AAAS Section Governance Manual

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
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Last update: 3/6/2017

The governance manual will be updated and distributed annually after the conclusion of the Annual Meeting.
RESPONSIBILITIES OF SECTION LEADERS

Responsibilities of Section Secretary

The work of each AAAS section is accomplished by a Section Committee headed by a Section Secretary who serves as an administrative officer of the Association. The Section Secretary is appointed by the Steering Group of the Section Committee for a four-year term. There is no restriction on the number of terms a Secretary may serve.

Section Secretaries are a vital link to their disciplinary areas through their sections and to the affiliated organizations which participate in AAAS activities, through representation on AAAS Section Committees.

Section Secretaries help coordinate the section’s input on experts in their field, collects input and provides responses on behalf of the section, and oversees section participation in Annual Meeting sessions.

A long-standing responsibility of a Section Secretary is to help recruit sectional contributions to the Annual Meeting of the Association. Two or more Section Secretaries may, and frequently do, propose interdisciplinary symposia for such meetings. In program planning, close coordination with the AAAS Meetings Department is essential and attendance at the program planning session at the Annual Meeting is encouraged. From the first consideration of themes or concepts through the completion of the program, the Association benefits from the Section’s knowledge of the cutting edge of their disciplines, the best-qualified spokespersons, and the state of the art in areas of current concern.

Other duties of a Section Secretary include:

- Responsibility for the AAAS Fellow nomination and review process carried out by the Steering Group of the Section Committee (coordinated by the Executive Office).

- Arrangement of a business meeting of the section during the Annual Meeting (through the Meetings Office).

- With the Meetings Office, coordination of the Section Committee review of session proposals and sponsored symposia for the Annual Meeting, which may include sessions developed by the section and other sessions of significant disciplinary interest to the section’s members.

- Coordination of speaker support for sessions of interest to the section.

- Oversight of the section budget.
The preceding responsibilities are the fundamentals of the Section Secretary's role. In addition, the Secretary should consult and work closely with the Retiring Chair, Chair, and Chair-Elect, and involve them in the work of the section. Communication with representatives of affiliated organizations, to solicit their suggestions and participation, is highly desirable in order to make affiliation meaningful. The editor of Science is receptive to suggestions from the section officers for topical articles and outstanding authors. In short, the Section Secretaries should understand that they have a strong role in the affairs of the Association.

The Section Secretaries do not receive salaries, but they do control their section's budget provided by AAAS for the purposes of:

1. defraying the expenses of young scientists and speakers who could not otherwise participate in the section's sponsored symposia at the Annual Meeting;
2. providing refreshments and audiovisual equipment at the annual section business meeting; and
3. offsetting section costs for telephone, postage, photocopying, and other general office expenses.

The amount budgeted for each section is determined by the Office of Finance and Administration. Arrangements for allocating these funds and requests for reimbursement should be made through the Executive Office. It is mandatory that Section Secretaries request reimbursement of expenses in the same year in which the expenses occurred. Unused funds in the amount of one year's allotment may be carried over to the following year's budget.

AAAS will send each Secretary a regular accounting of their section budget. In turn, the Secretary is responsible for keeping his or her section officers apprised of the status of the budget. The Secretary is also responsible for maintaining expenditure records.

Expenses incurred for section officers' travel to the Annual Meeting do not come out of the section budget. (Section officers are current secretaries, retiring chairs, chairs and chairs-elect.)

Expenses incurred by the Secretary in attending the Annual Meeting are reimbursed by the Association as follows: round-trip, non-refundable economy coach class airfare (or rail fare), purchased at least 14 days in advance; ground transportation from home to airport (or train station), from airport (or train station) to hotel, and return; single standard room/tax rate for up to four (4) nights in a hotel at the AAAS negotiated rate; and reimbursement for meals for up to four days, at the GSA-approved per diem rate for the city in which the Annual Meeting is taking place.
Responsibilities of the Section Chair-Elect, Chair and Retiring Chair

The Section Chair serves a three-year term – the first year as Chair-Elect, the second year as Chair, and the third year as Retiring Chair. During all three years, he or she serves as a member of the Section Committee of his or her section and of the Section Committee's Steering Group (see below). Attendance at both the section business meeting, as well as the general section officers’ meeting (both taking place during the course of the Annual Meeting), is expected during all three years.

The Chair-Elect, in addition to attending the Section Committee's business meeting and general section officers’ meeting, is expected to attend the planning session, held near the end of the Annual Meeting, for the following year's Annual Meeting.

The Chair presides at the Section Committee's business meeting held at the Annual Meeting, attends the Annual Meeting planning session, chairs the Steering Group, and, in the event of a vacancy on the Electorate Nominating Committee, appoints a replacement.

The Retiring Chair serves as a member of the AAAS Council, representing the Section Committee, and is expected to attend the Council meeting. If the Retiring Chair is unable to attend, he or she is requested to inform the Executive Office so that a substitute can be appointed.

The Retiring Chair also serves as an *ex officio* member of the corresponding Electorate Nominating Committee (ENC). As an ENC Member, he or she is responsible for identifying the needs of the Steering Group (usually in consultation with the Section Secretary) and sharing that information with ENC colleagues to help strategically select candidates for the Chair-Elect, Member-at-Large, Electorate Nominating Committee and Council Delegate positions for the AAAS annual election.

Those are the minimal responsibilities, but the opportunities are open-ended. The Chair-Elect, Chair, and Retiring Chair should take active roles in cooperation with the Section Secretary in (a) identifying opportunities for the active involvement of affiliated organizations in the affairs of the section, including lively symposia at Annual Meetings; (b) identifying broad issues in science of interest to the section and to the association overall; and (c) commenting to the Chief Executive Officer, the Board Chair, or the Chair of the Committee on Council Affairs on the operations and priorities of the Association, including worthwhile new initiatives deserving consideration in future planning.

Expenses incurred by the current Chair-Elect, Chair, and Retiring Chair in attending the Annual Meeting are reimbursed by the Association as follows: round-trip, non-refundable economy coach class airfare (or rail fare), purchased at least 14 days in advance; ground transportation from home to airport (or train station), from airport (or train station) to hotel, and return; single standard room/tax rate for up to four (4) nights in a hotel at the AAAS negotiated rate.
(for participants living farther than 25 miles from the meeting site); and reimbursement for meals for up to four days, at the GSA-approved per meal rate for the city in which the Annual Meeting is taking place.

**Responsibilities of Members-at-Large**

Each Section Committee has four Members-at-Large who serve four-year terms. Their minimal responsibilities are to serve as members of the Section Committee and of the Section Committee's Steering Group.

However, it is hoped that the Members-at-Large will do more. They should actively assess the performance of the section as a whole and its role in the Association, with a view to finding ways to involve a reasonable percentage of the section's members in useful, professional interaction. They can urge the section officers to establish working panels on interdisciplinary subjects from time to time. They can be helpful to the Chief Executive Officer by suggesting approaches to increasing the membership of the Association and can assemble nominations of prospective members in the field covered by the section. In general, they can make their term of service count.

With regard to attendance at AAAS Annual Meetings, Members-at-Large are encouraged to seek funding from their own institutions. Unfortunately, AAAS cannot cover their travel expenses. However, AAAS does offer the Members-at-Large deeply discounted rates on registration. Information for how to register at these rates will be sent to the Members-at-Large a few months ahead of the Annual Meeting. If in attendance, Members-at-Large are strongly encouraged to attend their section's business meeting.
Responsibilities of Council Delegates

Council delegates serve three-year terms; they may serve a maximum of two consecutive terms. In addition to serving as members of the Council, the policy-making body of the Association, delegates from the Electorates serve as members of the Section Committee of the Section corresponding to their Electorate. Council delegates are also eligible for election by the Council to the Committee on Council Affairs, the steering committee of the Council.

The Council meets once a year, at the time and place of the Association’s Annual Meeting. If the Council Delegate is unable to attend, he or she is requested to inform the Executive Office so that a substitute can be appointed. Agenda and related materials are emailed by the Executive Office in advance of the meeting. During intervals between meetings, the Council is asked to participate in reviewing and electing AAAS Fellows; electing CCA members; and other urgent matters of Council business.

The following expenses incurred in attending the Council meeting are reimbursed by the Association: round-trip, non-refundable economy coach class airfare (or rail fare), purchased at least 14 days in advance; ground transportation from home to airport (or train station), from airport (or train station) to hotel, and return; single standard room/tax rate for up to four (4) nights in a hotel at the AAAS negotiated rate (for participants living farther than 25 miles from the meeting site); and reimbursement for meals for up to four days, at the GSA-approved per diem rate for the city in which the Annual Meeting is taking place. Specific information regarding reimbursable expenses will be sent to Council delegates prior to the Annual Meeting.

Section Committees hold business meetings during the AAAS Annual Meeting; information is sent to Council delegates in advance. Attendance at the section business meeting is expected.

The powers and responsibilities of the AAAS Council include the following:

(a) Review all programs of the Association, including meetings and publications, and propose actions to the Board of Directors.

(b) Appoint and supervise committees and commissions to aid the Council in the discharge of its responsibilities and terminate such committees and commissions as appropriate.

(c) Provide for the organization of the Association into Sections.

(d) Provide for the apportionment of the Association into Electorates.

(e) Authorize the establishment of regional and local organizations of the Association and approve the bylaws and amendments thereto.
(f) Establish the criteria for affiliation and elect organizations as affiliates of the Association.

(g) Elect Fellows from among the members of the Association

(h) Propose to the members of the Association the recall of elective members of the Board of Directors.

(i) Adopt resolutions and statements on matters affecting the Association.

(j) Propose amendments to the Constitution and amend the Bylaws.

Responsibilities of the Electorate Nominating Committee

Each Electorate has an Electorate Nominating Committee (ENC) consisting of six elected members who serve three-year, nonconsecutive terms. Each year, one of the two senior ENC members will serve as the committee chair, chosen at the discretion of the corresponding Section Steering Group Chair. The Retiring Chair of the corresponding Section Steering Group serves as an ex officio (and seventh) member. The ENC annually selects slates of candidates for the following positions:

(a) Section Chair-Elect,
(b) Member-at-Large of the Section Committee, and
(c) Members of the Electorate Nominating Committee.
(d) Every third year the Committee also selects a slate of candidates for the position(s) of Council Delegate(s) of the Electorate.

The Committee is strongly encouraged to work together to strategically select appropriate members to run for the above positions. Diverse nominations, including a fair representation of women, minorities and persons with disabilities, are encouraged, as are nominations that represent diversity in discipline, institution and geographic representation. The ENC’s work is generally carried out by email or conference call during the period between March and June.
SECTION INFORMATION

Section Committees
Each Section Committee consists of:

- the officers of the section (the Chair, Chair-Elect, Retiring Chair, and Secretary)
- four Members-at-Large
- the Council Delegate(s) of the corresponding electorate
- one representative of each affiliate enrolled in the section

Under the general direction of the Section Secretary, and within the context of overall plans for scientific meetings of the Association, each Section Committee may arrange such section contributions to those meetings as it deems desirable. In addition, Section Committees are encouraged to consider undertaking special projects or other activities that contribute to the work of the Association; they may organize subcommittees for that purpose.

Section Committees hold business meetings at the time and place of the Association’s Annual Meeting.

Each Section Committee is represented on the AAAS Council by the Section Retiring Chair and the Section Council Delegate(s).

A list of all sections and their governing leaders, including contact information, may be found here: http://www.aaas.org/sections

Steering Group of the Section Committee

Each Section Committee has a Steering Group which consists of eight members: the four officers of the section (the Secretary, Chair-Elect, Chair and Retiring Chair) and the four Members-at-Large of the Section Committee. The Steering Group is chaired by the Section Chair, and its functions are:

- to take action on policy matters between meetings of the Section Committee;
- to select the section’s annual quota of nominees for election as Fellows of the AAAS (the Section Secretary is responsible for overseeing this function);
- to appoint the Section Secretary at four-year intervals; and
- to fill vacancies that may occur in the offices of Section Secretary, Section Chair, Section Chair-Elect, or Member-at-Large for the remainder of the unexpired term.
Vacancies in Section Offices

Retiring Chair: In the event of a vacancy in the position of Retiring Section Chair, the Section Chair shall represent the Section Committee at the next Council meeting.

Chair, Chair-Elect, Member-at-Large, Secretary: In the event of a vacancy in the position of Section Chair, Section Chair-Elect, Section Secretary, or member-at-large, the Steering Group shall appoint a replacement for the remainder of the unexpired term.

Council Delegate: In the event of a vacancy in the position of a Council delegate, the appropriate nominating committee shall fill the vacancy for the remainder of the unexpired term.

Electorate Nominating Committee: In the event of a vacancy on an Electorate Nominating Committee, the appropriate section Chair shall appoint a replacement for the remainder of the unexpired term.

Affiliate Representative: In the event of a vacancy in the position of representative of an Affiliate, the Affiliate shall appoint a replacement for the remainder of the unexpired term.

Appointment of Section Secretary

Secretaries are appointed for four-year terms by their colleagues on the Steering Group. There is no term limit for this position. At the end of each term, the Executive Office contacts the Steering Group officers and notifies them of the upcoming term expiration, and asks them to give careful thought as to whether they wish to ask their current secretary to stand for reappointment, or whether they wish to find a new secretary through a nomination process. Whether the current secretary stands for reappointment, or whether a new candidate is proposed, there must be a majority consensus by the Steering Group before the secretary is officially appointed.
Section Budget Information

Section Budget Formula

Currently, each section is given a flat amount of $1,500 per year, with an additional $100 for every 100 primary section members.

The section’s fiscal year begins on September 1 and ends on August 31 (unlike the Association’s fiscal year which follows the calendar year). Sections may rollover unused funds from the previous year’s allocation.

Therefore, each section budget is made up of potentially three numbers. An example is below:

Sample Section I Budget for 2016-2017

2014-2015 carry-over funds: $500
2015-2016 budget allotment: $1,500
Donations: $0

Sample Total Budget for 2016-2017: $2,000

As of August 31, 2016, if no money has been spent, Section I will begin 2016-2017 with $1,500 in carry-over funds (because $500 from 2014-2015 cannot be carried over for more than one year) and will additionally receive a new allotment on September 1 (TBD, but equal to $1,500 + $100 for each 100 members) that may be added to the carry-over funds. Donations may be carried over indefinitely and do not expire.

Please note that expenses are deducted in the fiscal year in which they are spent, not the year in which they are committed.

Policy on Overspending

If your section expenses exceed your budget in any given year, the excess amount will be subtracted from the following year’s budget allotment.
**Appropriate Uses for Section Budgets**

The budgets provided to the 24 sections come from the AAAS membership, and are provided in order to cover expenses associated with the conduct of section business and promotion of the disciplinary interests of the section. Appropriate use of the funds included costs associated with the annual section business meeting and the section’s involvement with the Annual Meeting, including:

- Logistical costs associated with the section business meeting, such as catering, audio/visual needs, photocopying, etc.
- Travel funds for speakers at the Annual Meeting (please see policy for what is reimbursable)
- Support for graduate or postdoctoral students to attend the Annual Meeting
- Events honoring the newly elected section Fellows
- Departing gifts for outgoing leadership (which should not exceed $75)
- A thank-you meal for the speakers is reimbursable (up to one meal per speaker), excluding alcohol. Guests of the speaker or additional guests’ meals are not covered. Itemized restaurant receipt showing meal charges is required.
- To defray travel expenses for the incoming chair-elect, subject to the same restrictions as travel for currently serving section officers. In order to qualify, the incoming chair-elect must attend the section business meeting.

