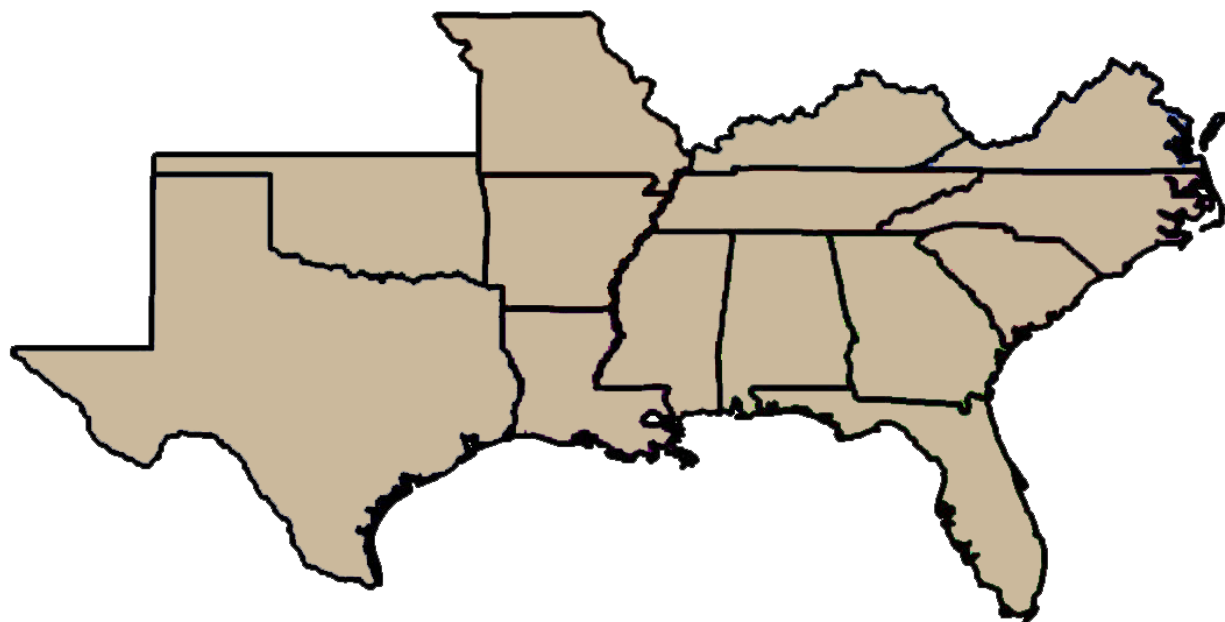


# Southern Weed Science Society

## Manual of Operating Procedures



<https://www.swss.ws/>

Modified 14 August 2018

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## CONSTITUTION OF THE SOUTHERN WEED SCIENCE SOCIETY

### Preamble

The Society is established to bring together those persons from any state, area, institution or agency, who are directly interested in weed control within the Society area through research, education, regulation, manufacturing or merchandising. The Society area shall consist of the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia, as well as the Commonwealth of Puerto Rico. The primary purpose of the Society is to exchange ideas, experiences, opinions and information, and discuss and plan means of securing more adequate weed control through more and better correlated and coordinated effort on weed research and control by Federal, State, and local public or private agencies.

### ARTICLE I - NAME

The name of this organization shall be the Southern Weed Science Society.

### ARTICLE II - MEMBERSHIP

There shall be two types of membership:

1. Voting members of this Society shall be those who have signified their interest in its objectives by registering for the most recent annual meeting, by registering at the meeting, or by means of absentee registration. Voting members, including student members, may attend all Society meetings, vote on all matters pertaining to the Society, and hold office.
2. Sustaining members shall consist of organizations or entities with an interest in weed management or weed science technologies who operate in the Society area and who contribute financially to the Society.

### ARTICLE III - OFFICERS AND EXECUTIVE BOARD

Section 1. The officers of this Society shall be the President, President- Elect, Vice-President, Secretary-Treasurer, Editor, and the Immediate Past-President. The officers, four Members-at-Large, and the Representative to Weed Science Society of America (WSSA), shall constitute the Executive Board. The Business Manager, the Chairperson of the Constitution and Operating Procedures Committee, Newsletter Editor, and Representative to the Graduate Student Organization shall be ex-officio members of the Executive Board.

Section 2. An electronic ballot shall be prepared by the Nominating Committee prior to each regular annual business meeting of the Society and accessed by voting members through the SWSS website. The Vice-President shall be elected by electronic ballot and shall hold office beginning with the close of the regular annual business meeting after his/her election and ending with the close of the next regular annual business meeting. Members-at-Large shall serve staggered terms, whereby two Members-at-Large shall be elected by electronic ballot in the same year, one from the public sector and one from the private sector of the Society, and shall hold office for a term of two years beginning with the close of the next regular annual business meeting of the Society following their

election and ending with the close of the second-next regular annual business meeting of the Society. The Secretary-Treasurer and Representative to WSSA shall be elected by electronic ballot, hold office for three years commencing with the close of the third-next business meeting after the election, and may be re-elected to the office for one additional period of three years. The Editor shall be elected by electronic ballot one year prior to holding office and shall hold office for three years commencing with the close of the third-next regular business meeting of the Society following his/her election and may be re-elected to the office for one additional period of three years. Voting members can access the electronic ballot and vote through the SWSS website at least three months prior to the regular business meeting, shall be counted at least one month prior to that meeting, and the nominees notified of the results immediately. There shall be at least two nominees for each position being voted on.

Section 3. All voting members are eligible to hold elective office, or to be elected as a Member-at-Large to the Executive Board or as Representative to WSSA.

Section 4. Officers and Members-at-Large shall not be eligible for re-election for more than two consecutive terms.

Section 5. Except for President, vacancies occurring among members of the Board shall be filled by a majority vote of the Executive Board; such officers or Board members shall serve through the next regular meeting. Beyond the next regular meeting, if the term of office has not expired, the unexpired portion shall be filled by normal electronic voting procedures. Those elected shall serve the remainder of the unexpired term of office or until their successors have been elected. If a vacancy occurs in the office of President, the President-Elect shall succeed to the office, and a new President-Elect shall be elected by the Executive Board.

Section 6. In the event of a tie vote in the electronic balloting procedure for any of the elective offices of the Society, the tie will be decided by a majority vote of the Executive Board at its next regular meeting following the balloting.

#### ARTICLE IV - MEETINGS

Section 1. The Society shall meet annually to carry out its objectives.

Section 2. The business matters of the Society shall be handled during one of the following meetings: (a), a meeting of the Executive Board at the beginning of the annual meeting; (b), a meeting of the voting members near the middle of the annual meeting; (c), a meeting of the Executive Board at the close of the annual meeting; and (d), a meeting of the Executive Board near the middle of the calendar year.

Section 3. At the first meeting of the Executive Board at the annual meeting, the Board will consider all committee reports and accept, modify, or reject them.

Section 4. At the annual meeting of the voting members, the members will act on all committee reports submitted by the Executive Board. No matter shall be voted on at this meeting that has not first been considered by the Executive Board.

Section 5. Both outgoing and newly elected members of the Executive Board will attend the Executive Board meeting at the close of the annual meeting, but outgoing members will not have the right to vote. This meeting will act on any old business not completed at the previous two meetings and any new business.

Section 6. At the mid-year meeting of the Executive Board, major emphasis will be given to matters relating to arrangements for the next annual meeting. Ordinarily, only those Executive Board members directly concerned with the arrangements will attend.

Section 7. Special meetings for special purposes may be called by the President with the approval of the Executive Board. Such special meetings may transact only such business as is specified in the call, and special meetings cannot supersede regular meetings except when especially provided for.

#### ARTICLE V - COMMITTEES

Standing committees shall be:

1. Awards
2. Computer Applications
3. Constitution and Operating Procedures
4. Finance
5. Historical
6. Legislative and Regulatory
7. Local Arrangement
8. Long Range Planning
9. Meeting Site Selection
10. Nominating
11. Program
12. Research
13. Resolution and Necrology
14. Student Program
15. Sustaining Membership
16. Weed Resistance and Technology Stewardship

Any voting member of the Society shall be eligible to appointment on committees.

#### ARTICLE VI - ENDOWMENT FOUNDATION

The SWSS will operate an Endowment Foundation for the purpose of advancing the scientific and educational objectives of the Society. The SWSS Endowment Foundation shall be operated as a not-for-profit corporation and shall be managed by a Board of Trustees under the supervision of the SWSS Executive Board.

#### ARTICLE VII - DISPOSITION OF ASSETS

Section 1. Upon the dissolution of the Society, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Society, dispose of all of the assets of the Society, exclusively for the purpose of the Society, or to such an organization or organizations, organized and operating exclusively for charitable, educational, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the IRC of 1954, (or the corresponding provisions of any future U.S. Internal Revenue Law), as the Executive Board shall determine.

#### ARTICLE VIII - AMENDMENTS

Section 1. Any five or more voting members of the Southern Weed Science Society may initiate a proposed amendment to the Constitution. The amendment shall be submitted to the voting membership with recommendations either at the next regular meeting or by electronic ballot as described in Section 3 below.

Section 2. The Executive Board may propose amendments to this Constitution at any time either by electronic ballot or at the regular meeting as outlined in Section 3 below.

Section 3. The Executive Board shall submit any proposed amendments to the membership at least 30 days before they are voted on. Adoption of a proposed amendment shall require a majority vote of those voting members present at a regular meeting, or if by electronic ballot a majority of all ballots returned within 30 days after the original posting on the SWSS website.

