Retention & Destruction Policy</u> | 17. <u>Whistleblower Policy</u> |
| 8. <u>Elections</u> | 18. <u>Youth Activities</u> |
| 9. <u>Evaluations</u> | 19. <u>Miscellaneous Policies</u> |
| 10. <u>Executive Director</u> | 20. <u>Appendix</u> |

1. AMENDMENTS

These Operating Policies may be amended with 15 day notice and a two-thirds vote of the Council. Any change enacted by the Council must be reported to the membership.

2. ANNUAL MEETING AND SPECIAL EVENTS

Section 1. The place of business for The Academy shall be Indianapolis, Marion County, Indiana.

Section 2. The annual meeting shall be held in the spring of the year. The Executive Director shall be responsible for organizing the annual meeting. Notification of the meeting shall occur at least 60 days in advance.

Section 3. The Science and Society Committee shall organize a special event (lecture and/or symposium) every fall. The Science and Society events may occur at various locations in the state. The Executive Director shall be responsible for organizing the event.

3. AWARDS AND HONORS

Section 1. Academy Fellow. The Council may nominate new fellows annually. Each new fellow shall be elected by the Council. The President shall bestow each fellow with an Academy pin.
(Amended May 10, 2012, Nov. 9, 2013)

Section 2. Distinguished Service Award. The Council may select and honor one Academy member each year for his or her outstanding service to The Academy. The awardee shall be introduced at the general assembly of the annual meeting.

Section 3. Distinguished Scholar Award. The Council may select and honor one Academy member each year for his or her outstanding scholarship. The awardee shall be introduced at the general assembly of the annual meeting.

Section 4. Any additional awards or honors must first be approved by the Council.

4. BUDGET AND FINANCES

Section 1. The Budget Committee approves major appropriations and other budgeted items. Approved incidental expenses and payment in excess of amounts shown as a line item in the budget may be authorized by a two-thirds vote of the Council. New appropriations, major budget revisions, or changes in allocation of income may be made by the Budget Committee at any Academy meeting, with 15 day notice and a majority vote.

Section 2. The Academy shall use a fiscal calendar, commencing June 1 and ending May 31.

Section 3. The Executive Director, Foundations chair, and Treasurer shall seek input from Academy members (especially committee and section chairs) prior to developing the tentative budget.

Section 4. All budget requests should be sent to the Executive Director at least 15 days in advance of the posted date for the Budget meeting.

Section 5. The Treasurer is authorized to issue checks in payment of bills submitted by officers or committees for which provision has been made in the budget for that fiscal year or which have been approved by the Council. The Council must have approved payment of amounts in excess of the line item in the budget. The Council must have approved transfers from one line item or account in the budget to another.

Section 6. Income from The Academy Foundation funds is to be used primarily for the support of research by members of The Academy, including publication of research reports, monographs, and administrative expenses associated with these activities. The Budget Committee makes allocations of trust income. All or any part of the income for any given year may be applied to any purpose other than research with the approval of the Budget Committee.

Section 7. On recommendation of the Finance Committee, the Council shall determine the amounts for which officers or committees having responsibility for the custody of funds or investments of The Academy shall be bonded.

Section 8. Reimbursement for Academy related mileage for officers, committee members, or other agents of The Academy, when authorized, shall be equal to the rate of thirty cents per mile. Other expenses related to Academy business may be paid if approved by the Budget Committee. Any such reimbursement must have approval by the appropriate officer or chair with responsibility for that line item in the budget.

Section 9. The Council shall determine the compensation for paid positions, with the actual allocation by the Budget Committee.

Section 10. The Academy is obliged to provide Form 1099 to the Internal Revenue Service for all persons receiving \$600 or more per annum from The Academy. Any monies paid to an individual, unless that person is a degree candidate, is considered taxable income. The individual, not The Academy, is responsible for any tax obligation resulting from payment for services rendered.