If you would like to use funds for a purpose other than those mentioned above, please check with the Executive Office first to avoid spending money on a non-reimbursable expense.

Section officers need to coordinate decisions with respect to the use of their section budgets. Expenses charged to the section budgets must come through the section secretary, who is the officer tasked with serving as coordinator of the section’s budget.

Expenses associated with the catering/logistical aspects of the section’s business meeting, as well as coverage for speaker travel, are charged through the Meetings Office in collaboration with the section secretary. These items are reviewed by the Executive Office before being charged to the section budgets.

AAAS also encourages and welcomes innovative ideas to use section funds for future generations of scientists. Please submit your ideas to Kelly O’Brien (kobrien@aaas.org).
How to Submit Section Expenses

Expenses should be processed by filling out a section budget expense form, attaching an original receipt and submitting both of these items to Kelly O’Brien in the Executive Office. [This is specifically for costs associated with the items discussed in this memo, and is different from the section officers’ personal travel reimbursement forms for the Annual Meeting.]
# List of Sections by Names and Codes

**By Letter Code**

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<td>Chemistry</td>
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<td>Social, Economic, and Political Sciences</td>
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<td>Medical Sciences</td>
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<td>General Interest in Science and Engineering</td>
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<td>Linguistics and Language</td>
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**Alphabetical**

- Agriculture, Food, and Renewable Resources - O
- Anthropology - H
- Astronomy - D
- Atmospheric and Hydrospheric Sciences - W
- Biological Sciences - G
- Chemistry - C
- Dentistry and Oral Health Sciences - R
- Education - Q
- Engineering - M
- General Interest in Science and Engineering - Y
- Geology and Geography - E
- History and Philosophy of Science - L
- Industrial Science and Technology - P
- Information, Computing, and Communication - T
- Linguistics and Language Science - Z
- Mathematics - A
- Medical Sciences - N
- Neuroscience - V
- Pharmaceutical Sciences - S
- Physics - B
- Psychology - J
- Social, Economic, and Political Sciences - K
- Societal Impacts of Science and Engineering - X
- Statistics - U
Section Webpages

Each section has a webpage on the AAAS website which lists its elected officers and their email contact information (http://www.aaas.org/sections). Some sections additionally choose to host their own section webpage or Facebook page, which can be linked through to the AAAS site.

Trellis

Trellis is a platform that allows groups of any size, disciplinary composition and geographical location to come together to share documents, engage in discussions, and connect with one another. With newsfeeds, group hierarchies, personal and shared libraries and calendars, Trellis is intended to be a go-to set of communication tools for the scientific community.

Each section has their own dedicated Trellis group, comprising all section members and section leadership. Those with administrative privileges will be able to post items to Trellis as well as send out communication that goes directly to all section members (primary, secondary and tertiary). This is an opportunity for you to connect directly with your section membership and let them connect with you without asking AAAS to send an email on your behalf. If you would like an orientation to Trellis, or help posting an item or sending an announcement, please contact Rebecca Aicher (raicher@aaas.org).
Additional Ways for Section Officers to Participate

AAAS encourages section officers to participate outside of their traditional assigned duties. Below is a list of some opportunities in which you may wish to participate:

- Serve as a poster judge reviewer at the Annual Meeting (for more information, please see page 27)
- Participate in the AAAS Senior Scientists & Engineers K-12 STEM Volunteer Program, which recruits STEM professionals to assist teachers and students in K-12 classrooms in the Washington Metro Area. Volunteers are encouraged to commit one day per week for the academic year. More information may be found here: [www.seniorscientist.org](http://www.seniorscientist.org)
- Offer candidate suggestions for the President-Elect, Board of Directors, and Board-appointed committees, including the:
  - Annual Meeting Scientific Program Committee;
  - AAAS-ABA National Conference of Lawyers and Scientists;
  - Committee on Science, Engineering & Public Policy (COSEP);
  - Committee on Scientific Freedom & Responsibility (CSFR);
  - Committee on Science & Technology Engagement with the Public (CoSTEP);
  - Committee on Opportunities in Science (COOS)

Ways for Section Officers to Stay Connected with AAAS

**AAAS Policy Alert** (weekly email): The AAAS Policy Alert is a newsletter provided to AAAS Members to inform them of developments in science and technology policy that may be of interest.

**MC Update** (bi-weekly email): A report on the latest news about AAAS, its members, and the benefits of membership.

**AAAS MemberUpdate**, formerly *Advances* (monthly email): monthly newsletter from the CEO.

**MemberCentral** (website): Launched in late 2010, the website was originally envisioned as one of AAAS’s many exclusive membership benefits. Through an extensive array of blogs, videos, podcasts, and webinars, members can discover the passion, energy, and talent that motivate their colleagues as well as learn from each other. [http://membercentral.aaas.org](http://membercentral.aaas.org)

**Social Media**: there are numerous ways to stay connected with AAAS through social media. Please go here to choose the ways you’d like receive your updates: [http://membercentral.aaas.org/social](http://membercentral.aaas.org/social)
AAAS FELLOWS

Policy Governing Nomination and Election of AAAS Fellows
Adopted by the AAAS Council on January 7, 1979;

1. **Criteria for AAAS Fellow.** A Fellow is defined as "a Member whose efforts on behalf of the advancement of science or its applications are scientifically or socially distinguished." Beginning in 2013, the AAAS Council additionally mandated that Fellow nominees must have been an AAAS member in good standing for the four consecutive years prior to the time of nomination. The criteria for advancing an individual to Fellow status in AAAS need not be the same as those employed by other scientific societies. The following examples of areas of significant contributions are illustrative but not exhaustive:

   (a) research;
   (b) teaching;
   (c) technology;
   (d) services to professional societies;
   (e) administration in academe, industry, government, and other institutions; and
   (f) communicating and interpreting science to the public.

2. **Diversity.** AAAS encourages diverse nominations that include a fair representation of women, minorities and persons with disabilities.

3. **Conduct.** Election as an AAAS Fellow is an honor and all Fellows are expected to meet the commonly held standards of professional ethics and scientific integrity.

4. **Nominators.** Nominations may be made by the Steering Groups of the 24 Section Committees; by the Chief Executive Officer; and by groups of three Fellows who are current members of AAAS, provided that in each instance at least two of the three sponsors are not affiliated with the institution of the nominee. Self-nominations and nominations of current members of Steering Groups are not accepted.

   All sponsors (3-Fellow, Steering Group and CEO) must additionally complete, sign and submit a “Letter of Recommendation Addendum,” citing whether they are aware of any instances in which a nominee may not have met the commonly held standards of professional ethics and scientific integrity. For each nominee, a separate nomination form must be filled out and submitted to the Executive Office. A Steering Group nomination must also include a detailed curriculum vitae, and may include a letter of recommendation.
5. **Quotas.** The maximum annual increment of Fellows is 0.5 percent of the AAAS membership. The annual quota of nominations assigned to each Steering Group is 0.4 percent of the primary membership of the corresponding Electorate. There is no quota on the number of 3-Fellow nominations that may be received or reviewed. However, the number of 3-Fellow nominations that may be moved forward from the Steering Group to the Council for consideration must not exceed five or the number equal to the section’s Steering Group nomination quota, whichever is larger.

Nominations from the Chief Executive Officer do not count against a Steering Group’s quota, so long as the slate of nominations to be presented to the Council for election does not exceed 0.5 percent of the AAAS membership.

6. **Responsibilities of the Steering Groups.** Each Steering Group is responsible for annually selecting nominees from among the members of the corresponding Electorate, for reviewing and taking action on documented nominations, and for submitting a slate of nominees to the Executive Office. The Steering Group consists of the Section Chair, Section Chair-Elect, Section Retiring Chair, Section Secretary, and four Members-at-Large. The Section Secretary, with assistance from the Executive Office, is responsible for keeping the nomination and review process on schedule.

In addition to reviewing its own nominations, the Steering Group is responsible for reviewing any nominations of members referred to it by the nominators. The Executive Office is responsible for transmitting such nominations to the Steering Group.

Whatever the source of a nomination, approval by a majority of the members of the Steering Group, with no more than two opposed, is required for its inclusion on the slate to be presented to the Council.

The Section Secretary is responsible for submitting to the Executive Office the Steering Group’s slate, including approved nominations submitted by the Chief Executive Officer and/or by groups of three Fellows, together with (a) a record of the number of votes cast by Steering Group members for and against each nomination; (b) statements from any Steering Group members who wish an explanation of their negative votes to be part of the record; and (c) in the event of a rejection of a nomination submitted by the Chief Executive Officer or by a group of three Fellows, a statement explaining the Steering Group’s action.

7. **Rejected nominations: opportunity for appeals by nominators.** In the event a Steering Group rejects a nomination initiated by one or more of its own members, no appeal is provided for. In the event a Steering Group rejects a nomination initiated by the Chief Executive Officer or by a group of three Fellows, the nominator(s) may appeal to the Committee on Council Affairs for review and possible reversal of the Steering Group's
action.

8. **Slate to Council: opportunity for challenges by Council members; election.** Upon receipt of the Steering Groups’ slates from the Section Secretaries, the Chief Executive Officer sends Council members a slate, in Section order, of all approved nominations, together with a ballot. The entry for each nominee gives his or her institution, a citation, and an indication of the Steering Group's vote. The mailing includes a separate list of any nominations initiated by the Chief Executive Officer and/or by groups of three Fellows which were not approved by the Steering Groups.

In a covering letter, the Chief Executive Officer asks Council to vote on the slate and invites any member who wishes to challenge a nomination to do so by sending the Chief Executive Officer a written statement of objections. Election requires an affirmative vote of a majority of the Council members.

The Chief Executive Officer forwards any statement of objections to the appropriate Section Secretary and asks whether the Steering Group wishes to withdraw the challenged nomination or to prepare a defense of it. If a majority of the Steering Group chooses to defend rather than to withdraw it, the nomination and its defense are referred to the Committee on Council Affairs which shall serve as the final arbitrator.

9. **Oversight.** At three-year intervals, the Committee on Council Affairs may appoint an ad hoc subcommittee to review the Fellow nomination and election process, evaluate the performance of the Steering Groups, and report its recommendations to the full Committee, which in turn reports to the Council.

10. **Public announcements.** An announcement inviting groups of three Fellows to submit nominations is published annually in the "AAAS News & Notes" column of *Science*. The announcement also informs members of the availability of a current list of Fellows on the AAAS web site (www.aaas.org/fellows). A list of the newly-elected Fellows is published annually in *Science* in the fall, as well as posted on the AAAS website at http://www.aaas.org/current-nomination-cycle.
General Fellows Nomination and Election Timeline

By late Jan.: Executive Office sends nomination material to Steering Groups for those who wish to discuss nominations at their section business meeting in February.

By late March: Steering Group members are to send Fellow nomination material to the Section Secretary.

By early April: The Section Secretary is to send the nomination material for all of the Steering Group nominees to the Executive Office.

[Mid-April: Deadline for submission of 3-Fellow nominations.]

By mid-May: Executive Office makes copies of the nomination material (for both 3-Fellow and Steering Group nominations) available to Steering Group members for their review and vote.

By mid-June: Steering Group members are to fill out and send their voting sheet to the Section Secretary.

By late June: The Section Secretary is to record all votes on the Master Voting Sheet and send the Master Voting Sheet to the Executive Office.

By mid-Sept.: Executive Office sends a slate of all approved nominees, in section order, to the Council for formal election.

By mid-Nov.: The Executive Office should receive and announce results. The Executive Office individually notifies each newly elected fellow by email and regular mail. Primary sponsors of all newly elected fellows are notified as well.
Fellows Forum

Coinciding with the Annual Meeting, each year the Executive Office plans a Fellows Forum breakfast event. This event serves as an induction ceremony for the most recently elected class of fellows. The newly-elected fellows are personally presented with their certificates and rosettes by the president of AAAS. For those new fellows who are unable to attend, the Executive Office sends their certificates and rosettes in the mail. All newly-elected fellows are invited, as are all previously elected fellows of the organization who maintain active memberships. This event is by invitation only.

Current Fellows Database

A listing of all AAAS fellows who are current in their membership can be found on the MemberCentral website: http://membercentral.aaas.org/fellows

This list is updated daily, and is searchable by name, institution and section. Any questions regarding this list should be directed to the Executive Office.
ANNUAL ELECTIONS

General Information about ENCs and Elections

The sole function of the Electorate Nominating Committee (ENC) is to annually prepare a slate of candidates for the offices of section Chair-Elect, Member-at-large, members of the ENC and (at three year intervals) Council Delegates. There are six elected members on the ENC, and the corresponding section steering group’s Retiring Chair serves as a seventh, and ex officio, member. The Retiring Chair/ENC Member is the only link between the steering group and the ENC, and is asked to be responsible for identifying the needs of the Steering Group (usually in consultation with the Section Secretary) and sharing that information with ENC colleagues to help strategically select candidates for the Chair-Elect, Member-at-Large, Electorate Nominating Committee and Council Delegate positions.

The Chair of the ENC will be appointed annually by the corresponding section steering group’s Chair, and chosen from one of the two senior ENC members.

The election is scheduled to be held annually in the fall, but the timeliness of the election depends on the timeliness of receiving election slates from all 24 sections. A general timeline is included on the next page.

The election is held over a period of approximately one month, and all active members of the organization receive a general election ballot for the offices of President-Elect, Board of Directors and the Committee on Nominations. Members who are affiliated with sections also receive section ballots with their general ballots. All members receive ballots in the mail. All members who have provided AAAS with their email address and consented to receive email from AAAS also receive an electronic ballot and may vote online. Only one vote per member is allowed.

The election and its results are conducted by an external independent organization which receives all ballots and verifies and submits the results to AAAS.

When the results are received, the Executive Office contacts all of the election candidates immediately to inform them of the results. Winning candidates begin their terms the day after the next Annual Meeting concludes.
Procedures for AAAS Electorate Nominating Committees (ENCs)

Each electorate of the AAAS has a nominating committee consisting of six members elected for three-year terms, plus a seventh *ex officio* member who is the corresponding section steering group’s Retiring Chair. The Chair of the Electorate Nominating Committee will be appointed by the section steering group’s Chair, and chosen from between the two senior ENC members. The annual work of the committee is initiated by the Executive Office, and then continued by the ENC Chair; all such business is conducted primarily by e-mail and phone. The committee does not hold an in-person meeting.

According to AAAS Bylaws, a minimum of two candidates must be proposed for each vacant position. Each Electorate Nominating Committee annually selects:

- two candidates for the offices of Section Chair-Elect
- two candidates for Member-at-Large of the Section Committee
- four candidates for the Electorate Nominating Committee
- Every third year, the committee also selects candidates for the office of Council Delegate of the electorate.