## BYLAWS OF THE SOUTHERN WEED SCIENCE SOCIETY

### I - REGISTRATION FEES

Section 1. Registration fees which will include the cost of the banquet ticket will be established by the Executive Board based upon the recommendations of the Finance Committee and the Business Manager.

### II - DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The President shall preside at all meetings of the Society, perform the usual duties of such office, and in addition:

- a. Serve as Chairperson of the Executive Board.
- b. Appoint all Committee Chairpersons, except Chairperson of the Research, Finance, Program, Nominating, Awards, and Constitution and Operating Procedures Committees.
- c. Appoint all Members of Standing and Special Committees, not specified elsewhere, with the advice of the respective Chairpersons if he/she so desires.
- d. Serve as ex-officio member of all Committees.

Section 2. The President-Elect shall:

- a. Assume the duties of the President during his/her absence.
- b. Serve as Chairperson of the Program Committee.
- c. Appoint Sectional Chairpersons where vacancies occur among Vice-Sectional Chairpersons which were appointed the year before.
- d. Automatically advance to President at the end of his/her term of office.
- e. Serve as a member of the Finance Committee.

Section 3. The Vice-President shall:

- a. Serve as Chairperson of the Research Committee.
- b. Appoint Chairpersons of the various sub-committees of the Research Committee.
- c. Receive and assemble all reports from the Chairpersons of the various sub-committees of the Research Committee; thoroughly review the committee reports for editorial consistency, and transmit them to the editor for inclusion in the proceedings.
- d. Appoint Vice-Sectional Chairpersons who will serve as Sectional Chairpersons when the Vice-President becomes the President-Elect (Program Chairperson).
- e. Automatically advance to President-Elect at the end of his/her term in office.
- f. Serve as Chairperson of the Finance Committee, and monitor the promotion and sales of SWSS publications.
- g. Arrange for the Awards Program in cooperation with the Chairperson of the Program Committee (President-Elect) and the Local Arrangements Committee.

Section 4. The Secretary-Treasurer shall perform the duties common to that office as outlined in the Operating Procedures and serve as a member of the Finance Committee.

Section 5. The Editor shall:

- a. Collect, edit, index, and assemble copy for the Proceedings and transmit a camera-ready copy of the Proceedings to the Business Manager for publication in the form of compact discs.
- b. Handle all correspondence pertaining to editorial policies and procedures.
- c. Serve as a member of the Executive Board and ex-officio member of the Finance Committee.
- d. Maintain close liaison with the Business Manager to assure prompt publication and maximal distribution of Society publications.

Section 6. The immediate Past-President shall:

- a. Serve as Chairperson of the Awards Committee.
- b. Serve as Chairperson of the Nominating Committee
- c. Serve on the Long-Range Planning Committee.
- d. As an officer of the Society, serve as a Member of the Executive Board during the year immediately following the completion of his/her presidency.

Section 7. The Executive Board shall:

- a. Transact all the business of the Society when the organization is not in session.
- b. Decide on a time and place for regular meetings.
- c. Elect Board members, except the President, whenever present members cannot complete their terms of office.
- d. Confirm or reject (but not select) award recipients as chosen by the Awards Committee.
- e. Appoint the Business Manager, the chairperson of the Constitution and Operating Procedures Committee and the Webmaster. (12/03)

Section 8. The Business Manager shall:

- a. Maintain financial records of the Society and initiate annual audits as authorized by the President.
- b. Maintain up-to-date mailing lists for the Society. Make mailings as directed by appropriate Society officers and assist in other mailings and solicitations by mail.
- c. Assist in handling the affairs of the Society including planning of annual meetings, and in registration.
- d. Manage financial affairs of the Society with the approval of the President and the Secretary-Treasurer, submit quarterly reports of funds received and dispersed to the Executive Board, and consult with and keep the Society Finance Committee advised on investments. Arrange for necessary insurance and annual surety bonds (for an amount not less than \$100,000) and complete State, Federal, and postal forms, including income tax reports for the Society.
- e. Receive and process orders for publications, inventories, Society publications, and maintain file of customers.



- f. Either receive or prepare camera-ready copies of Society publications, arrange for printing and distribution, copyrights, and records of sales.
- g. Assist in Society business as outlined in the Society Operating Procedures.

### III - ENDOWMENT FOUNDATION

Section 1. The SWSS Endowment Foundation shall:

- a. Be responsible for solicitation of contributions to the Foundation and management of the assets of the Foundation within the framework of the Articles of Incorporation and By-Laws of the Foundation under the direction of the SWSS Executive Board.
- b. Be managed by a Board of Trustees. The Board of Trustees shall be composed of five members of the SWSS who will be elected and shall serve in accordance with the provision of Articles 2.1 and 2.2 of the By-Laws of the Endowment Foundation. The Executive Secretary of the Endowment Foundation (Business Manager of SWSS), the SWSS Secretary-Treasurer, and the chairperson of the SWSS Finance Committee shall be ex-officio members of the Board of Trustees.
- c. Maintain on the accrual basis true and accurate financial records which show all receipts, expenditures, assets, and liabilities. Financial records of the Foundation shall be audited annually by an external auditor and reports of all audits shall be presented to the SWSS Executive Board in accordance with Articles 8.1, 8.2, and 8.3 of the Endowment Foundation By-Laws.
- d. Report all pertinent activities of the Foundation to the SWSS Executive Board at its first meeting during the annual meeting of the SWSS and to the general membership at the annual business meeting of the SWSS.

### IV - QUORUM

Section 1. A quorum for the transaction of business shall consist of those present at a regular or duly called business meeting, provided that at least seven southern states are represented and at least 5% of the voting members are present. Prior to or at the time of each meeting the Secretary-Treasurer of the Society shall certify to the President the number of voting members.

### V - PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the parliamentary authority for the Society.

### VI - AMENDMENTS

Section 1. These by-laws may be amended by a majority vote of the members present at a regular meeting or by a majority of all ballots returned within 30 days after a mail ballot.

Section 2. No amendment shall be put to a vote unless written notice has been mailed to each member at least 30 days before it is to be voted on, and the proposed amendment stated in said notice.

## OPERATING PROCEDURES OF THE SOUTHERN WEED SCIENCE SOCIETY

The Southern Weed Science Society is incorporated as a non-profit society under the laws of Alabama. All necessary permanent records are maintained at by Kelley Mazur; Interactive Management Incorporated (IMI); 12011 Tejon Street, Suite 700; Westminster, CO 80234 (January 2017), or a successor to be selected by the Executive Board.

### CHANGES IN OPERATING PROCEDURE

Although the Constitution and By-Laws may be amended only by consent of the membership of the Society, the operating procedures of the Society should be considerably more flexible. Therefore, the Constitution and Operating Procedures Committee is charged with the responsibility of studying these procedures each year to determine possible improvements. Proposed changes in procedure are then recommended to the Executive Board for final action.

## CONSTITUTION AND OPERATING PROCEDURES COMMITTEE

The Constitution and Operating Procedures Committee shall:

1. Annually review the Manual of Operating Procedures, including the Constitution and By-Laws, and develop recommendations for improvements or needed changes.
2. Place a memo in the August Newsletter advising each office holder and committee chairperson to consult the Operating Procedures on the SWSS website for his/her respective duties to solicit recommendations and to refresh his/her memory regarding the duties of office. Compile the recommendations as submitted by each office holder and committee chairperson and submit them to the Executive Board for consideration at the next annual meeting.
3. Receive copies of the minutes of the Executive Board and reports of all committees not included in the Proceedings and take appropriate action on all recommendations regarding changes in the Manual of Operating Procedures.
4. Prepare ballots for proposed amendments to the Constitution and By-Laws, and after approval by a majority of the entire Executive Board, send them to the Secretary-Treasurer to be reviewed and forwarded to the Business Manager for reproduction and circulation to the membership.
5. During August of each year, make all authorized revisions of the Manual of Operating Procedures and enter them on the SWSS website.
6. Perform an appellate function on the behalf of the President; in this respect the Chairperson shall serve as an ex-officio member and parliamentarian of the Executive Board with vote.
7. Attend all meetings of the Executive Board including the summer meeting.
8. Prepare a report of the committee's activities and recommendations to be presented to the Executive Board and the annual business meeting for inclusion in the minutes.
9. Make sure most recent Operating Procedures are on SWSS web page in easily accessible location.

## NOMINATING COMMITTEE

The Nominating Committee shall:

1. Be composed of the Past President as Chairperson.
2. Select nominees for the office of Vice President alternately by years from the public sector and the private sector of the Society from the general membership to present for board approval at the summer board meeting. At the time of nomination for members-at-large, alternate between the public and private sectors of the Society with two nominations for the same office being from the same sector.
3. Present a slate of nominees from the voting membership of the Society membership to present for board approval at the summer board meeting. The slate shall include at least two nominees for each office which is scheduled to be filled at the next annual meeting of the Society. Each Member-at-large, the Secretary-Treasurer, and the Representative to the Weed Science Society of America (WSSA) shall be elected to hold office beginning at the close of the next regular business meeting of the Society. The Editor shall be elected one year prior to the year in which he/she begins to hold office at the close of the next regular business meeting of the Society. Each of the above shall hold office for a term of three years and may be re-elected to a consecutive 3-year term.

Also present a slate of two nominees for the office of Trustee for the Southern Weed Society Endowment Foundation. The Trustee will hold office for 5 years beginning at the close of the next regular business meeting of the Society. Any trustee whose term of office shall have expired may be elected to succeed herself or himself. Any vacancy occurring on the Board of Trustees shall be filled upon the nomination by the SWSS Nominating Committee to serve the unexpired term.