Section 11. The Council shall determine registration fees for Academy meetings. In determining registration fees, special consideration shall be given to certain classes of membership and to members when non-members are allowed to participate.

Section 12. While The Academy may seek competitive bids for services rendered, it is not compelled to accept the minimum bid.

Section 13. The Treasurer (as chief fiscal officer of The Academy) shall establish a checking account in a convenient bank for management of cash flow to pay bills as submitted. When necessary, the Treasurer shall request funds from the Foundation; said funds having been previously appropriated and subsequently held as investment income to maximize revenue.

Section 14. The Year End Financial Report, produced by the Treasurer, shall be published in the *Proceedings*.

Section 15. The Past Presidents Fund shall be used for special projects as determined by the Budget Committee.

5. CODE OF ETHICS

It is expected that each member of The Academy shall adhere to the following standards. Members shall:

1. Represent the best interests of the organization, and not favor special interests inside or outside The Academy.
2. Never present themselves as an Academy representative inappropriately nor exercise more authority than is assigned.
3. Not use ones position or authority for personal advantage, nor for the advantage of friends or supporters.
4. Not solicit or accept gifts if it can be reasonably inferred that the gift is intended to influence action or judgment.
5. On behalf of The Academy, not carry on propaganda or otherwise attempt to influence legislation, or participate, by publication or circulation of statements or other intervention, in any political campaign for any candidate for public office.
6. Abstain from debate or voting in matters that would directly or indirectly benefit oneself, family or associates.
7. Keep confidential information confidential.
8. Not use Academy property for non-Academy activities unless specifically authorized by the Council.
9. Not lend any Academy income or assets.
10. Not authorize or pay any compensation, in excess of a reasonable allowance, for salaries or services rendered.
11. Not sell or dispose of any Academy assets without authorization.
12. Not engage in any transaction that results in a substantial diversion of Academy income or assets to a person who has made a substantial contribution to The Academy.
13. Not sell or give away any Academy property for less than adequate compensation and then only when empowered to do so.
14. Not offer the services of The Academy without authorization from the Council.
15. Not knowingly provide false information, unjustly denigrate members, or in any way impede the functioning of The Academy.
16. In all matters concerning The Academy, follow generally accepted guidelines concerning proper conduct both in Academy sanctioned activities and when representing The Academy elsewhere.
17. Act and conduct business according to the guidelines provided by the current Bylaws and Operating Policies and, if not specifically listed, according to the current edition of *Robert's Rules of Order*.

6. CONFLICT-OF-INTEREST POLICY

The members of The Academy Council and committees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction on acceptable standards.

An actual or potential conflict of interest occurs when a Council committee member is in a position to influence a decision that may result in personal gain or gain for a relative or acquaintance as a result of The Academy's business dealings.

No presumption of a conflict is created by the mere existence of a relationship with someone outside the Academy. However, if a Council or committee member has any influence on any material business transactions, it is imperative that he or she discloses to the President or Executive Director of The Academy as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. In the event the President is in this situation he or she will disclose to the Executive Director of The Academy.

Personal gain may result not only in cases where a Council or committee member, or a relative or acquaintance same, has a significant ownership in a firm with which the Academy does business, but also when the aforementioned individual receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving The Academy.

Each Council and committee member with Academy delegated powers shall annually sign a statement that affirms such person:

- a. has received a copy of the conflict-of-interest policy,
- b. has read and understands the policy,
- c. has agreed to comply with the policy, and
- d. understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

7. DOCUMENT RETENTION AND DESTRUCTION POLICY

Section 1. Purpose. In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by the Indiana Academy of Science (The Academy) in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate The Academy's operations by promoting efficiency and freeing up storage space.

Section 2. Document Retention. Those individuals elected to office or appointed to a committee chairmanship are responsible for keeping records of their assignments and activities and giving those records to their successors. Those records should be returned to The Academy if the member leaves office. If an individual resigns, all the documents entrusted to him or her at the same time as the resignation letter. Should the individual be unable to return the documents in person, they should be forwarded to the Executive Director by certified mail with a return receipt.