Members of the ENC receive:

- a list of the electorate membership for use in selecting nominees (all candidates must be *current* AAAS members and affiliated with the corresponding section)
- position descriptions and responsibilities
- a list of current and past holders of those offices
- a nomination form

No candidate may serve in more than one office at a time. The rules for outgoing elected members are as follows: Council delegates may be re-nominated for a second consecutive term (but not a third). Outgoing members-at-large are eligible for re-nomination or for nomination to any other office except Chair-Elect. Outgoing ENC members are not eligible for immediate re-election to the ENC.
General Timeline

By early March: Executive Office sends information to ENC.

By early April: Committee members are to send their preliminary nominations to the ENC Chair.

By mid-April: ENC Chair is to send the compiled list of nominees for each office to committee members for ranking.

By late April: Committee members are to rank the nominees in the order of their preference and return the list to the ENC Chair.

By late May: ENC Chair compiles rankings and has finished contacting the top nominees for each position to ascertain their willingness to stand for election; then sends the final slate to the AAAS Executive Office.
ANNUAL MEETING

Program Development Dates
as of March 6, 2017

2017

January 31: The submission site for 2018 scientific session and career development workshop proposals opens.


February 16-20: At the 2017 Annual Meeting, 24 AAAS Section business meetings are held and their agendas include proposal development for the 2018 meeting.

March 7: Recruitment of session proposal reviewers begins. Proposal review site opens.

March 24: Deadline for suggesting 2018 topical (7) and plenary (3) lecturers. Plenary speakers are selected by the AAAS Board of Directors; topical speakers are selected by the Board-appointed Scientific Program Committee.

April 4: Deadline for sign up to be a session proposal reviewer.

April 20: Deadline for submitting 2018 scientific session proposals. Proposals will not be accepted after the deadline.

April 27: Deadline for submitting 2018 career development workshop proposals. Proposals will not be accepted after the deadline.

Late April: Plenary invitations are issued.

Early May: Proposal review opens.

May 9: Deadline for Secretaries to submit section’s one (1) endorsed proposal.

Late May: Family Science Days application opens.

Early June: Proposal review closes.

June 27-28: Program Committee meets to select scientific sessions, seminars, topical lecturers, and career development workshops.

Early July: Topical lecture invitations are issued.
July 7: Session organizers receive accept/decline notifications. Conditionally-accepted organizers receive notifications with instructions to address Committee’s concerns and update submissions through communication with AAAS staff by a set deadline. They are also asked to send scheduling conflicts among their speakers upon final acceptance. Accepted organizers are asked to identify scheduling conflicts among their speakers and notify AAAS Meetings staff by a set deadline. Organizers are asked to send any scientific session changes to AAAS Meetings staff as soon as they occur. Topical lecture invitations are issued.

July 13: 2018 Poster submission site opens: General Posters and Student Poster Competition.

July 18: Career development workshop coordinators are notified of the Program Committee’s decisions.

July 21: Deadline for accepted organizers to provide scheduling notes.

July 21: Deadline for conditionally accepted organizers to provide responses, and if they have addressed the Program Committee’s concerns. Note: A handful of sessions may require a second review by the Committee. If so, they will be asked to provide final copy by early August and, upon final acceptance at the second committee meeting, their scheduling notes. In addition, some organizers submit proposals that are more appropriate as a career development workshop; they are given the option to revise their proposal as a workshop and are notified of the differences, especially regarding registration and lack of travel support.

July 25: Speakers in accepted sessions are asked to individually confirm their participation, review their presentation titles, and address recording waivers.

Mid July: AAAS IT and Meetings staff prepare and test the Speaker Travel Support Request and Section Support/Interest database (three segments).

August 1: Process begins around requests and applications for using meeting space for social functions.

First Week of August: Participants receive information about registration and housing in early August, which is when these sites open online to permit individuals, sponsors, and exhibitors the opportunity to use current FY funds.

August: Program Committee meets to finalize 2018 program and begin planning for the 2019 program. Organizers of any remaining final acceptances are notified and asked to provide scheduling notes.

August 29: Draft schedule is ready for internal vetting (Section officers, Executive Office, Office of Public Programs).
Early September: Family Science Days application closes.

September 27: Session organizers receive final program schedule.

Early October: 2018 Annual Meeting program schedule is posted online.

October 19: Poster submission site closes.

Mid-November: Speakers are asked to submit lay-language abstracts for their talks and supporting material for potential news coverage by reporters.

NOTE: All meeting collateral must be finalized before the December holidays. Meeting collateral is printed in early January and shipped to the meeting in early February.

Explanation of Annual Meeting Terminology

SECTION ENDORSEMENT

At the 2009 Annual Meeting, the AAAS Council passed a measure to allow the officers of each section the option to designate one symposium proposal as “endorsed” by the section, with particular care given to ensure the quality and pertinence to the theme of the meeting. It is understood that such an endorsed symposium would be accepted by the Program Committee subject to verification that usual standards have been met.

The officers of each section also have the option of listing up to 6 well-known experts as possible reviewers of the proposal. Endorsed proposals are reviewed and evaluated in the standard way.

NOTE: As clarified in 2010, officers select a proposal to endorse from among the proposals brought forth by the section during the planning process (e.g., discussions at Annual Meeting business meetings and at the Sunday planning meeting). The endorsement is assigned to a proposal that the section will be involved in developing by, for example, soliciting organizers to submit specific proposals and guiding them during the submission and review stages.

HOW TO ENDORSE A PROPOSAL

Section secretaries should email information on your section’s one (1) endorsed proposal for the 2018 Annual Meeting to Cassandra Jones (cjones@aaas.org) by May 9, 2017 at 11:59 p.m. PT.
• Proposal Title
• Organizer’s Name
• Organizer’s Email Address
• Name, contact information (including an email address), and expertise of up to 6 reviewers (optional)

SECTION INTEREST

Section Interest is defined as the sessions you think would be of interest to your section colleagues because of subject matter or because your section has had direct involvement in developing a session. This information is compiled for all symposia and seminars and is used to create the Section Interest Table for the program book, helping attendees identify sessions of interest for particular disciplines.

SECTION COLLABORATION

Given the broad multidisciplinary nature of the AAAS Annual Meeting, collaboration can be intellectual, whereby another section may seek advice in recommending speakers or organizers for a proposal, and it can also be financial. For example, smaller sections may agree to collaborate on the development of particular proposals and pool their funds to support speaker travel requests. These discussions can take place during the Sunday Planning Meeting at the Annual Meeting. In general, the sections decide what level of support they can give -- intellectual in jointly developing a proposal, or financial if the proposal is accepted.

During the proposal submission stage, organizers, whether members or not, are encouraged to contact AAAS sections and discuss their proposals, with no promise of support or endorsement intended. The goal is to help organizers more fully develop and strengthen their proposals, if the sections choose to offer feedback. In short, the goal is two-fold: to help potential organizers submit better proposals and to expand the sections’ role in developing a broader pool of good proposals. It also has other benefits for the sections, such as making scientists and engineers more aware of their existence, potentially increasing their enrollment numbers and networking reach.

SECTION TRAVEL SUPPORT

Section Travel Support is solely defined as financial funding a section is providing to support one or more panelists in a session. All officers are able to see the travel support requests but only Section Secretaries can allocate funds.
Opportunities for Section Involvement

Symposium Proposal Reviewers

Section Officers can help to shape the AAAS Annual Meeting program into a strong and well-balanced one by volunteering to serve as a symposium proposal reviewer. All proposals will be reviewed online through a password-protected site. The Scientific Program Committee relies heavily on reviews in making program decisions and is grateful for the sections' assistance in developing a strong program. There will be reviewer sign-up sheets available at your section’s business meeting or you can send an email to meetings@aaas.org to sign up to be a reviewer.

Poster Judging

Section officers are encouraged to participate as poster judges as part of their section duties. This provides an opportunity to interact with young people who are potential future members of the organization. On Saturday afternoon, AAAS hosts a Student Poster Competition for students currently registered in an undergraduate, graduate, or doctoral program. AAAS requests volunteers to judge the competition (and judges receive meeting registration at a reduced rate). The judging is divided into two sessions from 1:00 to 3:00 pm and 3:00 to 5:00 pm. During the poster session, judges critique and discuss the posters with entrants, giving them valuable professional advice. This is a great way for accomplished professionals to inspire the next generation and to encourage continued involvement with AAAS and the Annual Meeting.

Student Session Aides

Students currently registered in an undergraduate, graduate, or doctoral program can apply to volunteer to be Student Session Aides. Approved applicants receive free registration to the AAAS Annual Meeting. Students must volunteer for a minimum of 8 hours; those who volunteer for 16 or more receive a free year of Science online access. Volunteers work closely with AAAS staff to ensure that the meeting runs smoothly and have the opportunity to listen to and meet a range of meeting attendees and speakers, including leading scientists, Nobel Laureates, popular authors, government leaders, and radio and television personalities. The primary responsibility of session aides is session monitoring. This includes estimating attendance; evaluating audience interest, session content, and speaker performance; and providing audiovisual assistance, if needed. Training is provided at a mandatory orientation. Assignments may also include: assisting with crowd control at plenary lectures and special events and assisting judges and AAAS staff at the Student Poster Competition and the General Poster Session. Registration opens in the fall and ends around the early meeting registration deadline. AAAS would appreciate help from Section Officers to spread the word about this program.
2018 Call for Symposium Proposals

2018 Theme
Advancing Science: Discovery to Application

In extraordinary times, the American Association for the Advancement of Science (AAAS) must come together to advance science with particular force. This conviction is in the organization's DNA. In 1851, AAAS' third president Alexander Dallas Bache said, "While science is without organization, it is without power." Now, as then, we must work together with renewed energy across the full spectrum of the scientific enterprise—and across the sectors that advance it.

The scientific enterprise embraces a broad spectrum of activities, from fundamental research to advanced applications. Academia, government, and industry all perform critical roles in moving ideas into innovations. The demands of the twenty-first century, including improved access to sufficient food, clean water, sustainable energy, and health care, can only be met by accelerating discovery and the translation of discovery into applications. Robust, sustained investments across the full spectrum of the scientific enterprise are essential for developing products that improve the human condition and drive economic growth. We can speed progress by amplifying collaboration across sectors and disciplines. What new avenues for interaction between basic and applied research might be explored? How can we encourage broader participation from every sector and demographic to meet today's needs and to help invent the future?

Instructions on Submitting Proposals

The AAAS Annual Meeting is the most important science venue for the growing segment of scientists and engineers interested in the latest advances and the influence of science and technology on how we live today. Thousands of leading scientists, engineers, educators, and policymakers interact with one another and with hundreds of members of the national and international media. The growing number of international attendees attests to the increasingly international nature of this gathering. Approximately 150 sessions spread across a dozen tracks are typically presented at the Annual Meeting.

The 2018 meeting will be held February 15-19 in Austin, TX. Scientific session proposals are solicited beginning January 31, 2017. The deadline for submission is Thursday, April 20, 2017 at 11:59 p.m. PT. Decisions will be announced in early July 2017 after the completion of external review and final selection by the AAAS Annual Meeting Scientific Program Committee. Proposal organizers are encouraged to be creative and to focus on the uniqueness and interdisciplinary nature of the Annual Meeting.
IMPORTANT: PLEASE READ

The AAAS Annual Meeting Scientific Program Committee is particularly interested in proposals that highlight the theme. However, proposals that are not directly related to the theme will be considered if they involve ground-breaking areas of research, new and exciting developments or new angles for approaching a topic, or cross-cutting activities in support of science, technology, and education. Successful proposals are characterized by:

- Interesting, topical subjects that are thoughtfully developed and include capable and articulate speakers who represent the diversity of science and society (including disciplinary field, gender, ethnicity, geographic location, and institution).
- Proposals focused on specific projects or programs are discouraged, unless they significantly emphasize broader applicability.
- Proposals that cover policy are expected to primarily focus on the cutting-edge aspects of the scientific research driving policy in that particular subject, rather than focusing wholly on the issues beyond the science.

*Please see below for submission instructions, and for the specific considerations provided to reviewers.*

About AAAS

The American Association for the Advancement of Science (AAAS) is the world’s largest general scientific society and publisher of the journal Science as well as Science Translational Medicine, Science Signaling, and a digital, open-access journal, Science Advances. AAAS was founded in 1848 and includes nearly 250 affiliated societies and academies of science, serving 10 million individuals. Science has the largest paid circulation of any peer-reviewed general science journal in the world. The non-profit AAAS is open to all and fulfills its mission to “advance science and serve society” through initiatives in science policy, international programs, science education, public engagement, and more. For the latest research news, log onto EurekAlert!, the premier science-news website, a service of AAAS.

Instructions for Submitting Scientific Session Proposals

*All proposals MUST be submitted online before the deadline through the AAAS proposal submission website at www.aaas.org/meetings*

The deadline for proposal submission is Thursday, April 20, 2017 at 11:59 p.m. PT. Proposals will not be accepted after the deadline. All proposals will be peer-reviewed. Decisions will be announced in July. To receive notifications, please ensure that the following email addresses will not be blocked: meetings@aaas.org, tlohwate@aaas.org, cjones@aaas.org, nmaylett@aaas.org, ekimbrel@aaas.org.
Follow these instructions carefully. The information you provide will be used by reviewers to evaluate and score your proposal. Incomplete proposals will be eliminated from consideration.

The AAAS Scientific Program Committee underscores that a successful proposal is characterized by interesting and timely topics that are thoughtfully developed and include capable and articulate speakers who represent the diversity of science and society, including disciplinary field, gender, ethnicity, geographic location, and institution.

**SCHEDULING NOTE:** When selecting speakers, please ensure that they are available to participate at any time from Friday, February 16 through the morning of Monday, February 19, 2018. Once the schedule for sessions is announced in the fall of 2017, it will be considered final.

**LANGUAGE AND STYLE:** Meeting attendees come from more than 50 countries. For language choice, use American English spelling and translations. For style, use *The Chicago Manual of Style*. Spell out all abbreviations and acronyms. **Do not use "ALL CAPS" for the title of a symposium or the title of a speaker presentation.**

A correct example:

A correct example:

*Unlocking Plant Genetic Diversity for Food and Nutritional Security*

AAAS reserves the right to edit all submissions for publication, as they will be published in the meeting program book and website. Modifications are sometimes made to improve clarity and encourage attendance.

**TRAVEL SUPPORT:** Organizers, speakers, and others participate in the program at their own expense or use funding secured by an organizer from a source that has been vetted by AAAS Meetings to avoid conflicts of interest. As a nonprofit organization, AAAS does not have the financial resources to fund travel expenses for the more than 1,000 program participants at each year’s meeting. However, one of the 24 disciplinary sections of AAAS may choose to authorize travel support for **speakers, organizers, and discussants** from their modest budgets. Funding is limited and typically provides partial support. Co-organizers and moderators are not eligible to apply for travel support unless they are acting as a moderator in place of an organizer who cannot attend the meeting.
Five Steps for Submission

1. **Set Up Proposal**

**SELECT SESSION TYPE**

Please select the desired session type and adhere to format specifications. The Program Committee reserves the right to accept a proposal contingent on altering the format. There are three session types: 90-minute *symposium* format; 90-minute *discussion-focused* format; and 15-minute "*flash talk*" format.