- a. The Chairperson shall ask each Committee member to submit the names and a brief biographical sketch of persons qualified for the positions to be filled. The total list of names with a brief biographical sketch of each shall be emailed to each member of the Committee. Each member shall rank the names submitted, and the top two names shall be submitted for Board approval.
- b. The Chairperson shall secure by the SWSS Summer Board meeting for Board approval the biographical sketches of all nominees for their names to be placed on the ballot. An email shall be sent to the members of the Society asking them to log onto the SWSS web page and vote with the election completed by September 1. Nominated individuals shall be notified by the President of the election outcome by September 15.
- c. The actual number of persons voting for each candidate for the various offices will not be made public unless requested by the Executive Board. The Business Manager, webmaster, and Chair of nominating committee will be responsible for an accurate tally of the votes.

## EXECUTIVE BOARD

The Executive Board shall:

1. Convene as the entire Executive Board including the ex-officio members, the Newsletter Editor, and the Graduate Student Organization Representative to conduct Society business at a meeting at the beginning of the annual meeting, a meeting at the close of the annual meeting, and a meeting near the middle of the calendar year. All officers, elected representatives, and appointed Ex-Officio members of the Executive Board (except Business Manager) have full voting privileges.
2. Develop and implement the policies and procedures of the Society, both as conceived within the Board, and by deliberation upon specific recommendations of committees.
3. Conduct such business of the Society as is not delegated to the officers or committees, and receive from the officers and committee's reports and recommendations requiring specific Board action or requiring recommendation for action by the Society membership.
4. Be responsible for changes in the Manual of Operating Procedures (other than the Constitution and By-Laws) after study and recommendation by the Constitution and Operating Procedures Committee.
5. Appoint the Business Manager to serve a term of office at the discretion of the Executive Board.
6. Appoint the Chairperson of the Constitution and Operating Procedures Committee to serve for a term of 3 years.
7. Appoint the Newsletter Editor to serve for a term of 3 years.
8. Hire a Website Editor, whose duties are outlined in the SWSS Manual of Operating Procedures.
9. Confirm SWSS award recipients from recommendations of the Awards Committee.
10. Consider and approve a list of nominees that was submitted by the nominating committee at the summer board meeting.
11. Voting on matters by the Executive Board will be either in-person at called meetings or by email.

## BUSINESS MANAGER

The Business Manager shall:

1. Maintain financial records of the SWSS according to accepted accounting procedures and file all required federal and state tax returns using a qualified person or firm. Provide quarterly, detailed financial reports generated using appropriate electronic financial record keeping software that can be provided to the Secretary-Treasurer plus a copy of all receipts and expenses, and an electronic data backup for membership and financial records. The SWSS will pay for any software needed by the Secretary-Treasurer to read the files provided by the Business Manager.
2. Maintain an up-to-date list of the names, addresses, and telephone numbers of all the people and Sustaining Members who have registered with the SWSS at any time during the past 3 years. Keep membership records in an appropriate electronic data base software and provide both an electronic copy and a hard copy to the Secretary-Treasurer each year before the summer board meeting. Within two (2) months after the annual meeting, contact all those on the list who did not pre-register and invite them to become voting members by submitting a fee of \$40 which will entitle them to vote and receive mailings but that publications will have to be purchased separately. Include a price listing for all SWSS publications. New registrants should be added, and those who have not registered during one of the past 3 years should be deleted. Notify the Sustaining Members that they are entitled to an exhibit booth at the annual meeting at no extra charge.
3. Email material as directed by appropriate SWSS authorities and notifications for elections and for any changes to the Constitution and/or By-Laws to the current year's registration list (voting members) and email pre-registration and hotel registration forms for the annual meeting, the Newsletters, Call for Papers, program materials, etc. to the voting and Sustaining Members without limit for number during each year. Email or mail annual-meeting registration forms, and host hotel contract information to suspended members. Appropriate SWSS authorities include the SWSS officers. Voting and sustaining members are only those who have registered with the SWSS within the current calendar year. Utilize the SWSS website for members to download the newsletter. Voting will be by electronic ballot.
4. Ms. Kelley Mazur [of Interactive Management, Inc. (IMI)], known also as the SWSS Business Manager, will assist SWSS officers, wherever possible, in handling the affairs of the Society, planning annual meetings and will attend the annual meeting of the SWSS and assist in handling registration. The Business Manager or a designated representative of IMI will attend the mid-year meeting of the SWSS.

5. Receive pre-registration forms and checks for those planning to attend the SWSS annual meeting, prepare receipts, name badges, and assemble package for distribution. Receive and distribute funds and maintain financial records at the annual meeting. Produce all printing needs as requested by the appropriate SWSS authority, and for which copy is supplied.
6. Be responsible for the registration of members attending the Annual Meeting of the Southern Weed Science Society including daily registration, and others, excepting that members of the working press should receive complimentary meeting registration.
7. Furnish the Editor with a complete listing of names, mailing addresses, or email address and telephone numbers of those registering by the close of the annual meeting. This will not include those registering by absentee-registration after the close of the annual meeting.
8. Submit annual reports of SWSS funds received and dispersed to the SWSS Executive Board.
9. Select a suitable bank for SWSS funds with the approval of the SWSS President and Secretary-Treasurer. All blank checks will be in the custody of the Business Manager. Only the Business Manager or designated assistant and SWSS Secretary-Treasurer shall be authorized to sign checks on behalf of the SWSS. The SWSS Secretary-Treasurer will be named on all checking and savings accounts, as well as certificates of deposit or other investment instruments. The Secretary-Treasurer or the President will be authorized by resolution of the SWSS Executive Board to recover all SWSS funds in the event of the untimely demise of the Business Manager and designated assistant. Copies of such resolution will be provided to the banks handling SWSS funds.
10. Maintain a separate account for the SWSS Endowment Fund.
11. On an annual basis, determine the selling price (25% above cost of handling, publishing, copying, and mailing) of publications of the Society with conference from the President.
12. Consult with and keep the SWSS Finance Committee advised on the investment of SWSS surplus funds.
13. Arrange for liability insurance for SWSS as appropriate.
14. Complete state, federal and postal forms as required on behalf of the SWSS, including state and federal income tax reports.
15. Maintain a stock of SWSS supplies and supply to SWSS officers, committee chairpersons and others authorized to use same.



16. Provide travel support for general session speakers, as directed by the President, for normal expenses including travel, reasonable lodging and meal expenses.
17. When the Business Manager or a designated assistant is authorized by the SWSS President or Executive Board to travel on behalf of the SWSS, normal expenses will be borne by the SWSS. Normal expenses include travel, reasonable lodging and meal expenses.
18. Receive, process and mail all orders for SWSS publications, maintaining an inventory of all SWSS.
19. Receive electronic copy of the SWSS PROCEEDINGS from the Editor. Beginning with the 2003 Annual Meeting, publish the Proceedings only in electronic form. Send the Proceedings to the Web Master for posting on the website. Send Curran Associates an electronic copy of the Proceedings each year following the annual meeting. Collect sales information and payments on a regular basis.
20. Arrange copyright for SWSS publications as directed by the SWSS Editor.
21. The SWSS address file and other records and materials maintained by IMI staff will remain the property of the SWSS, and may be transferred to other locations by the SWSS upon termination of the contract.
22. The SWSS mailing list may be released to other parties only upon approval of the SWSS President, and profits made from such release will accrue to the SWSS.
23. All bills for expenses incurred by officers and committee chairperson should be forwarded directly to the Business Manager.
24. Hotel contract(s) will be received from the President after the mid-year meeting, for the hotel(s) selected for the annual meeting two years after the next annual meeting. The Business Manager will review the contract(s) for filling the needs of the Society, insure or negotiate that there is an indemnity clause, sign the contract(s) and return the signed contract(s) to the selected hotel(s). The Business Manager will send copy(s) of the signed contract to the President and the Secretary-Treasurer, and will notify the Chairperson of the Meeting Site Selection Committee requesting that she/he inform all other hotels being contacted that they are no longer under consideration for that meeting.
25. By July 1, send to the Special Collections Department, American Archives of the Factual Film, 403 Parks Library, Iowa State University, Ames, IA 50011-2140, FAX: 515-294-5525, Telephone: 515-294-9680, copies of all SWSS activities during the year including publications, newsletters, financial statements, ballots, announcements, correspondence, contracts, programs (meetings and awards

- luncheons), photographs, committee lists, etc. Please indicate that the documents are for the SWSS archives. At the time this is mailed, send a letter to the Chairperson of the Historical Committee listing the items which were sent to Ames, Iowa.
26. Send to the Secretary - Treasurer all receipts for payments made by any budgeted person of the society and all information necessary for presenting the society's financial report.
  27. Arrange annual payment of \$7,223.00 for support of WSSA Director of Science Policy.
  28. Arrange for an annual honorarium payment to the Proceedings Editor of \$750.
  29. Arrange for an honorarium payment to the Newsletter Editor of \$100 per issue.
  30. Provide plaques for presentation to the outgoing President and for recipients of the SWSS Fellow Awards, Outstanding Young Weed Scientist Award, Outstanding Graduate Student Award - MS, Outstanding Graduate Student Award - PhD, and Excellence in Regulatory Stewardship Award. Provide plaques or certificates for the Outstanding Educational Display and for recognition of service to outgoing Secretary-Treasurer and Editor. Maintain correspondence or contact with the appropriate industries for continuing the Awards Program each year.
  31. Issue checks of \$200 and \$100 to 1<sup>st</sup> and 2<sup>nd</sup> place winners respectively of the Student Paper Contest and the Student Poster Contest at both the M.S. and the Ph.D. level as funded by the SWSS Endowment Foundation to be awarded at the Society's annual banquet or luncheon.
  32. Provide to the President of SWSS a discretionary fund of \$5000/year to pay for items that require immediate action.
  33. Issue a check in the contracted amount to the vendor that has been designated as the host of the SWSS website.
  34. Other projects and services not specifically covered above may be performed for the SWSS.

