

ARTICLE VII  
AMENDMENTS

1. This constitution may be amended by an affirmative two-thirds vote at any regularly convened meeting of the Institute provided notice of such proposed amendment shall have been sent to each Fellow by the Secretary-Treasurer at least thirty days before the date of the meeting at which the proposal is to be acted upon. Voting may be in person or by mail.

**BY-LAWS**

ARTICLE I

DUTIES OF THE OFFICERS, BOARD OF DIRECTORS, COMMITTEE  
ON MEMBERSHIP, AND COMMITTEE ON PUBLICATIONS

1. The President, or in his absence, one of the Vice-Presidents, or in the absence of the President and both Vice-Presidents, a Fellow selected by vote of the Fellows present, shall preside at the meetings of the Institute and of the Board of Directors. At meetings of the Institute, the presiding officer shall vote only in the case of a tie, but at meetings of the Board of Directors he may vote in all cases. At least three months before the date of the annual meeting, the President shall appoint a Nominating Committee of three members. It shall be the duty of the Nominating Committee to make nominations for Officers to be elected at the annual meeting and the Secretary-Treasurer shall notify all Fellows at least thirty days before the annual meeting. Additional nominations may be submitted in writing, if signed by at least ten Fellows of the Institute, up to the time of the meeting.

2. The Secretary-Treasurer shall keep a full and accurate record of the proceedings at the meetings of the Institute and of the Board of Directors, send out calls for said meetings and, with the approval of the President and the Board, carry on the correspondence of the Institute. Subject to the direction of the Board, he shall have charge of the archives and other tangible and intangible property of the Institute. He shall send out calls for annual dues and acknowledge receipt of same; pay all bills approved by the President for expenditures authorized by the Board or the Institute; keep a detailed account of all receipts and expenditures, prepare a financial statement at the end of each year and present an abstract of the same at the annual meeting of the Institute after it has been audited by a Member or Fellow of the Institute appointed by the President as Auditor. The Auditor shall report to the President.

3. The Board of Directors shall have charge of the funds and of the affairs of the Institute, with the exception of those affairs specifically assigned to the President or to the Committee on Membership. The Board shall have authority to fill all vacancies ad interim, occurring among the Officers, Board of Directors, or in any of the Committees. The Board may appoint such other

committees as may be required from time to time to carry on the affairs of the Institute.

4. The Committee on Membership shall prepare and make available through the Secretary-Treasurer an announcement indicating the qualifications requisite for the different grades of membership.

5. The Committee on Publications, under the general supervision of the Board of Directors, shall have charge of all matters connected with the publications of the Institute, and of all books, pamphlets, manuscripts and other literary or scientific material collected by the Institute. Once a year this Committee shall cause to be printed in the Official Journal the Constitution and By-Laws and a classified list of all the Members and Fellows of the Institute.

## ARTICLE II

### DUES

1. Members shall pay five dollars at the time of admission to membership and shall receive the full current volume of the Official Journal. Thereafter, Members shall pay five dollars annual dues. The annual dues of Fellows shall be five dollars. The annual dues of Sustaining Members shall be fifty dollars. Honorary Members shall be exempt from all dues.

2. Annual dues shall be payable on the first day of January of each year.

3. The annual dues of a Fellow or Member include a subscription to the Official Journal. The annual dues of a Sustaining Member include two subscriptions to the Official Journal.

4. It shall be the duty of the Secretary-Treasurer to notify by mail anyone whose dues may be six months in arrears, and to accompany such notice by a copy of this Article. If such person fail to pay such dues within three months from the date of mailing such notice, the Secretary-Treasurer shall report the delinquent one to the Board of Directors, by whom the person's name may be stricken from the rolls and all privileges of membership withdrawn. Such person may, however, be re-instated by the Board of Directors upon payment of the arrears of dues.

## ARTICLE III

### SALARIES

1. The Institute shall not pay a salary to any Officer, Director, or member of any committee.

## ARTICLE IV

### AMENDMENTS

1. These By-Laws may be amended in the same manner as the Constitution or by a majority vote at any regularly convened meeting of the Institute, if the proposed amendment has been previously approved by the Board of Directors.