- **90-Minute Symposium Format**: This is the standard symposium format. Symposium should be focused on topics and projects with broad appeal and relevancy. A moderated panel composed of 3 speakers give presentations (~20 minutes each), followed by a ~30 minute discussion/Q&A period with the audience.

- **90-Minute Discussion-Focused Format**: This is a slight variation on the standard symposium format, intended to emphasize discussion and interaction with the audience. Topics where audience input on next steps is desired are encouraged to consider this format. A moderated panel of 2-3 speakers give short presentations (~10 minutes each), followed by a longer (~60 minute) discussion/Q&A period with the audience, either as a full group or in smaller groups. The moderator must be a skilled facilitator; moderator tips and advance support are available.

- **15-Minute Flash Talk Format**: Flash talks are intended to give individuals the opportunity to provide an introduction to a particular topic or area of research (one speaker only per submission). The Program Committee may group the flash talks by topic or cross-cutting theme, such that 3-5 flash talks may be presented consecutively, followed by a Q&A period with the audience. A video clip of a prior talk is required in the proposal.

**ENTER SESSION INFORMATION**

**TITLE OF PROPOSED SCIENTIFIC SESSION**

Title must include no more than 85 characters, including spaces. When preparing a proposal and the title of the session, organizers are encouraged to be creative and to focus on the interdisciplinary nature of the AAAS Annual Meeting. Please avoid jargon.
SUBMITTER EMAIL ADDRESS

Please enter a valid email address where messages can be received and accessed year-round. The submitter will immediately receive an email confirming the initiation of a session proposal.

CATEGORY SELECTIONS

Please select the Primary Subject Category that best describes the overall nature of the proposal. This information is used by the Program Committee to help generate broader scientific session tracks or sub-themes. Also, please select Secondary Subject Categories, which are used to develop the cross-cutting General Subject Index contained in the program book.

SECTION MEMBER AFFILIATION

If applicable, indicate the primary AAAS section affiliation of the session organizer.

DISCIPLINARY SECTIONS CONSULTED? (optional)

Indicate if your proposal has been discussed with an AAAS Section. Consultation is not required; however, sections can provide input to help strengthen a proposal, especially if an organizer is submitting for the first time. Consultation does not imply support or endorsement of a proposal. A list of sections and contacts are available at http://www.aaas.org/page/sections/.

SYNOPSIS

Provide a clear, succinct synopsis of your proposed scientific session (up to 1,500 characters, including spaces) as it would appear in the meeting-program. Avoid the use of report or book references, abbreviations, or technical jargon. Do not repeat the meeting theme’s title in the synopsis. Past Annual Meeting programs are archived at http://www.aaas.org/annual-meeting/archives and can be a useful source of information.

Describe the subject, highlighting the scientific issues, innovations, or research to be addressed. Do not name speakers or the titles of their presentations in the synopsis. Speakers are listed separately along with their presentation titles and descriptions.

*Discussion-focused sessions sessions are requested to include in their synopsis whether they plan to hold a moderated, full-group discussion or small group discussions, after the presentations.
RELEVANCE TO THEME OR SPECIAL RELEVANCE TO THE AUDIENCE

Describe how the proposed scientific session relates to the theme (up to 500 characters, including spaces). Almost any topic in science and technology can be related to the theme, and submitters are encouraged to extend their reach by thinking internationally. However, the Program Committee will consider proposals that are not directly related to the theme if they involve ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, and education.

CONFLICT OF INTEREST

AAAS requires clear disclosures from all presenters at its Annual Meeting regarding any affiliations, funding sources, or financial holdings that might raise questions of bias or be perceived to have potentially influenced presentation content. You will be asked to confirm that there are no known conflicts of interest for your speakers or list conflicts of interest. Speakers will also be asked to provide this information at a later date.

DIVERSITY STATEMENT

The Program Committee is particularly interested in proposals that include representation of women, international scientists, and underrepresented minorities. Organizers for 90-minute sessions are strongly encouraged to include such participants, as this is a consideration in the selection of sessions by the Program Committee. After proposal selection, if your proposal is conditionally accepted to be included in the Annual Meeting program, the Program Committee may suggest ways to modify the composition of the session to ensure greater diversity among session participants.

2. Add/Edit People

EXPLANATION OF ROLES

Please note: If the organizer or co-organizer will also be participating in the session, each separate role must be entered into the system (e.g., organizer and moderator).

Organizer

A session may have only one organizer. The organizer is the primary person responsible for shaping the topic, coordination, and recruitment of participants. The organizer serves as the primary contact for all communications with AAAS Meetings staff. It is the responsibility of the organizer to submit the proposal to AAAS and ensure that participants, including the co-organizer(s) if there is one, receive all information relevant to their inclusion in the proposal and in the Meeting if the proposal is accepted. After proposal acceptance, as necessary, the organizer may suggest addition, removal, or replacement of participants. However, the
organizer is responsible for providing, in a timely manner, information regarding any proposed new participants and the reason for the change to AAAS for final approval. For Flash Talks, the Organizer is likely to be the same person as the speaker, unless someone else is submitting it on their behalf; however, as noted above, each role must be entered separately into the system. Organizer and speaker are the only two roles that apply for Flash Talks.

Speakers
*90-minute symposia are required to have three (3) speakers.

*90-minute discussion-focused sessions may have two (2) or three (3) speakers. Speakers must not all be from the same institution.

*Flash talks have only one (1) speaker per proposal submission. The speaker and organizer may be the same person, or they can be different people. A hyperlink to video of the speaker giving a talk is required.

Other Roles

Co-Organizer *(optional)*
Co-organizers may assist the organizer of a 90-minute session with lining up speakers and ensuring that deadlines are met by session participants. There is a maximum of one (1) co-organizer in addition to the mandatory organizer.

Moderator
Moderators are optional for the symposium format, and required for the discussion format (no more than one moderator per session). AAAS encourages selecting moderators for their skill and experience in facilitating group discussions. The moderator provides a brief overview, introduces each speaker, and facilitates a general discussion by the audience and speakers through a Q&A session. Moderators do not make presentations, submit abstracts, or have a formal speaking role. Please refer to moderator guidance when selecting your moderator.

Discussant *(optional)*
A maximum of one (1) discussant for a 90-minute session of either type. Discussants provide a brief review of, or counterpoint to, the main topics or issues covered by the panel. They do not make presentations, submit abstracts, or have a formal speaking role.

PARTICIPANT INFORMATION

You will be required to enter the following information for each individual:

- **Name** (confirm correct spelling)
- **Job Title**
- **Affiliation** (primary institution; confirm correct spelling)
Without correct contact information, AAAS will be unable to:

- Confirm participation.
- Communicate with speakers who apply for travel assistance.
- Send speakers information about AAAS Annual Meeting Newsroom requests

**Presentation Titles and Descriptions:** For each speaker, include a final presentation title (up to 85 characters, including spaces); for example, Domains of Learning and Memory that Are Enhanced with Sleep in Adults. Also, describe the proposed content or perspective of the presentation in a few sentences (up to 500 characters, including spaces). **This is crucial to reviewers’ understanding of why you are proposing a particular speaker.**

Please do not submit CVs, biographical information, or formal abstracts for the presenters (beyond the short presentation description). A request to speakers to submit an abstract will be made after the Program Committee has made its program selections. While recognizing that some changes will occur, the committee reserves the right to reconsider sessions if there are speaker substitutions after acceptance of the original proposal.

**Status: Invited or Confirmed.** "Invited" means that you have contacted the speaker, and your invitation is under consideration. "Confirmed" means the speaker has responded to your invitation and confirmed both that they are available during the dates of the meeting, and will participate if the proposal is accepted. After the program decisions are made, AAAS will send notifications to all speakers, whether invited or confirmed, to verify their status and request final confirmation.

3. **Enter Keywords**

**KEYWORD SELECTIONS**

Select a minimum of three (3) and up to five (5) keywords that best describe your proposal. These supplement the categories and help significantly with matching proposals to appropriate peer reviewers.
4. AAAS Sections

SECTION SELECTIONS

Select up to three (3) AAAS Sections that are related to your proposal's disciplinary areas. Please check the AAAS Section(s) relevant to your proposal's disciplinary areas. You can indicate one or more sections. After you have confirmed proposal submission, a link to your proposal will be sent to section officers for informational purposes.

5. Confirmation

Once you have entered all the required information for the people in your session (including a presentation description for each speaker), proceed to the Confirmation step. Review all the information you have submitted. If you need to make corrections to any information, just click on the appropriate step link in the left frame. Otherwise, click the “Submit” button at the bottom of the page. To log out, simply close your browser window. If you run into any problems, please email your questions or comments using the hyperlink to Technical Support that appears in the Scientific Session Control Panel.

Additional Note: Once a proposal has been accepted into the program, any change to the session topic, number of speakers, or participants must be approved by AAAS.

Proposal Review Considerations: 90-Minute Sessions

The following are considerations that are provided to reviewers. Organizers should carefully follow the instructions for submitting their proposals, which will be evaluated for completeness and clarity. Incomplete proposals (including missing descriptions for the presentations) will not be reviewed.

1. Evaluate the proposal in general: Is information adequate for evaluation? Does the proposal clearly describe the session? Is it well organized and coherent? More important, is the proposal complete?

2. Evaluate the topic: Is the topic timely? Is it suitable for the AAAS Annual Meeting? Is the topic too narrow for a multidisciplinary audience? The AAAS Annual Meeting Scientific Program Committee is particularly interested in proposals that highlight the theme. However, proposals that are not directly related to the theme will be considered if they involve ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, and education.

3. Evaluate the content: Does the proposal cover ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, or education? Does it present new or innovative ideas or approaches to attendees? Is it a policy-related proposal that presents the science underlying policy, or addresses issues of significant importance to research, funding, or collaboration? Consider overall merit and the
importance of including the proposed session in the program as well as whether the content is too specialized for an AAAS multidisciplinary audience.

4. Evaluate the participants: Are they of a caliber to speak authoritatively on their topic? Is the panel composed of diverse organizations and institutions? Are the presentations integrated and coherent as a group? Does the panel present a balanced perspective?

5. Finally, and most important, make an overall judgment about the relative merit of each proposal, expressed as a rank ordering of all the proposals you review, with 1 as the best, 2 the second best, and so on. This rank should be based on the previous four criteria, but it need not be from a mechanical arithmetic average of your communicated scores. Different criteria may figure more or less strongly in your judgment of each proposal, based on the particular nature of that proposal, and this can be reflected in your overall rankings.

Proposal Review Considerations: Flash Talks

The following are considerations that are provided to reviewers. Submitters should carefully follow the instructions for submitting their proposals, which will be evaluated for completeness and clarity. Incomplete proposals will not be reviewed. Flash talks are different from 90-minute sessions and will be evaluated separately. They are intended for one speaker to give a short, 15-minute talk on a specific topic or area of research.

1. Evaluate the proposal in general: Is information adequate for evaluation? Does the proposal clearly describe the focus of the session? Is it well organized and coherent? More important, is the proposal complete?

2. Evaluate the topic: Is the topic timely? Is it suitable for the AAAS Annual Meeting? Is the topic too narrow for a multidisciplinary audience? The AAAS Annual Meeting Scientific Program Committee is particularly interested in proposals that highlight the theme. However, proposals that are not directly related to the theme will be considered if they involve ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, and education.

3. Evaluate the content: Does the proposal cover ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, or education? Does it present new or innovative ideas or approaches to attendees? Is it a policy-related proposal that presents the science underlying policy, or addresses issues of significant importance to research, funding, or collaboration? Consider overall merit and the importance of including the proposed session in the program as well as whether the content is too specialized for an AAAS multidisciplinary audience.

4. Evaluate the speaker: Are they of a caliber to speak authoritatively on their topic? Are they an effective communicator?
CONFLICT OF INTEREST POLICY

The American Association for the Advancement of Science (AAAS) requires clear disclosures from all presenters at its Annual Meeting regarding any financial holdings, funding sources, or affiliations that might raise questions of bias or be perceived to have potentially influenced presentation content.

The conflict of interest language below is provided on the proposal submission website. During proposal submission, organizers are required to select from the options below. Once a proposal has been accepted into the program, all speakers will be required to provide similar disclosures.

*****************************************************************************
I understand that the American Association for the Advancement of Science (AAAS) requires clear conflict-of-interest disclosures from all presenters at its Annual Meeting. Please select one of the options below.

( ) I currently have no reason to believe that the proposed speakers and I have any financial holdings, funding sources, or affiliations (i.e., board or consulting positions) that might raise questions of bias or be perceived to have potentially influenced this symposium submission and its proposed content. (Note: AAAS understands that symposium organizers may not be privy to all such information. Please respond to the best of your knowledge to help guide reviewers. Each speaker will be queried at a later stage, if/when the symposium is accepted into the program.)

( ) I wish to disclose information concerning financial holdings, funding sources, affiliations, or other issues that might raise questions of bias or be perceived to have potentially influenced this symposium submission and its proposed content. [If this option is chosen, a text box will allow information to be added.]

AAAS expects that all Annual Meeting speakers, organizers, and moderators are committed to full, forthright, and transparent disclosure of any potential conflicts of interest. AAAS has not prescribed an exhaustive list of potential conflicts here; rather, we ask presenters to make a good faith effort to identify any issues that might reasonably be expected to raise conflict-of-interest questions. When in doubt, presenters are asked to disclose any concerns or questions by contacting AAAS Meetings staff at meetings@aaas.org. Significant disclosures may be made public, as appropriate on a case by case basis, within the AAAS Annual Meeting program.
FAQs about Proposal Submission

1. **Must I be a AAAS member to submit a proposal?**

   No, membership is not required to submit a proposal. If you would like information about AAAS membership, please visit [http://www.aaas.org/membership](http://www.aaas.org/membership).

2. **Do I need to start and complete my proposal in one sitting?**

   No, you will be able to work on your proposal, save your progress, and return to it at a later date. We recommend that you keep the web address and user login close at hand, so that you may easily return to your draft. You can log-in at any time before the deadline to edit and complete your proposal.

3. **What if I don't finish my proposal before the deadline?**

   Incomplete proposals do not enter review and are removed from the database after the proposal deadline.

4. **How long will the proposal process take?**

   Once your information is prepared and ready (including a brief description of the overall topic and the focus of each presentation), we anticipate that proposal submission will take no more than 30 minutes to complete.

5. **When will I receive the decision about my proposal?**

   You can expect to receive a decision about your proposal by email in early July.

6. **What types of sessions I can choose from? What happened to the 180-minute format?**

   The AAAS Scientific Program Committee decided to remove the 180-minute format from the 2017 Annual Meeting call for proposals. Proposal organizers can choose from the standard 90-minute symposia, a new 90-minute discussion format which focuses slightly more on audience participation, and a new 15-minute flash talk format, which is an opportunity for an individual to briefly discuss a particular topic or area of research. See the “2017 Scientific Session Formats” document for more information.