## FINANCE COMMITTEE

The Finance Committee shall:

1. Consist of the Vice President as Chairperson and the President-Elect, Secretary-Treasurer, Chairperson of the Sustaining Membership Committee, and others if the President so chooses, with the Editor serving as ex-officio member.
2. Analyze the financial condition of the SWSS, and maintain or develop a long-range financial plan for sound and orderly development of the organization.
3. Cooperate with the Business Manager in developing recommendations for the handling of financial reserves, investments, sustaining membership dues, registration fees, and sales policies.
4. Review receipts and expenditures for past years, for the next fiscal year, and recommend to the Executive Board expenditures for next year for approval. The committee should strive, as a goal, to maintain cash reserves approximately equal to two years' operating expenses.
5. Cooperate with the Business Manager in developing a recommendation for Registration fees for the next annual meeting.

## REGISTRATION FEES

Registration fees beginning for the 2018 SWSS conference as approved by the Executive Board at the 2017 summer board meeting of the SWSS are:

- Preregistration fee for the entire conference, \$325.
- Walk-in registration fee for the entire conference, \$375.
- Daily walk-in registration fee, \$100.
- Student preregistration fee for the entire conference, \$100.
- Student walk-in registration fee for the entire conference, \$100.
- Student daily walk in registration fee, \$50.
- Retirees who are previous recipients of the SWSS Fellow, Distinguished Service, or Weed Scientist of the Year Awards will receive complimentary full-conference registration.

Full-conference registration fees (for members and students) include SWSS membership dues, banquet ticket, voting privileges, access to newsletters, and the proceedings published on-line. These services are not included to those who pay the daily registration fee.

If a member cannot attend the conference, an absentee registration is available at \$40. This category maintains SWSS membership; includes voting privileges, access to newsletters, and the proceedings published on-line.

Fees for sustaining members are; for companies with sales of less than \$10,000,000 per year - \$200.00; for companies with sales of \$10,000,000 to \$100,000,000 per year - \$500.00, and for companies with sales over \$100,000,000 per year - \$1,000.00. Sustaining membership for state weed science and other plant protection organizations per year - \$100.00.

## LOCAL ARRANGEMENTS COMMITTEE

The Local Arrangements Committee shall:

1. Through selection by the Chairperson, be made up of 7 to 9 persons with home base near to the meeting site. Positions may include: chair; menu; posters; signage; information; storage and security, audio visuals, room setup, and special events. Also, meet (Chairperson only) with Meeting Site Selection Committee Chairperson as soon as possible.
2. Chairperson should maintain close liaison with the Business Manager regarding requirements for registration, storage, internet connection, help, and other arrangements. Prior to the annual meeting, the chairperson should meet/coordinate with the Business Manager to review all Banquet and Event Orders.
3. In conjunction with Business Manager, reserve meeting rooms, lodging, and other facilities for estimated attendance. Initial arrangements with hotel(s) should include reservations of all public function (meeting) rooms in the hotel – or, in large hotels, sufficient space to be sure to take care of any possible need – with provision for possible later release of some of the rooms only in writing by the Local Arrangements Committee Chairperson. Also, a block of bedrooms and suites should be reserved with release of unneeded rooms prior to the meeting to be done only in writing by the Committee Chairperson. A working relationship should be established with the SWSS Business Manager and the hotel and Convention Bureau (or equivalent) personnel as soon as possible after the committee is appointed. Establish SWSS policy with the hotel convention coordinator and the banquet manager that no commercial activities, even though nominally associated with the SWSS Annual Meeting, should be scheduled in the hotel during the times that SWSS sections are in session, nor should hospitality rooms be opened before 5:00 PM. The Local Arrangements Committee should keep hotel expenses as low as possible.
4. Communicate with Endowment Foundation Chair and Board for details of special events, such as golf tournament or similar fund raising event. Arrange dates, time, location, setup needs, or other details that may need assistance.
5. Meet (Chairperson only) in a joint planning session with President, Secretary-Treasurer, Business Manager, and Chairperson of the Program Committee for thorough evaluation of, and familiarization with, hotel facilities, personnel, services, and to determine room and equipment requirements of officers and committee chairpersons. This meeting should be held at the headquarters hotel during the summer meeting of the SWSS Executive Board. Further information may have to be obtained by correspondence.
6. Meet (entire committee) after the above session to initiate implementation of plans and requests formulated by the planning session, and also meet with pertinent personnel of headquarters hotel, Convention Bureau (or equivalent) and any others outside SWSS who are relevant to the success of the annual meeting.

On the first morning of the Annual Meeting, arrange a breakfast meeting for the local arrangements committee and all the section chairpersons for an orientation of the duties of each.

- a. Specific assignments to members may include:
  - (1) Visual and audio equipment for paper presentations.
  - (2) Easels and poster boards (suggested 48 X 48 inches) for poster presentations (these are to be obtained locally).
  - (3) Breakfasts and other meals and coffee and soft drinks near the meeting areas during morning and afternoon breaks. Other meal functions may include Graduate Student Paper and Poster Contest judges breakfast, Graduate student luncheon, Christian Fellowship breakfast, dessert social, Awards Banquet, and Graduate Student Quiz Bowl.
  - (4) Set up of committee, session and headquarter rooms.
  - (5) Work with section chairpersons to determine computers, projectors (including spare), pointers, poster boards, and easels as needed.
  - (6) Information booth (Hotel concierge may be available to provide information on local attractions, optional).
  - (7) Roving troubleshooter.
  - (8) Liaison with Convention Bureau or Chamber of Commerce.
  - (9) Signs and easels printed and visible placed for sessions and activities.
  - (10) Help arrange transportation and/or lodging of guest speakers, if needed.
  - (11) A member to be assigned to each session to:
    - (a) Work with session moderators to ensure room is properly arranged and equipped (should have lectern and audio, pointer, projector, table, screen, water, adequate seating, and session sign).
    - (b) Record attendance at some time during each half-day session.
    - (c) Set up section and other pertinent event signs.
    - (d) These assignments should be made soon after the above planning meeting, preferably on the same or following day. About 2 months prior to the

Society meeting, review assignments with committee, get progress reports, and make adjustments.

8. Maintain close liaison with the Program Chairperson (President-Elect) to insure adequate location and capacity of meeting rooms at hotel(s) and to release any not required, but only after consultation with the Program Chairperson. Consult with him/her and President regarding luncheon or banquet menu, head table, etc. In this regard the Local Arrangements Committee Chairperson shall have the final responsibility for securing a local dignitary to give the welcome at the General Session. Seating arrangements at the head table shall be made in consultation with the Vice President. A speaker and/or other entertainment at the Awards Luncheon or Banquet is not expected but can be added when the Executive Board deems appropriate.
9. Work closely with City Housing Office, or equivalent, and Business Manager including decisions regarding overflow into nearby hotels.
10. Have a formal session the day preceding the annual meeting to expedite all final details and maintain informal liaison within the committee during rest of time. During the annual meeting itself, the Chairperson's "whereabouts" should be known at all times.
11. Select suitable menus for Awards Banquet, including number of attendees and menus, and proportions for other events as appropriate. Consult with the Business Manager for budget restrictions on menus and before guaranteeing attendance for the Awards banquet.
12. If requested by the Board and sufficient interest exists, develop spouse's program. The program may include local tours of historic sites, art galleries, museums, shopping venues. A local chef may be contacted to prepare luncheon. Report to board potential tours with costs for activities.
13. During the annual meeting arrange to provide coffee and soft drinks in a public area near the meeting rooms or in the poster area during the mid-morning and afternoon breaks. Consult with the Business Manager for budget restrictions for breaks.
14. Include in the newsletter modes of travel arrangements from the local airport to the hotel and other pertinent information, such as local points of interest.
15. The Chairperson should send all bills for authorized expenses in writing to the Business Manager with copies sent to the Secretary-Treasurer.
16. The Chairperson shall place all authorized bills for refreshments during meetings on the hotel master account for SWSS. Only the Chairperson or the Business Manager are authorized to make charges to the Master Account.
17. Prepare a report for Society records. This report is to be prepared for inclusion in the minutes of the Business Meeting and should summarize the activity of the committee in

preparing for the Annual Meeting. All bills and invoices should be approved by the Chairperson and forwarded to the Business Manager for payment.



## PROGRAM COMMITTEE

The Program Committee shall:

1. Consist of the President-Elect as Chairperson, the current Vice-President as a standing-member, and the Section Chairpersons plus the Chairperson of the Student Program Committee as the remaining members.
2. Develop the program for the annual meeting. Select a theme for the meeting that will not only attract good papers, but will also improve and upgrade the stature of the Society.
3. Attempt to begin the conference on Monday morning and end the conference Wednesday afternoon.
4. On the first morning of the Annual Meeting, arrange with the Chairperson of the Local Arrangements Committee for a meeting for all the Section Chairpersons for an orientation of the duties of each.
5. Duties of the Program Chairperson
  - a. **Call for Paper/Poster Titles:** The Chairperson should first seek to understand the Title & Abstract submission & PowerPoint file submission process that will be utilized for the upcoming SWSS meeting. During the last week in June, electronically request the Newsletter Editor to issue a “Call for Paper and Poster Titles” directing the membership to consult the SWSS Website for instructions to submit titles, select the section for presentation, and student information. Require that the paper and poster titles be received by the Program Chairman by a date set at their discretion. Inform the membership to limit Abstracts to 1 page.
  - b. Assemble the submitted titles into their appropriate sections. The program Chairperson may elect to forward the paper and poster titles to the appropriate section chairpersons for their suggestions on scheduling. The program chair should work in close coordination with the Business Manager to set appropriate dates for all submission deadlines for titles, for the program to be completed and ready for printing.
  - c. Allow an author to present more than one paper or poster during that meeting only when time and space is available.
  - d. List in the program: a) the names and specific duties of each member of the Local Arrangement Committee, b) an Author Index giving the author's name and paper or poster number, c) the SWSS sustaining members, and d) a personal schedule showing date and time and leaving space to write in the paper and room location. Assign a number to each poster and paper presentation including papers for general session speakers and symposiums.