The Academy follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Corporate Records

Articles of Incorporation	Permanent
Bylaws	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years/Permanent
Council Meeting Documents and Minutes	Permanent
Council Motions and Resolutions	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
Operating Policies	Permanent
State Sales Tax Exemption Letter	Permanent

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Business Expense Records	7 years
Cash Receipts	3 years
Credit Card Receipts	3 years
General Ledgers	7 years/Permanent
Invoices	7 years
IRS Form 1099	7 years
IRS Form 990 Tax Returns	Permanent
Sales Records (publications and registration)	5 years
Travel Vouchers & Reimbursements	7 years

Bank Records

Bank Deposit Slips	7 years
Bank Statement and Reconciliation	7 years
Check Registers	7 years/Permanent
Fund Transfer Documents	7 years

Donor and Grant Records

Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion

Legal, Insurance, and Safety Records

Copyright Registrations	Permanent
General Contracts	3 years after termination
Insurance Policies	Permanent

General Academy

Ballots	1 year
Evaluations	7 years
Lists of Members	Permanent

Section 3. Electronic Documents and Records. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If an agent of The Academy has sufficient reason to keep an email message, the message should be printed and the hard copy kept in the appropriate file. It is recommended that the

document also be moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Section 4. Emergency Planning. The Academy’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping The Academy operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Section 5. Document Destruction. The Academy’s Executive Director, by order of the Council, will destroy documents that have met the required retention period, and will oversee their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Section 6. Compliance. Failure to follow this policy can result in possible civil and criminal sanctions against The Academy and its members and possible disciplinary action against the responsible individual(s). The President and Executive Director will annually review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

8. ELECTIONS

Section 1. Nominees. The Nominations/Elections Committee shall call for suggestions for nominees for offices to be filled at the next election from the membership by a timely notice in the Newsletter, and prepare and distribute a ballot. Nominees may be presented unopposed unless there are additional legitimate nominations from the membership. Members of The Academy may nominate any qualified Academy member for any elective office to be vacant the following year, by a petition signed by at least 10 non-student Academy members in good standing. This petition must be accompanied by a letter from the nominee indicating willingness to serve. Members are prohibited from being nominated for more than one office during the same election period. Every third year the nominee for President shall be a physical scientist (the other years a biologist).

Section 2. Ballots. Ballots for electronic submittal may be posted to the secured Indiana Academy of Science website. Once the general membership has been notified that it is time to vote this privilege will be available for a period of 30 days.

Section 3. Results. The Webmaster shall inform the Nominations and Elections Committee and the Executive Director, or other designated Academy member(s), of the votes posted on the website. A winning nominee for each position shall be determined by a majority vote of the ballots received. In the event of a tie vote for any position, the tie shall be resolved by vote of the eligible members attending the annual meeting. The results of the election shall be reported by the Secretary at the annual meeting and subsequently in the Academy newsletter and website. The total votes cast or percentage of membership who voted may be noted, but not the number or percentage of votes a candidate receives.

Section 4. Terms. The term for each office or position is listed in the Bylaws. The website shall have a list of all positions and, if other than a one-year appointment, the year the incumbent’s term ends. The start date for newly elected officers shall apply also to newly elected committee members. (Amended February 20, 2012)

9. EVALUATIONS

1. All paid positions will be evaluated. Moreover, there shall be a periodic review/evaluation of the whole organization, including the unpaid individual positions and committees.
2. These evaluations should occur so as not to constrict or impede regularly occurring business, activities or special events.
3. The evaluation should occur prior to any contract renewal or reappointment.
4. The Council, a subset of the Council, or special committee created by the Council shall conduct the evaluation.
5. This evaluation is intended as much as a helpful endeavor (for that position and individual) as it is for fact finding.
6. A confidential short written report of the evaluation, with all the particulars (who, when, where, what, why) shall be placed in the archives.