7. **What guidance is provided to reviewers for proposal review?**

   Proposal Review Considerations:

   **90-Minute Sessions (including both the standard Symposium Format and the new Discussion-Focused Format)**
The following are considerations that are provided to reviewers. Organizers should carefully follow the instructions for submitting their proposals, which will be evaluated for completeness and clarity. Incomplete proposals (including missing descriptions for the presentations) will not be reviewed.

a. Evaluate the proposal in general: Is information adequate for evaluation? Does the proposal clearly describe the session? Is it well organized and coherent? More important, is the proposal complete?

b. Evaluate the topic: Is the topic timely? Is it suitable for the AAAS Annual Meeting? Is the topic too narrow for a multidisciplinary audience? The AAAS Annual Meeting Scientific Program Committee is particularly interested in proposals that highlight the theme. However, proposals that are not directly related to the theme will be considered if they involve ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, and education.

c. Evaluate the content: Does the proposal cover ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, or education? Does it present new or innovative ideas or approaches to attendees? Is it a policy-related proposal that presents the science underlying policy, or addresses issues of significant importance to research, funding, or collaboration? Consider overall merit and the importance of including the proposed session in the program as well as whether the content is too specialized for an AAAS multidisciplinary audience.

d. Evaluate the participants: Are they of a caliber to speak authoritatively on their topic? Is the panel composed of diverse organizations and institutions? Are the presentations integrated and coherent as a group? Does the panel present a balanced perspective?

e. Finally, and most important, make an overall judgment about the relative merit of each proposal, expressed as a rank ordering of all the proposals you review, with 1 as the best, 2 the second best, and so on. This rank should be based on the previous four criteria, but it need not be from a mechanical arithmetic average of your communicated scores. Different criteria may figure more or less strongly in your judgment of each proposal, based on the particular nature of that proposal, and this can be reflected in your overall rankings.

Proposal Review Considerations: Flash Talks (new format)
The following are considerations that are provided to reviewers. Submitters should carefully follow the instructions for submitting their proposals, which will be evaluated for completeness and clarity. Incomplete proposals will not be reviewed.

*Flash talks are different from 90-minute sessions and will be evaluated separately. They are intended for one speaker to give a short, 15-minute talk on a specific topic or area of research.*
a. Evaluate the proposal in general: Is information adequate for evaluation? Does the proposal clearly describe the focus of the session? Is it well organized and coherent? More important, is the proposal complete?

b. Evaluate the topic: Is the topic timely? Is it suitable for the AAAS Annual Meeting? Is the topic too narrow for a multidisciplinary audience? The AAAS Annual Meeting Scientific Program Committee is particularly interested in proposals that highlight the theme. However, proposals that are not directly related to the theme will be considered if they involve ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, and education.

c. Evaluate the content: Does the proposal cover ground-breaking areas of research, new and exciting developments, or cross-cutting activities in support of science, technology, or education? Does it present new or innovative ideas or approaches to attendees? Is it a policy-related proposal that presents the science underlying policy, or addresses issues of significant importance to research, funding, or collaboration? Consider overall merit and the importance of including the proposed session in the program as well as whether the content is too specialized for an AAAS multidisciplinary audience.

d. Evaluate the speaker: Are they of a caliber to speak authoritatively on their topic? Are they an effective communicator?

8. Can I submit a proposal and also apply to be a reviewer?

Yes. You can submit a proposal and apply to be a reviewer, but you may not review the proposals you submitted or those for which you have a potential conflict of interest. Email meetings@aaas.org for information on how to sign-up to be a reviewer.

9. Can I submit more than one proposal?

Yes, but it is strongly recommended that you do not include the same participants for multiple proposals.

10. What are some of the criteria that AAAS looks for in a successful proposal?

The AAAS Scientific Program Committee underscores that a successful proposal is characterized by interesting and timely topics that are thoughtfully developed and include capable and articulate speakers representing the diversity of science and society, including disciplinary field, gender, ethnicity, geographic location, and institution.

11. Do all speakers need to be confirmed when submitting my proposal?
It is recommended, though not required, to confirm speakers before the proposal deadline. A session with confirmed speakers appears more complete and competitive to proposal reviewers and the Program Committee.

**Speaker Travel Support**

Speaker travel support is defined as the financial funding a section provides in order to provide travel support for one or more panelists in a session. In order to avoid chaos, all officers are able to see the travel support requests but only Section Secretaries can allocate the funds of their section.

Most panelists participate in the meeting at their own expense. As a non-profit organization, AAAS does not have the financial resources to fund travel expenses for the hundreds of panelists who participate in the Annual Meeting each year. However, in exceptional cases, the 24 disciplinary sections of AAAS may choose to authorize travel support from their modest budget. Such funding is very limited and typically provides only nominal travel support. Final decisions on funding support are made by section secretaries in consultation with other section officers.

AAAS reimbursement policies apply to all speakers who receive funding support. These policies are outlined in the Travel Expense Policy for AAAS Speakers, which is available on the Travel Support Request Site: [http://annualmeeting.aaas.org](http://annualmeeting.aaas.org). Expenses eligible for reimbursement include 14-day advance purchase lowest economy airfare, up to two nights at the AAAS-negotiated hotel rate, and local transportation to and from the airport. Other expenses, such as meals, upgraded airfare, meeting registration, additional nights’ accommodation or hotel rates exceeding the AAAS-negotiated rate are **not** eligible for reimbursement.

**AAAS Family Science Days**

AAAS Family Science Days is a free community science showcase that offers an array of hands-on demonstrations and other family and child-friendly activities. This event is held on Saturday and Sunday, 11:00 am – 5:00 pm, during the AAAS Annual Meeting, and invites children and their families to join in the world’s largest general scientific conference.

Family Science Days shines a spotlight on a broad range of science educators working to promote an interest in science among the general public in the host city and beyond. The event features science activities appropriate for children K-12 and their families, including interactive tabletop exhibits, hands-on demonstrations, and stage shows.

As part of Family Science Days, the *Meet the Scientists!* speaker series features 8-10 scientists and engineers and their latest research. The series consists of short, lively presentations, appropriate for middle-school students, but attended by younger and older children and their families as well. Charismatic scientists and present briefly on stage about their science, answer questions, and interact with attendees one-on-one after the stage program.
## Section-Related Events at the Annual Meeting

The following is a list of events that section officers should plan on attending.

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Meeting of Section Officers</td>
<td>Friday morning</td>
<td>7:00 a.m. - 8:15 a.m. (light breakfast at 6:30 a.m.)</td>
</tr>
<tr>
<td>Section Business Meetings</td>
<td></td>
<td>you will be provided with a schedule</td>
</tr>
<tr>
<td>CCA Open Hearing</td>
<td>Saturday afternoon</td>
<td>2:30 p.m. - 3:30 p.m.</td>
</tr>
<tr>
<td>Council Meeting</td>
<td>Sunday morning</td>
<td>9:00 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>Planning Meeting for Next Annual Meeting</td>
<td>Sunday afternoon</td>
<td>2:00 p.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>Council and Section Officers' Reception</td>
<td>Sunday evening</td>
<td>6:30 p.m. - 8:00 p.m.</td>
</tr>
</tbody>
</table>

## Events that may be of interest

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Lecture/Opening Ceremony</td>
<td>Thursday evening</td>
<td>6:00 p.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>President's Reception</td>
<td>Thursday evening</td>
<td>7:30 p.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Affiliates' Meeting</td>
<td>Friday morning</td>
<td>10:00 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Awards Ceremony &amp; Reception</td>
<td>Friday evening</td>
<td>6:30 p.m. - 7:45 p.m.</td>
</tr>
</tbody>
</table>
Section Officer Travel Reimbursement

Travel Costs for Section Secretaries*, Retiring Chairs, Chairs, Chairs-Elect and Council Delegates:

(*Incoming secretaries will also be eligible for the above travel costs)

**HOTEL:**
For participants living farther than 25 miles away from the meeting site, AAAS will cover the cost of a single, standard room for up to four (4) nights at the AAAS-negotiated rate. If you choose to book an upgraded room or stay with additional people in your room resulting in a higher rate, you will be responsible for the difference in cost. If you choose to stay at a different hotel than one of the AAAS-approved hotels, you will be reimbursed up to the rate you would have been charged at an AAAS-approved hotel.

For participants living within 25 miles of the meeting site, please see the “Additional Travel” section below.

If you are delayed and are not able to arrive at the hotel on your anticipated date, you must call the hotel directly and let them know of your change in plans. Otherwise, your credit card will be charged for a “no-show reservation.”

**AIRFARE:**
AAAS will reimburse you for a non-refundable, lowest economy class round-trip airfare or a coach seat train fare purchased a minimum of 14 days in advance. If you choose to book a seat in another class, or with extra legroom, you will be responsible for the full extra cost incurred.

Clarification for 2017: Luggage fees and travel agency fees are not reimbursable expenses. Exceptions to the above policy, such as purchasing a ticket fewer than 14 days in advance, or requiring special accommodations due to a medical condition, must be approved by the Executive Office in advance in order to be approved for reimbursement.

Please keep your detailed invoice (which must reflect the class of service and the date of purchase) as well as your boarding passes to submit with your reimbursement form.

Clarification for 2017: Airport parking is reimbursable up to the cost of the least expensive airport-operated parking lot for four days.
ADDITIONAL TRAVEL (Changes in 2017):

LOCAL participants: If you live within 25 miles of the meeting site, AAAS cannot cover the cost of a hotel room, but will reimburse you the cost of reasonable transportation to and from the meeting site each day or parking fees at the hotel each day. Receipts are required to claim reimbursement.

All other participants: AAAS will reimburse you up to the cost of shared shuttle service between the airport and the hotel in Boston, as well as your home (or departure point) and departure airport. Receipts are required in order to claim reimbursement. Transportation fares incurred for any other reason (i.e., for dining or entertainment) are not reimbursable expenses. Mileage will be reimbursed at the GSA government rate. Please see Airfare section above for policy on airport parking.

More information about ground transportation to the meeting may be found here: http://meetings.aaas.org/ground-transportation/

MEALS:

CHANGE FOR 2017: Receipts for meal purchases will now be required for reimbursement.

Meals will be reimbursed up to the 2017 GSA rate per meal below for four days. Travel days will be reimbursed up to the GSA rate of 0.75 percent. Alcohol is not a covered expense. Please remember the section budget may not be used to cover meals for section officers.

TRAVEL EXPENSE FORM:

Please use the specific Section Officer Travel Expense Report form to request reimbursement after the meeting. In addition to a completed and signed travel expense form, AAAS requires:

- Air travel (or train travel) itinerary showing schedule, class of travel, date of purchase, cost and payment information
- Proof of cost and payment (if not reflected on the itinerary)
- Boarding pass or other proof of travel
- Receipts for taxi or shared shuttle service should include to/from information, the date of the trip, the cost, and the driver’s initials
- Receipts for meals (alcohol is an excluded expense) which will be reimbursed up to the GSA rate above for each meal
HOW TO SUBMIT:

- Complete the reimbursement form
- Include your hand-written signature
- Please tape small receipts (such as meal and taxi receipts) to a piece of blank paper
- Add your airline ticket purchase invoice which must include the date of purchase, the class of service, and the detailed itinerary
- If you paid for the hotel yourself, please include your hotel invoice. If you registered through the Annual Meetings website/Experient when you made your hotel reservation, your room rate should have been charged directly to AAAS
- Send all hard-copy receipts along with your signed expense report (which must have an original signature) to the Executive Office for processing within 45 days following the Annual Meeting.

Members-at-Large:

Although AAAS is not able to provide travel or hotel costs for the members-at-large, they are offered the same registration discount as the section officers.

Charges NOT Covered:

Transportation, hotel and meal charges for spouses or others accompanying the officer. Personal expenses such as luggage, travel agency fees, valet airport parking, private car service, taxis to restaurants, movies, laundry, personal phone calls, alcoholic beverages, snacks, etc. Internet use is NOT covered, but is often provided by the hotel as part of the AAAS package. Please check with AAAS for clarification. For hotel parking policy, please see travel section above.
AFFILIATED ORGANIZATIONS

General Information

AAAS currently has 252 affiliated scientific and technology organizations and academies of science. These organizations apply for affiliation with AAAS and are approved by a vote of the Council. The organization can choose to affiliate with up to five AAAS sections, but it must supply a representative member for each section that it affiliates with. Representatives must be current AAAS members and serve three-year terms. There is no cost for affiliation.

Affiliates work with AAAS on a wide variety of projects, including organization of Annual Meeting symposia, international program activities under the Consortium of Affiliates with International Programs (CAIP), the AAAS analyses of the federal research and development budget and science education activities.

It has become a tradition to hold a general meeting for the affiliate representatives as part of the AAAS Annual Meeting and at this session issues of common interest and/or concern are discussed.

This list is continuously evolving, so please contact the Executive Office for the most up-to-date list. A list of section affiliate representatives may also be obtained by contacting the Executive Office. More information about the affiliates may be found here: http://www.aaas.org/aaas-affiliates

List of Affiliates

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<td>American Association for Dental Research</td>
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<td>Affiliate Organization</td>
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<td>American Dairy Science Association</td>
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<td>American Psychoanalytic Association</td>
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<td>American Society for Horticultural Science</td>
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<td>American Society for Microbiology</td>
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<td>American Society for Pharmacology and Experimental Therapeutics</td>
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<td>American Society for Photogrammetry and Remote Sensing</td>
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<td>American Society of Agricultural and Biological Engineers</td>
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<td>American Society of Animal Science</td>
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<td>American Society of Civil Engineers</td>
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<td>American Society of Heating, Refrigerating, and Air-Conditioning Engineers</td>
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<td>American Society of Limnology and Oceanography</td>
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<td>American Society of Mammalogists</td>
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<td>American Society of Plant Biologists</td>
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<td>American Society of Plant Taxonomists</td>
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AAAS GOVERNING BODIES

Board of Directors

The Board consists of the Chair of the Board, the President, the President-Elect, the Treasurer, the Executive Officer (ex officio), eight Directors elected for four-year terms, and up to two Directors appointed by the eleven Elective Officers.

The Board is responsible for the affairs of the Association, including fiduciary policy and:

- To have, hold, and administer the property and funds of the Association.
- To appoint and supervise committees to aid the Board in the discharge of its responsibilities, and to terminate such committees as appropriate.
- To determine the privileges of, and the dues and fees to be paid by Members, Fellows and Affiliates of AAAS.
- To appoint the administrative officers, with the exception of the Section Secretaries. The administrative officers of the Association shall be the Chief Executive Officer, the Treasurer, the Section Secretaries, and such others as the Board of Directors may designate. Administrative officers shall be appointed by the Board for such terms as it may determine.
- To adopt and to publish an annual budget for the Association and to arrange for an annual independent audit of its accounts.
- To conduct the publication program of the Association.
- To determine the time and place of meetings of, or meetings sponsored by, the Association, and to have general responsibility for the programs and arrangements for those meetings.
- To authorize public statements on behalf of the Association.
- To propose amendments to the Constitution and Bylaws.
- To report regularly to the Council on the actions of the Board.