- e. Publish to the membership the guidelines for preparing oral papers and posters to the presenters in the paper and Poster Section.
  - f. In conjunction with the Business Manager, the Program Chairperson will ensure that presenters are reminded to submit abstracts by the deadline posted on the website.
  - h. E-mail the Local Arrangements Chairperson a schedule showing time and room location for each section so they can prepare signs and arrange the rooms.
  - i. Prepare a report of the committee's activities and recommendations to be presented to the Executive Board and the annual business meeting for inclusion in the minutes.
6. Duties of Sectional Chairpersons:
- a. The sectional chairperson should solicit papers from researchers and other personnel in that respective field to improve the quality and quantity of the papers.
  - b. Suggest to the Program Chair and offer to coordinate as appropriate the use of symposia, panels, or joint section meetings to provide for a high quality technical program.
  - c. At the annual meeting, sectional chairpersons shall preside at meetings of their sections or obtain moderators to serve in their place when necessary. Sectional chairpersons will arrange for a computer, LCD projector, and laser pointer to be used in their section. Additionally, sectional chairpersons will arrange for a projector operator and for someone to control the lights.
7. Suggested section numbers and their respective titles are as follows:
- Section I - Weed Management in Agronomic Crops
  - Section II - Weed Management in Turf
  - Section III - Weed Management in Pastures and Rangeland
  - Section IV - Weed Management in Horticultural Crops
  - Section V - Forest Vegetation Management
  - Section VI - Vegetation Management in Utilities, Railroads & Highway Rights-of-way; Industrial Sites
  - Section VII - Physiological and Biological Aspects of Weed Control
  - Section VIII - Educational Aspects of Weed Control
  - Section IX - Regulatory Aspects of Weed Control
  - Section X - Invasive Species
  - Section XI - New Technologies
  - Section XII - Soil and Environmental Aspects of Weed Science
  - Posters should be submitted to the following section
  - Section XIII - Posters

The Program Chairperson can add sections, leave sections unfilled, and/or delete sections within a given year.

## AWARDS COMMITTEE

The Awards Committee shall:

1. Consist of Parent Awards Committee with the Immediate Past President as chairperson and five Awards subcommittees: (1) Fellow Award, (2) Outstanding Educator Award, (3) Outstanding Young Weed Scientist Award, (4) Outstanding Graduate Student Award, and (5.) Excellence in Regulatory Stewardship Award. The committees should be broadly representative of all interests of the society. Individual members of the Awards Subcommittees shall be responsible for soliciting other SWSS members to make nominations and seeing that the nominators submit biographical information and a black and white photo for each nominee prior to the deadline (Subcommittee members must not personally submit nominations). No person shall be eligible to receive the same award a second time. Each non-winning nomination packet (except the Outstanding Graduate Student Award) shall be forwarded to the Business Manager up to two years beyond the date of initial submission (maximum of three submissions). During September of the following year, the Business Manager shall forward the eligible nomination packets to the chairperson (Immediate Past President) of the Awards Committee.
  - a. The Parent Awards Committee shall consist of the immediate Past President as Chairperson and each Sub-chairperson of the Award Subcommittees.
  - b. The Awards Subcommittees shall each consist of six members including the sub-chairperson, serving staggered 3 year terms with two rotating off each year.
  - c. For the Regulatory Stewardship Award, the sub-committee will consist of five members: three from academia, one industry, and one standing Monsanto representative. If a nominated PI is serving on the committee and is nominated, he/she should recuse themselves from discussion or voting.
2. By action of each subcommittee, identify the respective candidates as follows:
  - a. **SWSS Fellow award** is the highest honor the Society presents. The purpose of this award is to recognize those members who have made significant contributions to the Southern Weed Science Society and advances in the discipline of weed science in the SWSS region.
  - b. **Outstanding Educator Award (OEA)** - This award of \$1,000 cash and a certificate or plaque will be presented annually to a weed scientist in recognition of outstanding contributions to the Society and Weed Science through education. The Award is to be given in recognition of a broad range of activities including formal classroom teaching; outreach and public service or extension including workshops, seminars, short courses, or other means of communication; mentoring undergraduate and graduate students; publication of scholarly work in journals, books, or reviews.
  - c. **Outstanding Young Weed Scientist Award (OYWSA)** - These awards of \$1,000 cash and a certificate or plaque to be presented annually to a young weed scientist one from academia (teaching, research, extension) to be sponsored by BASF and one from Industry to be sponsored by the SWSS in recognition of outstanding service to weed science.
  - d. **Outstanding Graduate Student Awards (OGSA)** (one each for students at the MS level and the PhD level) - These awards are sponsored by the SWSS

Endowment Foundation and consist of a \$400 cash award and a plaque for MS level and \$400 cash award and plaque for PhD level. The awards are given annually to a graduate student (one at the MS level and one at the PhD level) who has demonstrated outstanding performance in graduate studies and related weed science activities. Winners at the MS level are not eligible for this award at the PhD level. Students must have received the degree for which they are nominated since the previous SWSS Annual Meeting.

- e. **Excellence in Regulatory Stewardship Award (ERSA)** is sponsored by Monsanto and awarded yearly for five years beginning in 2017. This award is for specific collaborations in the emerging applications of science and technology that require regulatory and stewardship protocols. This award recognizes scientists that demonstrate great interaction and collaboration between public and private institutions, establish multiyear outreach and support of the new technologies, and provide nonbiased feedback while extending research findings to the scientific and farming communities through publications and extension activities.

The selected program will be awarded a plaque and monetary awards to be allocated as follows: Principal Investigator, \$2000, and remainder of the graduate team (\$250 each), to a maximum total award of \$3,000 unless extenuating circumstances. The graduate students should be the primary researchers and does not include technicians. Team members should be named during the nomination process. If a project has two lead PI's they should be awarded and the primary funds divided evenly. Graduate students providing minimal assistance should not be nominated.

3. Identify candidates for the Fellow, OEA, OYWSA, OGSA and ERSA submit recommendations to the Executive Board according to the following steps and deadlines:
  - a. Submit to Newsletter Editor the call for nominations for the SWSS awards in time to be included in the August Newsletter. State that completed nominations forms are due by September 15.
  - b. In the call for nominations, establish a deadline on or near September 30 for receiving all the information requested for each award nomination. Nomination Forms, as provided by the Awards Committee Chairperson, shall be used for nominating individuals for each the Fellow, OEA, OYWSA, OGSA, and ERSA. Biographical sketches shall be submitted electronically with each nomination package.
  - c. Each subcommittee chairperson sends nomination forms and ballots listing nominees for each the Fellow, OEA, OYWSA, OGSA, and ERSA to the members of the appropriate Award Subcommittee for balloting by October 1. Each subcommittee may elect not to recommend an award recipient from the nominations received.
  - d. Chairperson completes selection of proposed award recipients and sends recommendations to the Executive Board members for approval by October 15.
  - e. Deadline for the Awards Committee chairperson to receive confirmation of recipients from members of the Executive Board is November 1. No response

- will be considered as confirmation.
- f. By November 15, inform the President of the names of all award candidates and of the award recipients so that he/she may notify those receiving awards. At this same time, notify the nominators of all other candidates that their candidate did not receive an award.
  - g. By December 1, inform the Business Manager as to award recipients so that appropriate plaques may be ordered.
  - h. Prepare a press release on the awards recipients for the Public Relations Committee Chairperson following Society luncheon or banquet.
  - i. Chairperson of Awards Committee (Immediate Past President) presents the awards and identifies winners of the Southern Weed Contest at the annual Society awards luncheon or banquet.
4. Maintain an ongoing study of the qualifications of prospective candidates for the awards. Previous recipients of these awards are ineligible for re-nomination for the same award. The winners of the OGSA at the MS level are not eligible for this award at the PhD level. Minimal qualifications shall include the following:
- a. **SWSS Fellow Award**, the potential recipient must:
    - i. Have been an active member of the SWSS for >20 years
    - ii. Be at least 50 years of age at the time of the annual meeting
    - iii. Have made significant contributions of service to the SWSS (including but not limited to: serving on committees or being an officer, hosting the SWSS Weed Contest, judging at the paper/poster contest, etc.)
    - iv. Contributed substantially to the success of his/her company, university, and/or government agency and to advance the discipline of Weed Science in the SWSS region.
    - v. Whereas the Fellow Award has been renamed to envelope both the Distinguished Service and the Weed Scientist of the Year Awards, previous recipients of these awards are not eligible for the SWSS Fellow Award.
  - b. **Outstanding Educator Award** - Recipients:
    - i. Must be a voting member of SWSS in the year of nomination
    - ii. Must be an active member of SWSS during the last five (5) years.
  - c. **Outstanding Young Weed Scientist Award** - Recipients (one from academia, one from industry):
    - i. Must have been a voting member of the Society for at least three of the last five (5) years and must be a voting member of the Society in the year that the person is nominated for the award.
    - ii. Must be 40 years of age or younger on January 31 of the year she or he receives the award.
    - iii. Must have completed at least five (5) years' work in weed science other than that related to academic studies. Previous recipients of this award will be ineligible for re-nomination.
  - d. **Outstanding Graduate Student Awards** (one each for MS level and the PhD level)
 

Must be enrolled as a graduate student in the degree program for which she/he is nominated within the calendar year for which the nomination is made and has

actively participated in SWSS sponsored activities such as the annual meeting, weed contest, student paper contest, or committee work during the past two years including the year nominated and the previous year.