10. EXECUTIVE DIRECTOR

Section 1. Appointment and Term

1. Special committee made up of 3 persons appointed by the President shall makes recommendations to the Council.
2. Recommendation presented to the Council for approval
3. Up to a 3-year running term, renewable w/o limit on number of terms
4. Contract period begins June 1

Section 2. Authority and Eligibility

1. Work with and for the President and Council
2. General oversight of the day to day Academy operations; consulting the Council, then through the President, if and when necessary—always with respect to legal and delicate issues, policy, emergencies, and/or special expenditure
3. Ineligible to vote, receive IAS grants or royalties, or to concurrently hold elected office in The Academy
4. *Ex officio* member of all Academy committees; should receive notice of all committee meetings/activities, as well as a copy of the agenda and summary of actions/discussion

Section 3. Duties

Daily functions; grow the Academy; discover and help meet the needs of members and offices

1. Membership
 - a. Site visit to all state colleges & universities at least once every two years
 - b. Dues notifications and accounting
2. Website
 - a. Assist the webmaster as necessary
 - b. Primary responsibility for Directory information
 - c. Keep list of important dates and deadlines current
3. Develop budget (in concert with the Foundation representative, President and Treasurer)
4. Assist all new, incoming, and current Council members, and others positions as necessary, become familiar with their responsibilities
5. Assist President in preparing and distributing Council meeting agenda and directions
6. Assist President & Council for all vacant positions and appointees
7. Organize and direct Science and Society activities
8. Organize and manage the annual meeting, including the compilation of abstracts and the production of the abstract booklet
9. Public relations
 - a. Contact local and state media when appropriate (e.g., upcoming events, honors, major find or discovery, etc.)

- b. Update, maintain and utilize the Academy travelling exhibit
 - c. Determine member expertise and maintain a list of those willing to be interviewed or to speak on specific subjects
 - d. Represent IAS at select events and meetings (including some memorials)
- 10. Provide summaries and historical background information as necessary
- 11. Development – explore opportunities to generate and acquire additional funding (i.e., grants, gifts, etc.)
- 12. Assist sections and section chairs as necessary (e.g. mailing list)
- 13. Oversee research grant eligibility and online database
- 14. Archives
 - a. Procure materials (documents and images)
 - b. Organize holdings (chronology and subject)
 - c. Preservation activities (digital and hardcopy)
 - d. Mine for information, as possible
- 15. In consultation with the President, serve as liaison between the Academy and national, state, and local government bodies and offices, including
 - a. Relationship with State agencies, especially the State Library
 - b. AAAS representative (including attendance at annual AAAS meeting)
- 16. Develop and explore opportunities for relationship/partnership with other organizations
- 17. Work closely with the Parliamentarian to insure Bylaws and Operating Policies are in order and followed
- 18. Draft and/or review contracts, as appropriate
- 19. Promote short-term, long-term, and contingency planning
- 20. Keep the President and Council apprised of activities, and provide quarterly and annual summary of activities and accomplishments
- 21. Provide summary of expenses to Treasurer within first five days of each month
- 22. Other duties and responsibilities as assigned by the President and/or Council

11. FOUNDATION

The Investment Income Account shall contain a minimum of \$100,000 above the annual appropriation approved by the Budget Committee as a reserve or “rainy day” fund.

Meetings with investment advisors on a semiannual basis.

12. MEMBERSHIP AND PRIVILEGES

Section 1. Dues for the various classes of membership shall be determined annually by the Council and shall be as follows:

Member: \$50.00

Sustaining Member: \$75.00

Student Member: \$25.00

Emeritus Member: \$25.00

Life Member: \$750.00

Institution Member: \$50.00

Corporation Member: \$250.00

Annual dues are based upon the calendar year. Dues paid in the last quarter of a year shall be applicable to the next calendar year. No prorated payments are allowed.