The Board meets at least four times annually with one of those meetings held in association with the Association's annual meeting. The current Board comprises:

- Barbara A. Schaal (Board Chair)
- Susan Hockfield (President)
- Margaret A. Hamburg (President-elect)
- David Evans Shaw (Treasurer)
- Rush D. Holt (CEO)
- Cynthia Beall (2020)
- May R. Berenbaum (2020)
- Carlos J. Bustamante (2018)
- Kaye Husbands Fealing (2021)
- S. James Gates, Jr. (2021)
- Michael S. Gazzaniga (2019)
- Laura H. Greene (2018)
- Mercedes Pascaul (2019)

More information about the Board may be found here: http://www.aaas.org/about-aaas
Council

The Council consists of all of the members of the Board, the retiring chairs of the sections, delegates from each section, at least two delegates from the National Association of Academies of Science, and one delegate from each of the three regional divisions. The AAAS President serves as chair of the Council. The Council meets once a year on Sunday morning during the time of the AAAS Annual Meeting.

Council delegates for each electorate are elected from and by the members of their electorates. The Council has the power to propose to the members of the Association the recall of elective members of the Board of Directors.

The current Council membership may be found here.

Committee on Council Affairs (CCA)

The CCA serves as executive committee of the Council and meets twice yearly. It consists of the President, the President-Elect (who serves as chair), the Chief Executive Officer, and eight members elected from among and by the Council delegates. CCA members serve two-year terms. The CCA prepares the agenda for the meeting of the Council; reviews resolutions and constitutional and bylaw amendments and decides whether to forward them for action by the Council; reviews applications for affiliation with AAAS and the petitions for termination of affiliation and makes recommendations for action by the Council; reviews the process for nominating and electing fellows; and serves as the nominating committee for the candidates for election to the Committee on Nominations. In addition, the CCA can establish committees to report to the Council on aspects of Association policy or programs.

The current CCA membership may be found here.

Committee on Nominations

Each year, this committee prepares a slate of candidates for a general election of association officers (president-elect and board of directors). There are eight members, each elected to a two-year term. The current Committee on Nominations comprises:

- Alice M. Clark (2018)
- Patricia Falcone (2019)
- Susan M. Graham (2018)
- Margaret Leinen (2019)
- Peter H. Raven (2018)
- Shirley M. Tilghman (2019)
- Elias Zerhouni (2019)
Committee on Sections

The Committee meets a minimum of once annually (generally by teleconference) and is charged with helping the sections to play a more active role: improving communications between the sections, and reviewing activities, procedures and policies as well as making recommendations for ways to improve the overall effectiveness of the sections. Twelve sections are represented at a given time and serve on the committee with the AAAS president (who also serves as committee chair) and president-elect. Section representatives serve three-year terms, and four sections rotate on and off each year. The current Committee on Sections may be found here, and the rotation schedule is below:

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Regional Divisions

There are three active regional divisions who fulfill the AAAS mission within their respective territories. The current active divisions include: 1) the Arctic, 2) the Pacific and 3) the Caribbean. There is currently one inactive division: the Southwestern and Rocky Mountains (SWARM) division. The Council has the authority to establish and terminate regional divisions of the organization. Regional divisions make bylaws for their governance but these bylaws are subject to the approval of the Council. Each regional division submits an annual proposed budget and reports annually to the Board on their activities.

More information about the regional divisions may be found here: http://www.aaas.org/aboutaaas/organization/divisions.shtml
AAAS AWARDS AND PRIZES

AAAS PHILIP HAUGE ABELSON PRIZE

The Philip Hauge Abelson Prize, established in 1985, is awarded either to a public servant in recognition of sustained exceptional contributions to advancing science, or to a scientist whose career has been distinguished both for scientific achievement and for other notable services to the scientific community.

AAAS AWARD FOR SCIENCE DIPLOMACY

Established in 2012, the AAAS Award for Science Diplomacy recognizes an individual or a limited number of individuals working together in the scientific and engineering or foreign affairs communities making an outstanding contribution to furthering science diplomacy.

AAAS SCIENTIFIC FREEDOM AND RESPONSIBILITY AWARD

The AAAS Award for Scientific Freedom and Responsibility, established in 1980, honors scientists, engineers, and their organizations whose exemplary actions, sometimes taken at significant personal cost, have served to foster scientific freedom and responsibility.

AAAS EARLY CAREER AWARD FOR PUBLIC ENGAGEMENT WITH SCIENCE

The AAAS Early Career Award for Public Engagement with Science, established in 2010 through the generosity of several AAAS donors, recognizes early-career scientists and engineers who demonstrate excellence in their contribution to public engagement with science activities.

AAAS AWARD FOR PUBLIC ENGAGEMENT WITH SCIENCE

The AAAS Award for Public Engagement with Science, formerly the Award for Public Understanding of Science and Technology, was established in 1987 and recognizes working scientists and engineers who make outstanding contributions to the “popularization of science.”

AAAS MENTOR AWARD

The AAAS Mentor Award, established in 1996, honors AAAS members who have mentored significant numbers of students from underrepresented groups or who have changed the climate of a department, college, or institution to significantly increase the diversity of students pursuing and completing doctoral studies in the sciences. This award is directed toward individuals in the early- or mid-career stage who have mentored students for less than 25 years.
AAAS MENTOR AWARD FOR LIFETIME ACHIEVEMENT

The AAAS Mentor Award for Lifetime Achievement, established in 1991, honors AAAS members who have mentored significant numbers of students from underrepresented groups or who have changed the climate of a department, college, institution or field to significantly increase the diversity of students pursuing and completing doctoral studies in the sciences. This award is directed toward individuals with more than 25 years of success in mentoring students.

AAAS NEWCOMB CLEVELAND PRIZE
(Supported by The Fodor Family Trust)

The Association’s oldest award, the AAAS Newcomb Cleveland Prize was established in 1923 with funds donated by Newcomb Cleveland of New York City. Now supported by The Fodor Family Trust, the Prize acknowledges an outstanding paper published in the Articles, Research Articles, or Reports sections of Science.

AAAS/SUBARU SB&F PRIZES FOR EXCELLENCE IN SCIENCE BOOKS


AAAS KAVLI SCIENCE JOURNALISM AWARDS

These awards, endowed by Fred Kavli and The Kavli Foundation, recognize excellence in reporting for a general audience and honor individual reporters for their coverage of the sciences, engineering and mathematics. The categories include large newspapers (circulations of 100,000 or more), magazines, TV spot news/feature reporting and in depth reporting, radio, online, and children’s science news.

AAAS MARTIN and ROSE WACHTEL CANCER RESEARCH AWARD

This annual award, awarded for the first time in 2013, funded by an endowment established through a generous bequest from Martin L. Wachtel, will honor an early-career investigator who has performed outstanding work in the field of cancer research. The award winner’s essay will be published as a Perspective in Science Translational Medicine.
AAAS LEADERSHIP IN SCIENCE EDUCATION PRIZE FOR HIGH SCHOOL TEACHERS

This annual prize recognizes a high school science teacher who has contributed significantly to the AAAS goal of advancing science education by developing and implementing an innovative and demonstrably effective strategy, activity, or program.

THE POLAND-U.S. SCIENCE AWARD

The award addresses outstanding scientific achievements in any field of science accomplished in American-Polish scientific cooperation and is granted jointly to two researchers on the basis of a competition. The Award amounts to $5,000 for each of the researchers.

PRIZES ADMINISTERED BY SCIENCE

Eppendorf and Science Prize for Neurobiology
GE & Science Prize for Young Life Scientists
Science Prize for Inquiry-Based Instruction
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AAAS CONSTITUTION AND BYLAWS

1973 AAAS Constitution (Amended)


Article I. Name

Section 1. The name of this organization shall be the AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE.

Article II. Objectives*

Section 1. The objectives of the American Association for the Advancement of Science are to further the work of scientists, to facilitate cooperation among them, to foster scientific freedom and responsibility, to improve the effectiveness of science in the promotion of human welfare, to advance education in science, and to increase public understanding and appreciation of the importance and promise of the methods of science in human progress.

Article III. Membership and Affiliation

Section 1. Members. Any individual who supports the objectives of the Association and is willing to contribute to the achievement of those objectives is qualified for membership. Members shall be eligible to hold elective positions in the Association and shall have the right:

(a) To vote for the President-Elect, other members of the Board of Directors, Council members, members of the Committee on Nominations, and members of the Nominating Committees of the Electorates; to nominate candidates for those positions by petition.

(b) To vote on the recall of elective members of the Board of Directors.

(c) To vote on amendments to the Constitution and to propose amendments to the Constitution and Bylaws by petition.

Section 2. Fellows. Any Member who is deemed to have made a meritorious contribution to the advancement of science may be elected a Fellow of the Association by the Council.

Section 3. Affiliated Organizations. Organizations that meet the criteria for affiliation which shall have been established by the Council may be elected by the Council as Affiliates of the Association. Affiliates shall have such privileges and obligations as the Board of Directors may determine.
Article IV. Electorates

Section 1. The Association shall be apportioned into no less than five Electorates for the purpose of electing members of the Council. Each Electorate shall have a Nominating Committee. Authority to determine the number and names of the Electorates shall be vested in the Council.

Article V. Sections

Section 1. The Association shall be organized in Sections in accordance with the interests of its Members. Each Section shall have a Section Committee. Authority to determine the Section structure shall be vested in the Council.

Article VI. Officers

Section 1. Elective Officers. The elective officers of the Association shall be the President-Elect, the President, the Chair of the Board (the retiring President), and eight Directors. In an annual general election, the President-Elect and two Directors shall be elected by the Members from slates of candidates presented by the Committee on Nominations. Such slates shall include any nominations made by petition, as prescribed in the Bylaws. The term of the President-Elect shall be three years; he or she shall serve in the second year as President and in the third year as Chair of the Board of Directors. The terms of the Directors shall be four years. Elective officers may not serve for more than eight consecutive years on the Board.

Section 2. Administrative Officers. The administrative officers of the Association shall be the Executive Officer, the Treasurer, the Section Secretaries, and such others as the Board of Directors may designate. All administrative officers except the Section Secretaries shall be appointed by the Board for such terms as it may determine. Each Section Secretary shall be appointed by the Section Steering Group for a term of four years.

Article VII. Council

Section 1. Duties. In furtherance of the objectives of the Association, the Council shall establish the general policies governing all programs of the Association. Its powers and responsibilities shall include the following:

(a) To review all programs of the Association, including meetings and publications, and to propose actions to the Board of Directors.

(b) To appoint and to supervise committees and commissions to aid the Council in the discharge of its responsibilities, and to terminate such committees and commissions as appropriate.

(c) To provide for the organization of the Association in Sections.

(d) To provide for the apportionment of the Association into Electorates.

(e) To authorize the establishment of regional and local organizations of the Association and to approve their bylaws and amendments thereto.
(f) To establish the criteria for affiliation and to elect organizations as Affiliates of the Association.

(g) To elect Fellows from among the Members of the Association.

(h) To propose to the Members of the Association the recall of elective members of the Board of Directors.

(i) To adopt resolutions and statements on matters affecting the Association.

(j) To propose amendments to the Constitution and to amend the Bylaws.

Section 2. Membership. The Council shall consist of (a) the members of the Board of Directors, (b) the retiring Section Chair and if that individual is unavailable to attend a meeting, the Chair or Chair-elect shall be eligible to replace the retiring Section Chair at the meeting, (c) delegates from each Electorate, elected from among and by members of the Electorate, and if that individual is unavailable to attend a meeting, the Chair, Chair-elect or Member-at-Large shall be eligible to replace the delegate, (d) at least two delegates from the National Association of Academies of Science, and (e) one delegate from each Regional Division. Delegates shall serve terms of three years; they may serve a maximum of two consecutive terms. The President shall serve as chair of the Council; the Executive Officer shall serve as secretary.

Article VIII. Board of Directors

Section 1. Duties. In consonance with the general policies established by the Council, the Board of Directors (hereinafter called "the Board") shall conduct the affairs of the Association. Its powers and responsibilities shall include the following:

(a) To have, hold, and administer the property and funds of the Association.

(b) To appoint and to supervise committees to aid the Board in the discharge of its responsibilities, and to terminate such committees as appropriate.

(c) To determine the privileges of, and the dues and fees to be paid by, Members, Fellows, and Affiliates.

(d) To appoint the administrative officers, with the exception of the Section Secretaries.

(e) To adopt and to publish an annual budget for the Association and to arrange for an annual independent audit of its accounts.

(f) To conduct the publication program of the Association.

(g) To determine the time and place of meetings of, or meetings sponsored by, the Association, and to have general responsibility for the programs and arrangements for those meetings.

(h) To authorize public statements on behalf of the Association.
(i) To propose amendments to the Constitution and Bylaws.

(j) To report regularly to the Council on its actions.

Section 2. Membership. The Board shall consist of: the Chair of the Board, the President, the President-Elect, the Treasurer, the eight Directors elected for four-year terms, up to two Directors appointed by the eleven Elective Officers for three-year staggered terms, and the Executive Officer, ex officio, without vote. Appointed Directors shall provide special expertise needed by the Board, and may not serve more than six years on the Board. The Executive Officer shall serve as secretary.

Article IX. Amendments

Section 1. Amendments to the Constitution may be proposed by the Board, by the Committee on Council Affairs, by any member of the Council, or by petition signed by at least two hundred Members of the Association. Proposed amendments shall be submitted to the Committee on Council Affairs, through the Executive Officer, for presentation to and preliminary action by the Council. A duly proposed amendment shall be presented at the first Council meeting held sixty or more days after its submission and shall be published to the Members at least thirty days in advance of that meeting. A proposed amendment shall be submitted to the Members of the Association for mail ballot or by electronic means at the time of the next annual general election following the Council meeting at which it was presented if (a) a majority of the Council so votes or (b) it bears the signatures of one thousand or more Members of the Association. The mailing shall include a statement of the Council’s position regarding the proposed amendment. A proposed amendment shall require for its adoption a favorable vote of a majority of all Members or, failing that, of two-thirds of the Members who return ballots. A ratified amendment shall become effective upon its adoption.

Article X. Tax-Exempt Status

Section 1. The Association is nonstock and nonprofit. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its Directors, officers, or other private persons, except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article II of the Constitution. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office. Notwithstanding any of the provisions of the Constitution, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2. If in any one year the Association is found to be a private foundation, then and in that event, its income for each such taxable year shall be distributed at such time and in such manner as not to subject the foundation to tax under Section 4942 of the Internal Revenue Code, and the foundation shall not engage in any act of self-dealing [as defined in Section 4941(d) of the Internal Revenue Code], and shall not retain any excess business holdings [as defined in Section 4943(c) of the Internal Revenue
Code], and shall not make any investments in such manner as to subject the foundation to tax under Section 4944 of the Internal Revenue Code, and shall not make any taxable expenditures [as defined in Section 4945(d) of the Internal Revenue Code].