- e. **Excellence in Regulatory Stewardship Award**  
Eligible nominees should be active members of the SWSS; and include industry personnel, primary research/extension project leaders, and primary graduate students actively involved in conducting the research.
5. Receive from the Business Manager non-winning nomination packets (maximum of three submissions of the same packet) and return to the nominators for an annual update of the nomination packet.
6. Maintain the highest possible standards in identifying candidates so that truly outstanding and worthy individuals are thus honored.
7. Prepare a report on the committee's activities and recommendations for presentation to Executive Board and to the membership at the general business session of the Annual Meeting.
8. Insure the confidentiality of all nomination material and supporting letters.
9. Obtain a plaque from the Business Manager for presentation to the outgoing President, Editor, and Secretary Treasurer in time for presentation at the Awards Program during the annual meeting.
10. Direct individuals requesting nomination forms to Society webpage.
11. Recipients for any award shall not be eligible for re-nomination for the same award.

## STUDENT PROGRAM COMMITTEE

The Student Program Committee shall:

1. Have the overall objective of encouraging student participation in the Society.
2. Conduct the student oral presentation (paper) and poster contests. Notices of the contests and instructions for students should be included with the “Call for Papers” and in the SWSS summer newsletter. To expedite the details of these contests, the Chairperson of the Student Program Committee will serve as a member of the Program Committee.
3. The Student Program Chairperson will receive from the Program Chairperson (President-Elect) electronic submissions of titles, copies of the Title Submission Forms for all graduate students papers and posters presented at the annual meeting including both those entering the student paper and poster contests and those that are not entering the contest, by a date clearly set by the program chairperson. All contest papers will be scheduled on Tuesday or the first full day of the annual meeting. All graduate student papers will be in multiple graduate student sections. The number of sections will be determined by the Program Chair in consultation with the Student Program Committee Chairperson, depending on the number of graduate student papers and posters submitted for the annual meeting. The number of contest divisions should be established such that 8 to 12 papers occur in each division. The Program Chairperson should alternate graduate student contest papers with non-contest papers where possible to allow judges time to score individual contestants. Close liaison between the Program Chair and the Student Program Committee chair is important to avoid scheduling conflicts.
4. Get separate judges for each division of the paper and poster competition. If possible, select judges representing teaching, extension, research, industry, and the different geographical areas of the SWSS. Prior to the meeting, each judge and student participant should receive copies of the evaluation and judging forms for review. On the morning of the day of the contest, meet with the judges to discuss procedures. Coordinate with the Chairperson of the Local Arrangements Committee for a room, coffee, and pastries for this meeting.
5. Announce the winners of the contests at the Awards luncheon or banquet giving the names of the winners, their school, the title of their papers and the names of each of their major professors. Checks for \$200.00 and \$100.00 and certificates will be presented to first and second place winners, respectively, in each division. As the winners are announced, they will be asked to stand. Prize money is to be given out after publicity forms are filled out and pictures are taken. Where there is a tie for first place, there will be no second place winners. Obtain the checks from the Business Manager.
6. Letters of appreciation should be e-mailed to the judges for their assistance in the contest.
7. After the completion of the contest and announcement of winners, the Chairperson will make arrangements to have the summary judging sheets on each individual returned to the

student with appropriate comments regarding possible improvements for future presentations.

8. Appoint a faculty contact person at each participating university. Give them all the information necessary to assist the students in preparing their abstracts and entering the student paper and poster contests. Submit the names of the faculty contact persons to the newsletter editor to be published in the August newsletter.
9. The Student Organization Representative will be an ex-officio member of the Student Program Committee.
10. Prepare a committee report to be presented at the business meeting for inclusion in the minutes. This should include a summary of the activities of the committee, number of students entering the contest, and the names of the students winning awards in the contest. If appropriate, a report may be presented at the Executive Board meeting on any matters which are felt necessary to improve the activities of the committee.



## RULES FOR THE SOUTHERN WEED SCIENCE SOCIETY STUDENT PAPER AND POSTER CONTEST

### A. ELIGIBILITY:

A separate graduate student contest shall be held for M.S. and Ph.D. students. A student may win first place in both the paper and the poster contest in the M.S. degree program and then compete again in each contest in the Ph.D. degree program. Any student who has registered to attend the current Southern Weed Science Society Meeting, and HAS CONDUCTED THE RESEARCH BEING REPORTED is eligible to compete in these contests. Students are eligible for participation in each the Student Paper Contest and the Student Poster Contest multiple times during a M.S. program and a Ph.D. program, however, a student cannot participate in both contests concurrently. A student can only win 1<sup>st</sup> place in the paper and poster contest once per degree program. All students presenting a paper or poster are eligible for any available student benefits whether or not they enter the contest.

### B. RULES AND PROCEDURES:

1. Notice of the contests will be included with the Call for Papers.
2. A contestant may enter a paper or poster in the contest multiple years per degree program, but not both at the same meeting. Persons who have graduated from a degree program (M.S. or Ph.D.) and are not actively pursuing an additional degree in the field of Weed Science may only enter the contest for that degree program during the first annual meeting following graduation.
3. Contestants will indicate in the title submission that they wish to enter either the paper or poster contest. Title and contest declaration must be turned in by the deadline that title submissions are due. If a contestant does not turn in a title and contest declaration by the time that title submissions are due, they will be ineligible for the contest unless reconsideration by the Student Program Chairperson and Program Chair (President-Elect) are in agreement to declare the student eligible based on student's situation. ABSTRACTS FOR CONTEST PAPERS AND POSTERS SHALL BE DELIVERED PRIOR TO THE ANNUAL MEETING (this allows time for the committee to prepare copies or e-mail abstracts to the appropriate judges prior to the contest). If a contest abstract is not received by this deadline, points will be deducted.
4. Evaluation forms and rules for the appropriate contest will be posted to the SWSS website by the Chairperson of the Student Program Committee.
5. Paper presentations will normally be from 10 to 12 minutes in length, thus leaving time for questions from the audience and judges.

6. Poster contestants will not be required to accompany their poster during the judging period (usually during the first full day of meeting) but if a designated time period has been given for the student's poster he or she can accompany their poster. Note that posters will only be judged on the content of the poster.
7. Awards will be presented at the annual banquet. Tickets to the banquet for all students who presented a paper or poster will be provided by the Society.

#### C. AWARDS:

Awards of \$200 and \$100 and certificates will be presented to first and second place winners, respectively, in each division of the Paper and the Poster Contest in each the M.S. and the Ph.D. degree program. When there is a tie for first place, there will be no second place winners.

#### D. CHAIRPERSON OF THE CONTEST:

The chairperson of the contest shall be the Chairperson of the Student Program Committee. Duties of the Chairperson include the following:

1. Work with the Program Chairperson to schedule student contest papers the first full day of the meeting, to allow judge's packets to be delivered to the Student Program Chairperson by 5:00 pm on the first full day of the meeting.
2. Divide contestants into sections and in to divisions of 8 to 12 papers according to the associated crop, weed or herbicide, M.S. or Ph.D. degree presentations, and/or laboratory or field research studies submissions are sufficient to do so.
3. All contest posters are to be displayed before the first full day of the meeting to provide the judges appropriate time to assess all posters in a timely manner in order to return the completed judges packets to the Student Program Contest Chairperson by 5:00 pm on the first full day of the meeting.
4. Five judges will be selected for each section. If at all possible, no judge shall be selected for a division in which one of his/her students participates or includes a paper that the judge has co-authored.
5. Send each judge and contestant the evaluation and judging forms and rules for review approximately 10 days prior to the annual meeting.
6. Make presentation of awards at the banquet.
7. Ensure photographs of winners are taken at the annual banquet.

#### E. JUDGING AND JUDGES:

1. Judges shall be provided with evaluation forms and instructions from the Chairperson of the Student Program Committee concerning methods for judging and evaluating the contestants.
2. The total number of judges selected will depend upon the number of contest sections. Five judges will be selected for each section. The vice-chair of the Student Program is to assist the Student Program Chair in judge recruitment, and to become familiar with the entire contest procedure so they can serve as Chair of the Student Program the next year.
3. The Chairperson should try to assign judges to sections of their interest and competence and in which the contestants are from different institutions or unrelated industries.
4. A poster judge is only to judge the poster itself and not take into account any conversation with the student contestant who maybe accompanying their poster.