Section 2. A student discount in the amount of 50 percent of the annual dues for a regular member will be awarded to student members.

Section 3. Annual dues billings for the coming year shall be sent to members in October and November. A final billing shall be sent to members in December. (The membership year begins January 1.) Persons who have not renewed their membership by December 31st shall be dropped from the membership rolls with the resultant loss of IAS website login privileges. Should those delinquent decide to pay dues after December 31st, they will logon as new members to secure an Academy membership. (Amended December 19, 2011)

Section 4. Each member, as well as each sustaining, life, honorary, corporate, or institutional member, is entitled to one copy of the *Proceedings* published in the year for which they pay dues. Once the switch is made to a digital journal, hard copy will be available at cost and for those members who have signed up in advance.

Sections 5. Members in good standing will be: afforded discount rates for all Academy functions and publications, eligible to publish in the *Proceedings* without fee (unless special options are requested), entitled to apply for Academy grants, and provided login privileges on the Academy website.

Section 6. Under no circumstance will The Academy membership be shared with another organization, nor will the membership list be made available for compensation.

13. MISSION STATEMENT

The Indiana Academy of Science (founded in 1885) is a non-profit organization dedicated to promoting scientific research and diffusing scientific information; to encouraging communication and cooperation among scientists and to improving education in the sciences.
(Amended November 12, 2011)

14. PUBLICATIONS

Section 1. Abstract Booklet. The production of the annual meeting program and abstract booklet shall be the responsibility of the Executive Director.

Section 2. Advertisement. The Publications Committee or the Council must first clear any advertisement or promotional posting.

Section 3. Books and Special Publications. Commitment to publish a book requires approval by the Publications Committee and the Council, and allocation of adequate funds by the Budget Committee. The Special Publications Editor shall strive to make publications technically accurate and of high quality. The production coordinator should carefully consider the market before suggesting a pressrun. The pressrun should be a committee decision considering both unit cost and storage. The discount afforded members shall be approximately one-third of the retail price. The standard author royalty shall be 25 percent of net, or a mutually acceptable quantity of book, or a combination, with payment made annually at the end of the calendar year. Advance against royalties are not to exceed 50 percent of the estimated total (assuming the sales of all stock at 75 percent of retail).

Section 4. Library. The Academy librarian is authorized to use copies of the *Proceedings*, books and special publications as exchange items in order to build the holdings of The Academy library.

Section 5. Membership Directory. The directory shall be available only to members in good standing. This information will under no circumstances be made available to other individuals or organizations. The primary membership directory database will reside on a secure Academy

website. A hard copy shall be made available to all officers, committee chairs, and appointed positions. Other Academy members may request a hardcopy at the time they join or renew their membership, or subsequently by contacting the Executive Director. These copies will be available at the cost of production and distribution.

Section 6. Newsletter. Four issues of The Academy newsletter shall be produced annually. Distribution shall be by posting on The Academy website. The newsletter will contain the following information: (1) call for nominations, (2) all official Academy notices, (3) listing of all grants awarded (researcher, title, school, amount of award), (4) profiles of candidates for Academy offices/positions, and (5) any announcement or notices relating to The Academy or other information that the editor deems of interest to the membership.

Section 7. Proceedings. There are no page charges but at least one author must be a member of The Academy. Two issues of the *Proceedings* shall be published annually. The Editor of the *Proceedings* shall be the lead in selecting and dealing with the publisher, as well as posting online an updated list of Instructions for Authors.

Section 8. Website. The Webmaster shall make certain that The Academy website is secure, and shall, in a timely manner, post information deemed necessary and appropriate to the membership. The Bylaws and Operating Policies shall be posted on the website. The website shall also include a list of those holding office or serving on a committee, along with the year the term ends for those with multi-year positions. Administrative access to the website shall be limited. Only the Webmaster, Executive Director shall have full access. Others entitled to specific access privileges include the Research Grants Committee chair, *Proceeding* editor, Newsletter editor, and editor of special publications and books. Special access privileges shall be removed within 30 days after vacating the position.

