

Bylaws of The Caribbean Academy of Sciences, Jamaica Limited

Article I - Organisation and Purpose

Mission Statement

- To promote the objectives of the Caribbean Academy of Sciences (CAS)
- To be an authoritative voice on science and technology in Jamaica
- To promote the development of science and technology in Jamaica
- To strengthen the status of the scientific professions and act as a resource base for scientific information, expertise and policy analysis
- To increase the public understanding and awareness of the impact of science and technology on the development of society
- To develop and promote alliance and partnerships in support of scientific endeavours

1. The name of this Chapter shall be **The Caribbean Academy of Sciences, Jamaica Limited**

2. The **objectives** of this Chapter shall be:

- To provide a forum for interchange of ideas among scientists on important issues related to the application of Science and Technology
- To serve as a source of advise to the government and non-governmental organizations in scientific and technological matters
- To facilitate cooperation among scientists and promote the execution and coordination of scientific research in all its aspects
- To liaise with relevant research organisation and assist in facilitating their mutual interaction
- To recognise and reward outstanding performance and achievement within the region in the fields of Science and Technology
- To undertake, and collaborate in, the collation and publication of results of scientific research
- To raise the level of scientific consciousness in Jamaica, and increase the public understanding and appreciation of the importance and potential of Science and Technology in human progress
- To establish and maintain high standards of ethics in all scientific endeavours

Article II - Membership and Subscriptions

1. Membership: The Chapter shall consist of duly elected members of the Academy domiciled/ residing in Jamaica as per Article XI of the Academy. Application for membership shall first be submitted to the Academy. 2. Subscription: Members shall pay annually such dues as the Chapter shall determine at the **biennial general meeting** by a majority vote. Any member two (2) years in arrears of subscriptions after due notices, shall stand suspended from the Chapters' privileges until such arrears are paid. The Secretary shall notify such members of their delinquency. Should dues not be paid within six (6) months thereafter, the said member will be dropped from the roll. Reinstatement may be sought after payment of dues.

Article III - Officers and Committees

1. Officers: The officers of the Chapter shall consist of a Chairperson, Secretary, Treasurer, and a Public Relations Officer (**PRO**).

(a) The Chairperson shall preside at all meetings of the Chapter and such other functions customary for the office. In his/her absence the Secretary shall preside over all meetings. The Chairperson shall be responsible for developing the annual programme(s) of the Chapter, which shall be discussed, amended and/or passed for action by majority vote at a general meeting. The Chairperson shall also be responsible for the planning and execution of all programmes approved by the Chapter using all appropriate means-media etc. He/She shall represent the Chapter at the Academy's Executive Council. The term of office shall be two (2) years, which term shall be renewable by vote but not exceeding four (4) consecutive terms.

(b) The Secretary shall be responsible for the Chapter's record keeping, all necessary correspondence, issuance of timely minutes. The Secretary shall attend the Executive Council meeting of the Academy. The term of office shall be two (2) years, of which term shall be renewal by vote but not exceeding four (4) consecutive terms.

(c) The Treasurer shall be responsible for the collection of subscriptions and the administration of funds. The term of office shall be two (2) years, which term shall be renewable by vote but not exceeding four (4) consecutive terms.

(d) The **PRO** shall be concerned with public relations and relations with the media and shall work towards the promotion of better understanding between the Chapter and the communities of Jamaica. The term of office shall be two (2) years, which term shall be renewable by vote for an additional two (2) years.

2. Election of Officers: Nomination of officers shall be made two (2) months prior to the **biennial general meeting** or an extra-ordinary meeting called by signature of two-thirds membership. Officers shall be elected by a majority vote of members present and voting at the **biennial general meeting** or an extra-ordinary meeting. Any member of the Chapter may propose nominees for any of the offices.

3. Committees: There shall be three committees - (i) the Executive Committee, (ii) the Nominating Committee and (iii) Public Affairs and Programming Committee.

(a) Executive Committee - The officers of the chapter shall constitute the Executive Committee, which Committee shall have the authority to designate place and date of the **biennial general meeting** and to fill vacancies occurring in the offices between **biennial general meetings** or extra-ordinary meetings

(b) Nominating Committee - The Committee together with one-member-at-large duly elected shall function as the nominating Committee, which Committee shall receive nominations and present at the **biennial general meeting** a list of nominees for the offices to be filled. The member-at-large shall Chair this Committee.

(c) Public Affairs and Programming Committee - This Committee shall consist of the Chairperson, Secretary, **PRO** and one other member elected by the membership. This Committee shall be responsible for programming and public affairs or science and technology issues. This Committee shall be chaired by the **PRO**.

4. Executive Report - The following officers shall submit **biennial reports** for approval - Chairperson and Treasurer

Article IV - Meetings

1. Meetings: There shall be a **biennial general meeting**. A joint general meeting with the Academy may be held when deemed necessary.

2. Quorum: Two thirds of the membership shall constitute a quorum for General and Committee Meetings.

Article V - Amendments

1. These bylaws may be amended by a three-fourths majority of the members present and voting at any quorate **biennial general meeting**.

2. Notice of amendment - Notice of proposed amendments shall be sent to all members at least six (6) weeks prior to such meeting by the Secretary

3. Absent members may vote by mailing their signed ballots to be received by the Secretary at least two (2) weeks before the **biennial general meeting**.

Amendment for Academy's Constitution

Academy - Article XI - Amendment - Chapters

1. Any regional grouping of at least ten (10) members, if so desired, may establish a Chapter in a particular territory to foster the aims/objectives of the Academy without incurring any activities deemed inimical to the Academy.

2. The said Chapter shall develop by-laws to be approved by the Academy.