## F. SOUTHERN WEED SCIENCE SOCIETY STUDENT PAPER CONTEST

### INSTRUCTIONS FOR JUDGES

#### General

Presentations will be judged in two major categories: Presentation Skills (Methods and Mechanics) and Content (Relevance and Merit). A sample score sheet is attached. A separate score sheet will be used by each judge for each student. Judging is based on the following: manner in which information is presented and research techniques and interpretation. A numerical scale is provided for judges to use as a guide to evaluate the papers. Please use these to assist the students in evaluating their strengths and weaknesses in their research and presentation of said research. After judging all contestants, rank each paper from high to low. Use a scale from 1 to the # of contestants in that division with 1 representing the top individual in that division. The winners of the contest will be determined by adding together the rankings of the judges. The contestant with the smallest total rank will be the winner. In an effort to prevent ties, individual judges should not allow any ties to occur within the division they judge, however, if after compilation of scores from all judges a tie occurs, then both contestants will receive the first place award for that division of the contest and there will be no second place winner. **Please try to provide some overall comments at the bottom of the page along with specific comments in the area provided within each section of the score sheet. Critical comments will greatly aid the students in enhancing their communication skills by pointing out specific areas and points they should improve upon; however, comments of a complimentary nature for a job well done are also important and appropriate.**

#### Criteria

1. A clear and technically competent abstract should be provided. The abstract should provide all pertinent information from the research and presentation.
2. Clear justification for research and statement of objectives should include background on the subject (pertinent references if applicable), justify reasons for the research and then state objectives. Material should be presented in a clear and interesting manner that will make the audience want to learn more. Originality includes scientific merit and the contribution of the research to Weed Science.
3. Visual aids should be easy to read and understand. Visual aids should aid, not distract from presentations.
4. Voice refers to the quality and quantity of sound being delivered by the speaker. Inflections and variation in pitch and enthusiasm in delivery are desirable characteristics. Language is the medium of expression. Proper grammar, sentence structure, and correct pronunciation and use of terminology should be employed. Physical manner concerns the appearance of the speaker, ease of movement and gestures, and poise.

5. Materials and Methods should include some justification for methods chosen as well as describe how the research was conducted. Justification for Materials and Methods could include equipment availability and budget limitations. A description of the experimental design utilized should be included as well as statistical treatment of the data. Materials and Methods should be brief but descriptive enough that the listener can understand and evaluate the overall approach used to obtain the objective(s).
  
6. Discussion of Results and Conclusions is an essential part of any research paper. It is important that the Results and Conclusions are supported by the data and interpretation is logical. Findings should be related to other work if applicable. Importance of results should be addressed and related to future research needs that could potentially allow a better understanding of the subject. Summary should be clear, concise, and easy to follow. It should reemphasize the main point or points of significance of this research. Overall, the presentation should take from 10 to 12 minutes leaving a minute or two for questions.

<b>SOUTHERN WEED SCIENCE SOCIETY GRADUATE STUDENT PAPER CONTEST – WORKSHEET FOR JUDGES (revised July 2014)</b>		
<b>Contestant's Name:</b>	<b>Paper Number</b>	
<b>Point allocation: Excellent = 4 pts, Good = 3, Fair = 2, Poor = 1, Absent = 0</b>		
		<b>SCORE</b>
<b>1. Abstract (8 Total points)</b>		
Abstract submitted on time and included in packet		
Clear statement of Objectives, Materials and Methods, Results and Conclusions		
<b>SECTION TOTAL</b>		
<b>2. JUSTIFICATION, STATEMENT OF OBJECTIVES, ORIGINALITY, AND SCIENTIFIC MERIT (12 Total points)</b>		
Objectives and/or hypothesis stated clearly, concisely, and well defined		
Problem chosen is of scientific merit		
Problem approached in original and creative manner		
<b>SECTION TOTAL</b>		
<b>3. VISUAL AIDS (16 Total points)</b>		
Printing on slides easy to read		
Correct spelling and terminology used		
Slides effectively used to highlight major concepts		
Pertinent essential information presented on slides		
<b>SECTION TOTAL</b>		
<b>4. VOICE, LANGUAGE, AND PHYSICAL MANNERISMS (16 Total points)</b>		
Speaker confident and enthusiastic about talk		
Effective use of gestures during talk		
Voice inflection evident and effectively used		
Eye contact with audience		
<b>SECTION TOTAL</b>		
<b>5. MATERIALS AND METHODS (12 Total points)</b>		
Materials and methods clearly explained		
Proper use of statistics and experimental design		
Appropriate and current experimental technique used		
<b>SECTION TOTAL</b>		
<b>6. RESULTS AND DISCUSSION (24 Total points)</b>		
Results summarized concisely		
Conclusions relevant to objectives		
Conclusions supported by results		
Relevance of data to resolution of problem		
Data collected compared to work of others		
Recommendations for future research		
<b>SECTION TOTAL</b>		
<b>7. Questions (12 points)</b>		
Questions repeated to general audience		
Confident and effective response to questions		
Allowed adequate time for questions		
<b>SECTION TOTAL</b>		
<b>GENERAL COMMENTS:</b>		<b>TOTAL SCORE</b>
		<b>FINAL RANKING</b>

## G. SOUTHERN WEED SCIENCE SOCIETY STUDENT POSTER CONTEST

### INSTRUCTIONS FOR JUDGES

#### General

Presentation of a scientific poster is intended to allow the poster to stand alone and provide the audience the best understanding of the authors work and results. Given that only a portion of the authors are be present at the time of judging (first full day of meeting) the judges can interact with the student(s) but must limit conversation as much as possible and are not allowed to take that interaction into account when scoring. Given the program arrangement for certain authors to be required to stand by their posters, and others not, it is not appropriate to give bias toward the authors present at time of judging.

Poster presentations will be judged in two major categories: Presentation Skills (Methods and Mechanics) and Content (Relevance and Merit). A sample score sheet is attached. A separate score sheet will be used by each judge for each student. A numerical scale is provided for judges to use as a guide to evaluate the posters. Please use these to assist the students in evaluating their strengths and weaknesses in their research and presentation of said research. After judging all contestants, rank each poster from high to low. Use a scale from 1 to the # of contestants in that division with 1 representing the top individual in that division.

The winners of the contest will be determined by adding together the rankings of the judges and the contestant with the smallest total rank will be the winner. In an effort to prevent ties, individual judges should not allow any ties to occur within the division they judged; however, if after compilation of scores from all judges a tie occurs, then both contestants will receive the First Place award for that division of the contest and there will be no second place winner.

**Please try to provide some overall comments at the bottom of the page along with specific comments in the area provided within each section of the score sheet. Critical comments will greatly aid the students in enhancing their communication skills by pointing out specific areas and points they should improve; however, comments of a complimentary nature for a job well done are also important and appropriate.**

#### Criteria

1. A clear and technically competent abstract should be provided. The abstract should provide all pertinent information from the research and presentation.
2. Creativity and inventiveness refers to the effective use of new or unusual methodology to effectively illustrate ideas or results. The use of creative “art work”, illustrations, color balance, and general organizational layout of the poster should be a consideration in the category. The overall appearance of the poster, i.e. neatness and general appeal to the observer, should also be considered.
3. Poster development refers to the physical development of the poster. This includes the organization and pattern of the poster and how effective the text, figures, and pictures are to convey the information into an easily understandable format. Proper grammar, sentence structure, spelling, and use of terminology should be considered.
4. A clear justification for research and statement of objectives should include background on the subject and pertinent references if applicable. Contestants should justify reasons for conducting the research and then state objectives. Material should be presented in a clear and

interesting manner that will make the audience want to learn more. Originality includes scientific merit and the contribution of the research to Weed Science.

5. Materials and Methods should include some justification for methods chosen as well as describe how the research was conducted. Justification for Materials and Methods could include equipment availability and budget limitations. A description of the experimental design utilized should be included as well as statistical treatment of the data. Materials and Methods should be brief but descriptive enough that the audience can understand and evaluate the overall approach used to obtain the objective(s).
6. Discussion of Results and Conclusions is an essential part of any research paper. It is important that the Results and Conclusions are supported by the data and interpretation is logical. Findings should be related to other work if applicable. Importance of results should be addressed and related to future research needs that could potentially allow a better understanding of the subject. Conclusion should be clear, concise, and easy to follow. It should reemphasize the main point of significance of this research. Overall, the evaluation of the poster should take 10 to 12 minutes.



<b>SOUTHERN WEED SCIENCE SOCIETY GRADUATE STUDENT POSTER CONTEST – WORKSHEET FOR JUDGES (revised July 2014)</b>		
<b>Contestant's Name:</b>	<b>Poster Number</b>	
<b>Point allocation: Excellent = 4 pts, Good = 3, Fair = 2, Poor = 1, Absent = 0</b>		
		<b>SCORE</b>
<b>1. ABSTRACT (8 Total points)</b>		
Abstract submitted on time and included in packet		
Clear statement of Objectives, Materials and Methods, Results and Conclusions		
	<b>SECTION TOTAL</b>	
<b>2. CREATIVITY AND INVENTIVENESS (16 Total points)</b>		
Overall appearance of poster and its appeal to the observer		
Color balance of poster		
Creativity and imagination in poster development		
Use of innovative techniques and ideas to convey results		
	<b>SECTION TOTAL</b>	
<b>3. POSTER DEVELOPMENT (20 Total points)</b>		
Printing on poster easy to read		
Correct spelling and terminology used		
Figures and graphs effectively used to highlight major concepts		
Pertinent information presented on poster		
Overall layout and organizational flow of the poster		
	<b>SECTION TOTAL</b>	
<b>4. JUSTIFICATION, STATEMENT OF OBJECTIVES, ORIGINALITY, AND SCIENTIFIC MERIT (16 Total points)</b>		
Concise description of the research problem		
Strong/clear justification the experiment		
Objectives and/or hypothesis stated clearly, concisely, and well defined		
Problem approached in original and creative manner		
	<b>SECTION TOTAL</b>	
<b>5. MATERIALS AND METHODS (12 Total points)</b>		
Materials and methods clearly explained		
Proper use of statistics and experimental design		
Appropriate and current experimental technique used		
	<b>SECTION TOTAL</b>	
<b>6. RESULTS AND CONCLUSIONS (28 Total points)</b>		
Results summarized concisely		
Data collected compared to work of others		
Novelty of results		
Conclusions supported by results		
Conclusions relevant to objectives		
Relevance of data to resolution of problem		
Recommendations for future research		
	<b>SECTION TOTAL</b>	
<b>GENERAL COMMENTS:</b>	<b>TOTAL SCORE</b>	
	<b>FINAL RANKING</b>	

### COMPUTER APPLICATIONS COMMITTEE

The Computer Applications Committee shall:

1. Assist the Executive Board by evaluating and recommending software to improve the operational efficiency and outreach efforts of the Southern Weed Science Society (SWSS). These applications include, but are not limited to:
  - a. Meeting apps for mobile devices.
  - b. Establish a social media presence to expand SWSS visibility and for use as a communication tool to disseminate quality scientific information related to weed science.
2. Develop guidelines for social media use, which represents the weed science discipline and the SWSS in a positive, professional manner.
3. Insofar as possible, coordinate social media presence with other regional weed science societies and the Weed Science Society of America for consistency among the organizations.