**Article XI. Dissolution**

*Section 1.* In the event of dissolution or termination of the Association, the Board shall, after the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the objectives of the Association, in such manner, or to such organization or organizations organized exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

**BYLAWS**

**Article I. Membership and Affiliation**

*Section 1. Members.* Members shall receive such publications, shall have such additional privileges, and shall pay such dues and fees as the Board may determine. A Member may be dropped from membership for nonpayment of dues.

Fifty-Year Members (Members who have paid dues for fifty years) and Life Members (Members who have paid a life membership fee of such amount as the Board shall have prescribed) shall be exempt from the payment of dues and shall retain all the rights and privileges of membership.

*Section 2. Fellows.* A Member whose efforts on behalf of the advancement of science or its applications are scientifically or socially distinguished and who has been a continuous member for the four year period leading up to the year of nomination, may, by virtue of such meritorious contribution be elected a Fellow by the Council. The Executive Officer shall annually present to the Council a slate of nominees for such election. Nominations may be made by the Steering Groups of the Section Committees (see Bylaw Article III, Section 3); by the Executive Officer; and by any three Fellows, provided that at least two of the three are not affiliated with the institution of the nominee.

The number of persons nominated annually by a Section Steering Group to be included on the slate of nominations submitted to the Council for approval may not exceed 0.4 percent of the membership who are enrolled in the corresponding Section as their primary Section (such total is referred to as the Steering Group quota). The number of 3-Fellow nominations that may be forwarded by each Section to the Council for approval shall be equivalent to the Steering Group quota or five nominations, whichever is greater (referred to as the three-Fellow quota).
To be included on the slate, a nomination — whatever its source — must have the approval of a majority of the members of the Steering Group of the Section Committee to which the nomination has been referred and must have no more than two members opposed. In the case of 3-Fellow nominations, section Steering Group members shall simultaneously employ a secondary voting system in which they are asked to select a number of 3-Fellow nominees up to the three-Fellow quota.

If the Steering Group of the Section Committee fails to approve a nomination by three Fellows or by the Executive Officer, the nominator(s) may appeal to the Committee on Council Affairs for review and possible reversal of that action.

The number of nominees on the slate may not exceed 0.5 percent of the membership of the Association.

Section 3. Affiliates. Each Affiliate shall enroll in from one to generally not more than five Sections of the Association, subject to the approval of the respective Section Committees, including that of Section Y-General Interest in Science and Engineering, with three exceptions: (i) If an Affiliate applies for enrollment only in Section Y, such enrollment shall be automatic. (ii) If an Affiliate’s application for enrollment in one or more Sections other than Section Y is not approved by at least one of those Sections, the Affiliate shall be enrolled automatically in Section Y. (iii) If an Affiliate’s application for enrollment in two or more Sections, one of which is Section Y, is not approved by one or more Sections other than Section Y, it shall be enrolled automatically in Section Y. Each Affiliate shall appoint a representative to the Section Committee of each Section in which it is enrolled; such representatives must be Members of the Association.

Sections, the Affiliate shall be enrolled automatically in Section Y. (iii) If an Affiliate’s application for enrollment in two or more Sections, one of which is Section Y, is not approved by one or more Sections other than Section Y, it shall be enrolled automatically in Section Y. Each Affiliate shall appoint a representative to the Section Committee of each Section in which it is enrolled; such representatives must be Members of the Association.

Failure of the Affiliate to appoint within one year a representative to at least one Section Committee will result in initiation of disaffiliation procedures. In addition, failure of the Affiliate to appoint within one year a representative to other Sections in which it is enrolled will result in automatic cancellation of enrollment in those Sections.

At three-year intervals, the Executive Officer shall communicate with all Affiliates to assure that they wish to continue their affiliation. If an Affiliate replies in the negative or fails to reply in due course, disaffiliation shall be automatic and the term(s) of its Section Committee representative(s) shall expire simultaneously with the lapse of affiliation.

Affiliated organizations that no longer meet the criteria for affiliation may be disaffiliated by the Council in accordance with procedures which shall have been established by the Council. Action on a motion to terminate affiliation may be taken only at a meeting of the Council. Such motion shall require for its adoption an affirmative vote of two-thirds of the members present.

Section 4. National Association of Academies of Science. The National Association of Academies of Science, a group composed of two representatives from each of the affiliated academies of science, shall serve as liaison among the academies and between the academies and the Council. It shall elect its officers for such terms as it shall prescribe and shall hold its meetings and otherwise conduct its affairs as it deems desirable. It shall at appropriate intervals elect two delegates to the Council, each of whom shall serve a term of three years. It shall not re-elect a delegate who is completing two consecutive terms.
Article II. Electorates

Section 1. The electorates shall be subsets of the twenty-four Sections of the Association (see Bylaw Article III), consisting of those Members who are enrolled as voting members of the Sections (see Section 3 of this Article).

Section 2. Prerogatives of Electorates. Each Electorate shall be entitled to elect (a) one or more delegates to the Council (one delegate if the Electorate has 2999 or fewer members, two delegates if it has from 3000 to 5999 members, and so on, thereby adding one delegate for each successive increment of 3000 members); (b) the six members of its own Nominating Committee (see Bylaw Article V, Section 3); (c) the Chair-Elect of the corresponding Section; and (d) the members-at-large of the corresponding Section Committee. The number of Council delegates per Electorate is based on the number of Members enrolled in each Electorate as their primary Electorate. At five-year intervals, on the basis of the number of Members then enrolled in each Electorate as their primary Electorate, the Council shall reconsider the validity of the formula which determines the number of Council delegates to be elected by the Electorates [see (a) above] and, when necessary to insure equitable representation of the Members, shall change the formula and amend the relevant portion of this Section accordingly.

Section 3. Prerogatives of Members of Electorates. Each Member may enroll in one to three Electorates, may vote in each Electorate in which he or she is enrolled, and shall be eligible for election by those Electorates to any position filled by vote of an Electorate, except that no Member shall serve in office in more than one Section at a time.

Article III. Sections

Section 1. Authority to establish and terminate Sections shall be vested in the Council. The Sections of the Association are:

Section on Mathematics (A)
Section on Physics (B)
Section on Chemistry (C)
Section on Astronomy (D)
Section on Geology and Geography (E)
Section on Biological Sciences (G)
Section on Anthropology (H)
Section on Psychology (J)
Section on Social, Economic, and Political Sciences (K)
Section on History and Philosophy of Science (L)
Section 2. Section Committees.

(a) Function. The affairs of each Section shall be managed by a Section Committee. Each Section Committee shall promote the work of the Association in its own field and may organize subcommittees for that purpose. Under the general direction of the Section Secretary, and within the context of overall plans for scientific meetings of the Association, each Section Committee may arrange such Section contributions to those meetings as it deems desirable.

(b) Meetings. Each Section Committee shall meet at least once annually. The Section Chair shall preside at meetings of the Section Committee. If the Section Chair is unavailable at any session, the Section Chair-Elect shall preside. Three members of a Section Committee shall constitute a quorum. A Section Committee may arrange meetings to be held at places and times other than those of Association meetings, but may not incur financial obligation without prior approval of the Board.

(c) Membership. Each Section Committee shall consist of (i) the Section Officers: the retiring Section Chair, the Section Chair, the Section Chair-Elect, and the Section Secretary; (ii) four members-at-large; (iii) one representative of each Affiliate that is enrolled in the Section; and (iv) the Council Delegate(s) of the corresponding Electorate. The Section Chair-Elect shall be elected annually by the Electorate for a three-year term (the second year as Section Chair and the third year as retiring Section Chair) to begin
immediately following the Annual Meeting held after the election. The Section Secretary shall be appointed by the Section Steering Group for a four-year term to begin immediately following the Annual Meeting held after the appointment. One member-at-large shall be elected annually by the Electorate for a four-year term to begin immediately following the Annual Meeting held after the election. Each representative of an Affiliate shall be appointed by the Affiliate for a three-year, renewable term.

(d) Representation on the Council. The Section Committee shall be represented on the Council by the retiring Section Chair.

(e) Vacancies. In the event of a vacancy in the position of retiring Section Chair, the Section Chair shall represent the Section Committee at the next Council meeting. In the event of a vacancy in the position of Section Chair, Section Chair-Elect, Section Secretary, or member-at-large, the Steering Group (see Section 3 of this Article) shall appoint a replacement for the remainder of the unexpired term. In the event of a vacancy in the position of representative of an Affiliate, the Affiliate shall appoint a replacement for the remainder of the unexpired term. Vacancies shall be filled, through the appropriate means, within a period of ninety days.

Section 3. Steering Groups of the Section Committees.

(a) Function. Each Section Committee shall have a Steering Group to (i) take action on policy matters between meetings of the Section Committee; (ii) annually submit to the Executive Officer for presentation to the Council an approved slate of nominees proposed for election as Fellows (see Bylaw Article I, Section 2); (iii) at four-year intervals, appoint the Section Secretary; (iv) in the event of a vacancy in the position of Section Secretary, Section Chair, Section Chair-Elect, or member-at-large, appoint a replacement for the remainder of the unexpired term.

(b) Membership. Each Steering Group shall consist of eight members: the retiring Section Chair, the Section Chair, the Section Chair-Elect, the Section Secretary, and the four members-at-large. The Section Chair shall serve as chair of the Steering Group; the Section Secretary shall be responsible for the fellowship nomination and review process.

Article IV. Officers

Section 1. Duties.

(a) The retiring President shall be a member of the Council and of the Executive Committee, and shall serve as Chair of the Board.

(b) The President shall be a member of the Board, of the Executive Committee, and of the Committee on Council Affairs, and shall serve as chair of the Council.

(c) The President-Elect shall be a member of the Board and of the Council, and shall serve as chair of the Committee on Council Affairs.

(d) The Executive Officer shall be a member of the Board without vote; a member of the Council, of the Committee on Council Affairs, of the Executive Committee, and of the Committee on Investment and Finance; shall serve as secretary of the Board, of the Council, and of the Committee on Council Affairs.
and as staff officer of the Committee on Nominations; shall be in charge of the Association’s offices and shall manage the affairs of the Association in accordance with procedures prescribed by the Board; shall be custodian of the current operating funds; and shall have the authority to enter into contracts for the Association that have been approved by the Board or that are required for the conduct of the Association’s activities specifically provided for in the approved annual budgets.

(e) The Treasurer shall be a member of the Board, of the Council, and of the Committee on Investment and Finance, and shall be responsible for the control and administration of all investment funds; endowment, trust, and gift funds; and such other funds as the Board may designate.

(f) The Section Secretaries shall have general responsibility for the work of their Section Committees, arrangements for sectional contributions to scientific meetings of the Association, the fellowship nomination and review process within the Steering Groups of their Section Committees, and such other duties as may be assigned by the Executive Officer.

(g) The Section Chairs shall preside at meetings of their Section Committees, serve as chairs of the Steering Groups of their Section Committees, appoint the chairs of the Electorate Nominating Committees, and fill vacancies on the Electorate Nominating Committees.

(h) The retiring Section Chairs shall be members of the Council and serve as ex officio members and as chairs of the Electorate Nominating Committees.

Section 2. Requirement for Election or Appointment. Membership in the Association shall be a requirement for election or appointment (a) to the Board, the Council, the Section Committees, and the Committee on Nominations and (b) as officers of the Regional Divisions and the Local Branches.

Membership in the Electorate shall be a requirement for election as Council delegate of an Electorate, member of an Electorate’s Nominating Committee, Section Chair-Elect, Section Secretary, and member-at-large of a Section Committee.

Article V. Nominations and Elections

Section 1. Committee on Nominations.

(a) Function. The Committee on Nominations shall annually present to the Members for election by mail ballot, or by electronic means, at least two nominations for the position of President-Elect and for each additional position to be filled on the Board. It shall not nominate more than one person who is serving for a fourth consecutive year or longer on the Board. It shall not nominate any person who, if elected, would thereby serve for more than eight consecutive years on the Board.

In addition, the Committee shall annually present to members of the Council for election by mail ballot, or by electronic means, at least two nominations for each position to be filled on the Committee on Council Affairs by vote of the Council. Should there be fewer than eight candidates who meet the eligibility criterion or who accept the invitation to run, all reasonable efforts will be used to put forward as many candidates as possible.
(b) **Membership.** The Committee on Nominations shall consist of nine members. Eight shall be elected by the Members of the Association from slates presented by the Committee on Council Affairs, for two-year terms; one shall be a member of the Board, appointed annually by the Board. No member shall serve for more than two consecutive years. The terms of four of the popularly elected members shall expire on the last day of the Annual Meeting. New members shall take office immediately following the Annual Meeting held after their election or appointment. The Committee shall annually select one of its members to serve as chair. The Executive Officer shall serve as staff officer of the Committee.

(c) **Vacancies.** In the event of a vacancy among the elected members of the Committee on Nominations, the Committee on Council Affairs shall appoint a replacement for the remainder of the unexpired term.

**Section 2. Annual General Election Procedures.** In an annual general election, slates bearing at least two nominations for each of the following positions shall be presented to the Members of the Association for election by mail ballot or by electronic means:

(a) President-Elect

(b) Elected Members of the Board

(c) Members of the Committee on Nominations.

Nominations for (a) and (b) shall be presented by the Committee on Nominations (see Section 1 of this Article). Nominations for (c) shall be presented by the Committee on Council Affairs [see Bylaw Article VI, Section 1 (a)].

Slates of nominees for positions (a), (b), and (c) shall be published to the Members at least thirty days in advance of the issuance of ballots. Additional names may be placed in nomination for any of these positions by petition of at least one hundred Members submitted to the Executive Officer within thirty days following the announcement of the election. Biographical information concerning the nominees shall be published at or about the time ballots are issued.

**Section 3. Nominating Committees of the Electorates.**

(a) **Function.** Each Electorate shall have a Nominating Committee which shall at appropriate intervals present to the members of the Electorate for election by mail ballot, or by electronic means, slates of nominees for the following positions:

(i) Council delegates of the Electorate

(ii) Members of the Electorate’s Nominating Committee

(iii) Section Chair-Elect

(iv) Member-at-large of the Section Committee.
At least two nominations shall be presented for each position to be filled. A Nominating Committee shall not renominate a Council delegate who is completing two consecutive terms or a retiring member of the Nominating Committee.

(b) **Membership.** The Nominating Committee of each Electorate shall consist of six members elected by the Electorate for three-year terms. The retiring Section Chair shall additionally serve as ex officio member of the Electorate Nominating Committee. The chair of the Electorate Nominating Committee shall be one of the two senior members; he or she shall by appointed by the appropriate Section Chair. Retiring members shall not be eligible for immediate re-election. The terms of two members shall expire on the last day of the Annual Meeting. New members shall take office immediately following the Annual Meeting held after their election.

(c) **Vacancies.** In the event of a vacancy on an Electorate’s Nominating Committee, the appropriate Section Chair shall appoint a replacement for the remainder of the unexpired term.