15. RESEARCH GRANTS

SENIOR GRANTS

Section 1. Eligibility. *Applicants must be affiliated with a not-for-profit organization* usually as an employee or faculty-sponsored student. Individuals meeting either of the following criteria are eligible to apply for an Academy research grant.

- Member in good standing during the preceding year and at the time of the application
- Any currently enrolled graduate or undergraduate university or college student sponsored by a member of the faculty who is eligible to apply for a grant. Grants to students are made to the applicant's organization for use by the student on the condition of faculty sponsorship. For this reason, the award will be made in the faculty member's name and that sponsor will be responsible for insuring that all conditions of the grant are met.

Check the Research Grants portion of The Academy website for application procedures. The Executive Director shall be responsible for receiving all grant applications, determining eligibility and reporting this information to the chair of the Research Grants Committee in a timely manner. Failure by the applicant to follow the procedures may result in the application being rejected without review.

Section 2. Preference will be given to:

- Members in good standing who have never previously applied for or received a research grant from The Academy
- Proposals from researchers with a demonstrated record of involvement with The Academy, especially attendance and presentation at the annual Academy meeting

- Researchers with limited access to major national funding, and where the modest sums available through The Academy may permit the initiation or continuation of an investigation
- Projects of potential special value for the State of Indiana
- Projects with an investigative period of one year
- Well written applications that provide clear and compelling detail and descriptions at a level understood by the widest range of scientists
- Projects that contribute directly to the education of Indiana student scientists, and that involve undergraduate and graduate students directly in the investigation

Section 3. Awards. There shall be two award periods each year, one in the spring and one in the fall. There shall be two classes of awards (regular and Wright grants). The committee shall determine the number of regular grants, and the maximum award per grant shall not exceed \$3,000. The two Wright Grants (one to biological science and one to physical science) may be awarded in the fall, shall not exceed \$10,000 each.

Section 4. Budget. The Budget Committee shall determine the total allocation. The Research Grants Committee shall make certain that funds are available for both the fall and spring award periods. The reimbursement rate for approved research travel shall be \$0.25 per mile. The following are NOT eligible:

- Travel outside of Indiana
- Road-side housing and food for transitional travel
- Funds to attend meetings (travel, lodging or registration)
- Publications costs
- Support of institutional administrative or overhead/indirect costs
- Pedagogical research
- Purchase of computers or computer time
- Wages and salaries for applicants and sponsors

Section 5. Compliance. The conditions for each grant include:

- a. filing a final report with the Executive Director;
- b. citing The Academy as a source of funding in all publications and reports; and
- c. presentation of the research at the annual meeting of The Academy, OR a poster displayed at the annual meeting of The Academy, OR submitting the results for publication in the *Proceedings* of The Academy.

Failure to meet the aforementioned conditions will cause the researcher (including the sponsor of the grant) to be ineligible to apply for, or receive, another Academy grant for three consecutive years, or until the conditions are met. The Executive Director shall be responsible for maintaining the research grants database and keeping track of compliance.

Section 6. Authorization. As awards will be made to the parent organization, each application must be signed by the organization's official with the authority to approve the request (e.g., President, Chief Academic Officer, College or University Research Officer, etc.) and commit the institution to the conditions of the award.

Section 7. Guidelines. The Committee shall maintain an updated list of Guidelines, Procedures and Rules on the Academy website. The deadlines shall be established and prominently posted in advance.

Section 8. Committee composition.

JUNIOR GRANTS

IAS Junior Research Grants of up to \$300 are available to students in grades 9-12 who are seeking funding for independent projects. Proposals should include an abstract, introduction with a clearly stated problem and hypotheses, methods, significance of the research, detailed budget, literature cited, and an application form. Students should submit six copies of their grant applications to the Chair of the Junior Research Subcommittee by October 26. A five-member committee reviews the proposals and selects those that will be funded at the requested or reduced amounts. The chair of the Junior Research Grants Subcommittee will notify all grant proposers of the committee's decisions by mid-December. Within one year of acceptance, funded students are required to submit a Final Report indicating their results and where they presented their projects. Application forms and guidelines for writing proposals are available on the Academy website, www.indianacademyofscience.org, under Research Grants.

16. SECTIONS

Section 1. The approved Sections of The Academy are: Anthropology/Archaeology, Botany, Cell Biology, Chemistry, Earth Science, Ecology, Environmental Engineering, Environmental Quality, Microbiology/Molecular Biology, Physics/Astronomy, Plant Biodiversity/Systematics, Science Education, and Zoology/Entomology. (Amended November 10, 2012)

Section 2. Only those sections (disciplines) that average at least ten papers per year for a three-year period will be considered for meet alone status at the annual meeting. Sections may be combined to maximally utilize the available space and to reduce bureaucracy (chairmanships) within The Academy. The Executive Director, in consultation with the section chair(s), will determine the arrangement of sections and the order of papers at the annual meeting.

Section 3. Section chairs shall notify all section members of a call for papers at least 90 days in advance of the annual meeting. A list of members (sortable by discipline/expertise) is available on the website. The Executive Director shall provide contact information, including email addresses and mailing labels, upon request.

17. WHISTLEBLOWER POLICY

Section 1. Purpose. In keeping with the policy of maintaining the highest standards of conduct and ethics, The Indiana Academy of Science (The Academy) will investigate any suspected fraudulent or dishonest use or misuse of The Academy's resources or property by members or associates. Members are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

Section 2. Reporting. A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to The Academy President or Secretary. If, for any reason, a person finds it difficult to report his or her concerns to one of these individuals then the person may report the concerns directly to another Academy officer or the Executive Director.

Section 3. Definitions

A. Baseless Allegations. Allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by The Academy, and/or legal claims by individuals accused of such conduct.

B. Fraudulent or Dishonest Conduct. Defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include:

- Forgery or alteration of documents

- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of The Academy's Conflict-of-Interest Policy
- Misappropriation or misuse of The Academy resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

C. Whistleblower. An individual who alleges or informs The Academy about an activity relating to The Academy that that person believes to be fraudulent or dishonest.

Section 4. Rights and Responsibilities

A. Investigation. All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

B. Whistleblower Protection. The Academy will protect whistleblowers as defined below:

- The Academy will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that The Academy can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- Members of The Academy may not retaliate against a whistleblower. Whistleblowers who believe that they have been retaliated against may file a written complaint with The Academy Council. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if the allegation of retaliation is substantiated. This protection from retaliation is not intended to prohibit individuals from taking legal action. Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

18. YOUTH ACTIVITIES

The responsibilities of the Youth Activities Committee shall include:

Section 1. Science Talent Search.

The Indiana Academy of Science Talent Search is a competition aimed at identifying students with the potential to become creative scientists, engineers, and mathematicians. Rising high school juniors and seniors are encouraged to submit research papers in early June for evaluation by five scientists and mathematicians representing colleges and universities in Indiana. Students submitting the twelve highest ranked research papers and their teacher-sponsors are invited to a further competition held where they are interviewed individually by the panel of judges and, later, they are interviewed about their science fair displays. Finally, the twelve students are ranked and honored at an awards luncheon where the following recognitions are presented.

- The two first place winners and their teacher-sponsors are awarded trips to the American Junior Academy of Science, sponsored by the National Association of Academies of Science

and the American Junior Academy of Science. The organizations hosting this national event are affiliates of the American Association for the Advancement of Science (AAAS) and the National Association of Academies of Science (NAAS).