*Section 4. Annual Election Procedures of the Electorates.* In an annual election, slates bearing at least two nominations for each of the following positions which are to be filled shall be presented to the members of each Electorate for election by mail ballot or by electronic means:

(a) Council delegates of the Electorate

(b) Members of the Electorate’s Nominating Committee

(c) Section Chair-Elect

(d) Member-at-large of the Section Committee.

Nominations for these positions shall be presented to each Electorate by its Nominating Committee [see Section 3 (a) of this Article].

Slates of nominees for these positions shall be published to the Members at least thirty days in advance of the issuance of ballots. Additional names may be placed in nomination for any of these positions by petition of at least fifty members of an Electorate submitted to the Executive Officer within forty-five days following the announcement of the election. Biographical information concerning the nominees shall be published at or about the time ballots are issued.

*Section 5. Nomination by Petition.* Any petition to place additional names in nomination for any position to be filled through election by the Members or by the Electorates shall be accompanied by a curriculum vitae of the nominee and the nominee’s statement of acceptance of nomination.

**Article VI. Council**

*Section 1. Committee on Council Affairs.*

(a) **Function.** The Committee on Council Affairs shall serve as the executive committee of the Council. It shall (i) prepare the agenda for meetings of the Council; (ii) receive or initiate, coordinate, and advise the Council on reports of Council committees, resolutions, and proposed actions submitted for
consideration by the Council; (iii) review applications for affiliation with the Association and petitions to terminate affiliation, and make recommendations thereon to the Council; (iv) at three-year intervals, review the process for nominating and electing Fellows, and make recommendations thereon to the Council; (v) annually present to the Members of the Association for election by mail ballot, or by electronic means, at least two nominations for each position to be filled on the Committee on Nominations through election by the Members. In addition, the Committee may (i) recommend to the Council appropriate changes in the Constitution and Bylaws; (ii) establish, charge, and, when appropriate, terminate committees to report to the Council on any aspect of Association policy or program or on other matters affecting the advancement of science; (iii) recommend to the Council that it establish and, when appropriate, terminate such committees.

(b) Membership. The Committee on Council Affairs shall consist of eleven members: the President; the President-Elect, who shall serve as chair; the Executive Officer, who shall serve as secretary; and eight members elected from among and by the Council delegates, from slates presented by the Committee on Nominations, for two-year, renewable terms. The terms of four of the eight elected members shall expire on the last day of the Annual Meeting. New members shall take office immediately following the Annual Meeting held after their election.

(c) Vacancies. In the event of a vacancy among the elected members of the Committee on Council Affairs, the Committee shall appoint a replacement for the remainder of the unexpired term.

Section 2. Terms of Council Members. The terms of Council members are stated in Constitution Article VII, Section 2. New members shall take office immediately following the Annual Meeting held after their election.

Section 3. Vacancies on the Council. In the event of a vacancy in the position of a Council delegate, the appropriate nominating committee shall fill the vacancy for the remainder of the unexpired term.

Section 4. Council Meetings. The Council shall meet at least once annually. It may hold special meetings at the call of the President or upon the written request of at least one-fourth of the members of the Council submitted to the Executive Officer. If the President is unavailable at any session, the President-Elect shall preside. If neither is available, the Council members in attendance shall elect a chair for that session. One-half of the members of the Council shall constitute a quorum.

Section 5. Meeting Procedures. Matters to be included on the agenda for action at any regular or special meeting of the Council shall be submitted in writing to the Executive Officer at least sixty days in advance of the meeting. The Executive Officer shall refer such matters to the Committee on Council Affairs for possible inclusion in the written agenda for the meeting.

A matter not included in the written agenda for the meeting may be taken up by the Council only if:

(a) It was submitted in writing at least sixty days in advance and is brought up for consideration by a member of the Council under the item "new business."

(b) Although not submitted in writing at least sixty days in advance, (i) it is brought up for consideration by a member of the Council under the item "new business," and two-thirds of the members present vote to take it up, or (ii) it was proposed by the Board or by the Committee on Council Affairs. In
recognition that urgent matters may arise within the sixty days immediately preceding a meeting of the Council, the Committee on Council Affairs shall meet on the day before the Council Meeting at the Annual Meeting to review such matters submitted in writing to the Executive Officer and, by majority vote of the members present, shall determine whether these matters will be included on the agenda as additional items for consideration by the Council. In submitting such matters to the Executive Officer, their proponents shall explain in writing why submission was not made at least sixty days in advance of the Council meeting.

Any matter taken up by the Council shall be considered adopted if a majority of the members present vote in favor of it, with five exceptions: (i) A resolution shall require an affirmative vote of two-thirds of the members present. (ii) A motion to terminate affiliation shall require an affirmative vote of two-thirds of the members present. (iii) A proposed amendment to the Bylaws shall require an affirmative vote of a majority of the entire Council. (iv) A proposed amendment to the Constitution shall require for its submission to the Members of the Association for mail ballot, or by electronic means, an affirmative vote of a majority of the entire Council. (v) A motion to recall an elective member of the Board shall require for its submission to the Members of the Association for mail ballot, or by electronic means, an affirmative vote of three-fourths of the members present.

By ruling of the presiding officer, or on motion of any Council member supported by at least one-third of the Council members present and voting, any matter on the agenda that has not yet come to vote, with the exceptions of a proposed amendment to the Constitution or a motion to recall an elective member of the Board, may be submitted to the entire Council membership for a mail ballot, or by electronic means, and shall require for its approval a favorable vote of a majority of the Council members, except that a resolution shall require for its adoption a favorable vote of two-thirds of those members.

Section 6. Interim Procedures. During intervals between Council meetings, members of the Council may be polled by mail on matters of Council business, except as precluded by the Constitution and Bylaws, when so authorized by action of the Council, of the Committee on Council Affairs, or of the Board, or on petition signed by at least one hundred Members of the Association and submitted to the Executive Officer. If such a matter involves external action by officers or other representatives of the Association, a summary of arguments for and against the proposed action, approved by the President, shall be submitted with it.

Article VII. Board of Directors

Section 1. Meetings. The Board shall hold at least four meetings a year. It may convene in additional meetings at the call of the Chair or upon agreement of a majority of its members. If the Chair is unavailable at any session, the President or President-Elect shall preside. A simple majority of voting members of the Board shall constitute a quorum.

Section 2. Executive Committee.

(a) Function. The Executive Committee shall act on behalf of the Board between meetings of the Board. All actions taken by the Committee shall be submitted for review and possible further action at the next following meeting of the Board.
(b) **Membership.** The Executive Committee shall consist of the Chair of the Board, the President, the Executive Officer, and other members of the Board elected annually by the Board.

**Section 3. Terms of Board Members.** The terms of Board members are stated in Constitution Article VI, Section 1. New members shall take office immediately following the Annual Meeting held after their election.

**Section 4. Vacancies on the Board.** Within sixty days of the occurrence of any vacancy in an elective position on the Board, the Board shall fill the vacancy for the remainder of the unexpired term.

**Section 5. Recall of Elective Members of the Board.** Individual elective members of the Board may be recalled by action initiated by any Council member at any Council meeting. If at least three-fourths of the Council members in attendance at the meeting so vote, a proposal to recall shall be submitted, within thirty days of the meeting, to the Members of the Association for mail ballot, or by electronic means. A proposal to recall shall require for its adoption an affirmative vote of a majority of all Members or, failing that, of two-thirds of the Members who return ballots, provided that the number of affirmative votes cast is no less than two-thirds of the number of ballots cast in the election at which the Board member was elected. If the vote is to recall, the recall shall become effective at the close of the balloting.

**Article VIII. Financial Administration**

**Section 1. Control and Administration.** The deposit, investment, and disbursement of all funds shall be subject to the direction of the Board. The Executive Officer shall be custodian of the current operating funds. The Treasurer shall be responsible for the control and administration of all investment funds; endowment, trust, and gift funds; and such other funds as the Board may designate.

**Section 2. Accounting.** All incoming funds shall be received by the Executive Officer, entered in the Association’s books, and deposited or invested as shall have been prescribed by the Board. The Executive Officer shall keep proper accounts of all financial transactions of the Association. The accounts of the Association shall be audited annually by a certified public accountant selected by the Board.

**Section 3. Budget.** The Board shall annually adopt a budget allocating funds of the Association for the purpose of carrying out the objectives of the Association.

**Section 4. Contracts.** The Executive Officer is empowered and authorized to enter into contracts for the Association that have been approved by the Board or that are required for the conduct of the Association’s activities specifically provided for in the approved annual budget.

**Section 5. Checks.** Checks drawn on the accounts of the Association shall bear the signature of any one of several individuals whom the Board shall have authorized to sign checks on behalf of the Association.

**Section 6. Fiscal Year.** The fiscal year of the Association shall be from January 1 through December 31.

**Section 7. Committee on Investment and Finance.**
(a) **Function.** The Committee on Investment and Finance shall make recommendations to the Board on the investment of the Association’s funds and on financial questions.

(b) **Investment Portfolio.** The securities of the Association may be bought, sold, or exchanged upon the oral order of the Treasurer or, by his written delegation, the Executive Officer or the chair or the vice-chair of the Committee on Investment and Finance. Such an oral order shall be followed promptly by written confirmation signed by the Treasurer or the Executive Officer.

(c) **Membership.** The Committee on Investment and Finance shall consist of the Treasurer, the Executive Officer, and other members appointed by the Board. Each appointed member shall serve a term of three years.

**Article IX. Publications**

*Section 1.* The publications of the Association shall be those specified by the Board. They shall be issued in such manner as the Board may direct.

**Article X. Scientific Meetings**

*Section 1.* The Association shall hold an Annual Meeting and may hold other scientific meetings at such times and places as the Board shall have determined. The programs and arrangements for the Association’s meetings shall be under the general cognizance of the Board.

**Article XI. Committees**

*Section 1. Standing Committees.* The standing committees of the Association are:

(a) Committee on Nominations (see Bylaw Article V).

(b) Committee on Council Affairs (see Bylaw Article VI).

(c) Executive Committee (see Bylaw Article VII).

(d) Committee on Investment and Finance (see Bylaw Article VIII).

*Section 2. Other Committees.*

(a) Committees may be established, charged, and, when appropriate, terminated by the Council, by the Board, and by the Committee on Council Affairs, as provided in Articles VII and VIII of the Constitution and in Article VI of the Bylaws, respectively. In its charge to a committee, the appointing body shall make explicit the term of the committee’s effective life. The appointing body may subsequently extend that term if, in its judgment, such extension is desirable. The appointing bodies shall annually review the activities of their committees and, where appropriate, shall provide for rotation of committee membership.

(b) Nominating Committees of the Electorates are described in Bylaw Article V, Section 3.
(c) Section Committees are described in Bylaw Article III, Section 2.

(d) Steering Groups of the Section Committees are described in Bylaw Article III, Section 3.

Article XII. Regional Divisions and Local Branches

Section 1. Regional Divisions and Local Branches of the Association may be established and terminated by the Council. Each Regional Division and Local Branch shall be organized and operated exclusively to carry out, within its respective territory, the objectives of the Association. The Regional Divisions and Local Branches are:

(a) the Pacific Division, which consists of Members of the Association resident in Washington, Oregon, California, Idaho, Nevada, Utah, Montana west of the continental divide, and Hawaii, and those countries, trusts, and other territories lying within or bordering the Pacific Basin not included in the definition of territory of other Divisions of the Association, and Alberta and British Columbia, Canada, (established in 1915);

(b) the Southwestern and Rocky Mountain Division, which consists of Members of the Association resident in Arizona, Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wyoming, Montana east of the continental divide, and Sonora and Chihuahua, Coahuila and Nuevo Leon, Mexico, and Saskatchewan and Manitoba, Canada, (established in 1920);

(c) the Arctic Division, which consists of Members of the Association resident in Alaska, Yukon, and Northwest Territories and others who meet such requirements as may be established by the Division and approved by the Council of the Association (established in 1951);**

(d) the Caribbean Division, which consists of Members of the Association resident in all the islands and countries in or bordering on the Caribbean Sea, including Mexico’s Yucatan Peninsula, (established in 1984); and

Section 2. Government. Each Regional Division and Local Branch shall make bylaws for its own government which shall be subject to the approval of the Council of the Association and shall not be inconsistent with the Constitution and Bylaws of the Association. Such bylaws and amendments thereto shall be submitted to the Council, through the Executive Officer of the Association, for approval. Each Regional Division and Local Branch shall elect its officers for such terms as it shall prescribe and shall hold its meetings and otherwise conduct its affairs as it deems desirable, subject to the relevant provisions of the Bylaws of the Association and to such special provisions as the Council of the Association may establish. Each Regional Division and Local Branch shall annually submit to the Board a financial statement and a written report of its activities in a form prescribed by the Executive Officer.

Section 3. Finances. Each Regional Division and Local Branch may annually submit to the Board its proposed budget for the following year. Such budgets shall be comprehensive statements; they shall include estimates of all anticipated expenses, whatever their nature, and all expected income, whatever its source. The Board shall review such proposed budgets and allocate funds for those budget items, in such amounts, as it deems appropriate.

Article XIII. Participating Organizations
Section 1. Organizations whose activities are planned and directed in close relationship with those of the Association may, upon recommendation by the Board and approval by the Council, be designated Participating Organizations. The Board may review the policies of a Participating Organization at any time and make recommendations thereon to the Participating Organization. The Participating Organization shall be invited to have a representative in attendance at such a review. The Participating Organizations are:

(a) the Gordon Research Conferences (designated in 1955).

Article XIV. Official Statements

Section 1. The Association shall not be responsible for statements or opinions advanced by any of its officers, or presented in papers or in discussions at meetings of the Association or its Sections, committees, Regional Divisions, or Local Branches, or printed in its publications, except for those authorized by the Board or by the Council.

Article XV. Parliamentary Authority

Section 1. Robert’s Rules of Order, except when inconsistent with the Constitution and Bylaws of the Association, shall govern the meetings of the Council, Board, Sections, and committees.

Article XVI. Amendments

Section 1. Amendments to the Bylaws may be proposed by the Board, by the Committee on Council Affairs, by any member of the Council, or by petition signed by at least one hundred Members of the Association. Proposed amendments shall be submitted to the Committee on Council Affairs, through the Executive Officer, for presentation to and action by the Council. A proposed amendment, if intended for presentation at a Council meeting, must be submitted at least thirty days in advance of the meeting. The Committee on Council Affairs shall present all duly proposed amendments to the Council, either at a meeting (provided that copies have been distributed to the Council members in advance) or by mail. Whether presented at a meeting or by mail, a proposed amendment shall require for its adoption a favorable vote of a majority of the entire Council. If a proposed amendment fails of adoption at a meeting of the Council, the Committee on Council Affairs may subsequently submit it to the entire Council for mail ballot or by electronic means. Such submission shall include a statement of the Committee on Council Affairs’ position regarding the proposed amendment. A ratified amendment shall become effective upon its adoption.

*The AAAS Council amended Article II in December 1977 to include "to foster scientific freedom and responsibility" and again in January 1989 to include "to advance education in science".

**The original Alaska Division was changed to the Arctic Division in 1982.