- The second place winner receives a \$600 scholarship to be used at an Indiana college or university
- The third place winner receives a \$300 scholarship to be used at an Indiana college or university
- Each of the twelve finalists receive a \$50 stipend to help defray the cost of his/her research project
- One male and one female finalist receive one-year honorary memberships in the American Junior Academy of Science and a one-year subscription to *Science*

Section 2. Junior Grants. (Refer to Research Grants)

Section 3. Indiana Junior Academy of Science.

The Indiana Junior Academy of Science (IJAS) meeting and competition is held each fall. IJAS is designed to encourage high school students to pursue an interest in science study and careers. Indiana high schools register to participate in the program, and science teachers accompany their students to the competition.

Competitions and events at the fall meeting include:

- Outstanding Junior Scientist Competition - The purpose of this competition is to recognize students who are exemplary in overall scholarship as well as scientific ability and achievement, and to recognize among those students one student as most outstanding. Two students may be nominated from each school.
- Research Paper Presentation Competition - This competition provides an opportunity for students conducting original scientific investigations to present their work publicly and to receive recognition for their achievement.
- Issues Competition - The Issues Competition recognizes students with the ability to cogently and persuasively present their opinions on a specific scientific issue.
- Problem-Solving Exam - The exam provides delegates a fun yet meaningful exercise and is an opportunity to recognize both students and schools that excel in science.
- Science Olympiad Event - One Science Olympiad event is chosen each year and is posted in early September. Students have two months to prepare and compete.

Section 4. Other Activities

Specialized tours and demonstrations of some of IU's world-renowned research facilities are a tradition.

Recognition

- All students receive a certificate of participation.
- Outstanding Junior Scientist
 1. The top ten (10) finalists will receive a \$25 cash award.
 2. The first and second runners-up will receive a plaque.
 3. The Outstanding Junior Scientist will receive a plaque and a \$1,000 scholarship. The scholarship may be used at any College or University within the state of Indiana.
- Research Competition

1. The twelve finalists will receive a cash award of \$25.00.
 2. The three highest scoring research presentations will receive plaques.
 3. The overall winner will receive a plaque and a \$1,000 scholarship. The scholarship can be used at any College or University within the state of Indiana.
- Issues Presentation
 1. Finalists will be recognized and each will receive a certificate.
 2. The top two students will receive a plaque.
 - Problem Solving Exam
 1. Recognition of the top two (2) schools with the highest combined scores of their two delegates.
 2. Certificates to the five (5) students with the highest individual scores.
 3. Plaques will be awarded to the students achieving the two highest scores.
 - Science Olympiad Competition
 1. Top two teams will receive certificates.
 2. First place team will receive plaques.

19. MISCELLANEOUS POLICIES

Approval of Council Minutes

The Secretary shall email minutes requiring Council approval following Council meetings. The Council shall respond with any recommended changes to the minutes within 30 days of receipt. After 30 days, if there are no substantive changes, the minutes will be considered "approved" and published on the website. If substantive changes are recommended, then edited minutes with the changes will be recirculated to the Council; if no further changes are recommended, then after 30 days the minutes will be considered approved. (Amended: January 15, 2013)

Council Vote by Email

From the day in which a vote is requested of the Council, the Council shall take no fewer than 4 days to discuss; the vote will be taken on the 5th through the 10th business days, unless otherwise instructed. (Amended May 1, 2012)

20. APPENDIX

CONFLICT-OF-INTEREST DISCLOSURE STATEMENT

Initial in the space at the end of Item A or complete Item B, whichever is appropriate; complete the balance of the form; sign and date the statement; and forward it to the Executive Director.

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and The Academy on the other. Initials: _____

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and The Academy on the other. Initials:

Corporate (either nonprofit or for-profit) directorships, positions, and employment:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time:

I have read and understand the Indiana Academy of Science Conflict-of-Interest Policy and agree to be bound by it. I will promptly inform The Academy President or Executive Director of any material change that develops in the information contained in the foregoing statement.

Type/Print Name

Signature

Date