## RESOLUTIONS AND NECROLOGY COMMITTEE

The Resolutions and Necrology Committee shall:

1. Initiate and prepare resolutions designed to aid in implementing the objectives and policies of the Society.
  - a. Noting death of current members and insofar as is feasible, former members.
  - b. Expressing appreciation of special services (hotels, Local Arrangements Committee, etc.).
  - c. Reflecting the position of SWSS in matters of concern to SWSS and/or weed science.
2. Maintain liaison with SWSS officers and committees to assure that matters for developing into resolutions are reviewed by the Resolutions Committee.
3. Submit proposed resolutions for approval by the Executive Board and, when approved, follow by submitting for action by the membership in business session.
4. Submit copies of resolutions which were approved by the Society to the President who will sign and forward to the person or persons indicated in the resolution. Also, transmit final versions to the Editor for publication in the Proceedings.
5. Arrange for inclusion of a note to the membership in the August issue of the SWSS Newsletter asking for the names and details about members that have died since the last meeting.
6. If appropriate, write to an appropriate member of the family of a deceased member to express sympathy (including a copy of the resolution), or for a former SWSS officer, ask the current SWSS President to write the family.

## VICE-PRESIDENT

The Vice-President shall:

1. Serve as Chairperson of the Research Committee and perform the functions delegated to that committee.
2. Serve as Chairperson of the Finance Committee and perform the functions delegated to that committee.
3. Serve as a member on the Program Committee
4. Perform other duties delegated by the President or the Executive Board.
5. Advance to the Office of President-Elect at the end of his/her term as Vice President.

## PRESIDENT-ELECT

The President-Elect shall:

1. Perform the duties of the President if he/she cannot serve.
2. Serve as Chairperson of the Program Committee, and in this capacity he/she shall:
  - a. During the annual meeting one year before assuming program duties, attend as many sectional programs as possible to determine where improvements can be made and how well the sectional programs are fulfilling the Society's needs. As President-Elect appoint sectional chairpersons.
  - b. By the end of June, prepare the program for the General Session in consultation with the President, Vice-President and Program Committee. The General Session Program will normally consist of a short welcoming address, and one Guest Speaker. Seek a good speaker who is renowned in his/her field to attract publicity and draw attendance to the conference. Develop ideas for a program theme for the coming year. Coordinate these ideas with the Program Committee, select the best one, decide on a program of action, and then seek a speaker relative to this program of action. Send the name, address and phone number of invited speaker to the President and Chairperson of the Local Arrangements Committees 6 months before the annual meeting so they can arrange for a complimentary hotel room. The General Session may be followed by the SWSS Business Meeting.
  - c. At the summer Executive Board meeting meet with the President, Local Arrangements Committee Chairperson, Secretary-Treasurer, Business Manager, etc. at the meeting site to make final plans for the annual meeting. At this meeting present a format and theme for the next year's program for consideration by the Board members in attendance. Consult with the Local Arrangements Committee and Business Manager concerning the Section meeting room assignments, complimentary rooms for guest speakers, and any special equipment needed. Remuneration for persons presenting invitational papers can be arranged only if budgeted for and approved by the Executive Board. No solicited paper presenter may be provided remuneration without the program chairperson's and the Executive Board's approval.
  - d. Prepare and publish a "Call for Papers" in the August Newsletter and distribute electronically as directed by the Board of Directors at the summer board meeting. The "Call for Papers" should clearly instruct authors when to submit paper and poster titles and abstracts. Aid Sectional Program Chairpersons in planning symposia and other special features. The previous August Newsletter on SWSS website-[WWW.SWSS.WS](http://WWW.SWSS.WS) can be used as a template.

- e. Make sure Business Manager and Chairperson of the Student Program Committee get names of all students who are presenting a paper or poster (which are entitled to student benefits) from the title submission site.
- f. Coordinate with Student Program Committee Chairperson names and titles of student paper and poster contest participants from website.
- h. In cooperation with the Editor, develop instructions to the authors for preparing electronic files of reports, papers and abstracts.
- g. Maintain close liaison with the Local Arrangements Committees to facilitate activities. He/she shall also work closely with the Student Program Committee Chairperson in developing the Student Contest as it relates to the program. The Student Program Committee Chairperson will serve as a member of the Program Committee.
- h. Serve as Coordinator for the Awards Banquet in cooperation with the Chairpersons of the Program and Local Arrangements Committees. This will involve organizing seating for the head table, development of the Awards Program including such things as arranging for a Master of Ceremonies, securing persons to give invocations where it is deemed appropriate, and having a printed Awards program available at the Banquet. A speaker and/or other entertainment is not expected but can be added when the Executive Board deems appropriate.
- i. Formally prepare and have the Regular Program ready for the Business Manager by November 1 (or as agreed to by the Business Manager).
  - 1) Submit an electronic copy of the tentative Regular Program to the Program Committee, the Section Chairpersons, the President and Officers of the Society, including the Editor. Send copy to the chairperson of the Local Arrangements Committee and to the Business Manager.
  - 2) When possible, schedule sections of comparable interest at different times to facilitate attending all papers of interest.
  - 3) Provide the Business Manager and Webmaster an electronic copy of the finalized Regular Program and check with the Webmaster and Business Manager to assure that the following are handled on a timely basis.
    - (a) Have the final Regular Program posted on the SWSS website by December 1st.

- (b) Request the Business Manager send registered participants a printed program and take remainder of printed programs to annual meeting.
  - (c) Send an electronic finalized copy of the regular program to the Editor.
- 3. Serve as a member of the Finance Committee.
- 4. Preside at the General Session of the annual meeting.
- 5. Assist the Past-President in developing the Awards program.
- 6. Perform other duties delegated by the President or the Executive Board.

## PRESIDENT

The President shall:

1. Serve as Chairperson of the Executive Board, prepare an agenda for meetings of the Executive Board (the first meeting in January begins with the Business Manager's report), and preside at such meetings. The President shall submit the proposed agenda to the members of the Board in advance of the meetings so that issues can be properly considered. At the annual meeting hear and vote to accept all committee reports. The President shall arrange for a Summer Board Meeting to be held by late June in order to give the Newsletter editor time to insert the Board's actions and get the Newsletter to the Business Manager by late July. The President shall arrange through the Local Arrangements Chairperson for coffee (refreshments) during all meetings of the Executive Board.
2. Be responsible for determining that the decisions of the Executive Board are correctly enforced within the framework of the Society's Constitution and By-Laws.
3. Appoint members of Standing and Special Committees and designate chairpersons of these committees, except chairpersons of the Program, Finance, Long Range Planning, Meeting Site Selection, Nominating, Research, Awards, and Constitution and Operating Procedures Committees (the standing committees are designated under Article V of the Constitution). Appointments shall be made from all the voting membership beginning at the close of the annual meeting and ending at the close of the following annual meeting as follows:
  - 3.1. The committee members (except for the Program, Research, Local Arrangements, and Long Range which shall be selected by the Committee Chairperson) shall be appointed on a 3-year rotational basis with approximately 1/3 of the membership being replaced each year. Members shall be appointed for 1- or 2-year terms for the purpose of filling vacancies. The exception to this is there shall be one student member appointed for a 1-year term to the Placement Committee and to the Student Program Committee. Behind each name, note the final year of office.
  - 3.2. Chairperson of the Student Program Committee shall have served on this committee prior to being appointed Chairperson. Other members of this committee should be selected to represent a broad geographic area of the SWSS. The Student Organization Representative shall be an ex-officio member of the Student Program Committee.
  - 3.3. The chairperson of the Local Arrangements Committee shall be appointed 2½ years (or as soon as possible after the site is chosen) in advance of the annual meeting for which he/she is to serve. The chairperson shall recommend 7 to 9 voting members to serve on the committee for the same meeting.



- 3.4. The chairperson of the Constitution and Operating Procedures Committee shall be appointed by the Executive Board and shall serve for a minimum of 3 years. Other members of this committee are appointed by the President.
- 3.5. A Co-Chairman shall be appointed to the Public Relations Committee for a term of 1 year and shall automatically advance to chairperson for a term of 1 year.
- 3.6. The Meeting Site Selection Committee shall consist of six members and the Business Manager. Two members will represent and reside in each of the three geographic areas of the SWSS region - southeast, mid-south, and southwest. When the conference is scheduled for a specific geographic region, the senior member of the two-member geographic team of that region will become chairperson of the committee and will have primary responsibilities for meeting site selection process. The chairperson will rotate off at the end of his/her six-year term. The members will be appointed by the president on a rotating basis for one each year and shall serve a six-year term. Where vacancies occur, additional appointments shall be made to serve the remainder of the six-year term.
- 3.7. The Newsletter Editor shall be appointed by the Executive Board as an ex-officio member for a term of 3 years.
- 3.8. The Chairman of the Legislative and Regulatory Committee should, if possible, be reappointed for 2 or 3 consecutive years for continuity.
- 3.9. Members of the Long Range Planning Committee shall consist, preferably, of recent Past Presidents of the Society with each member serving a three-year term. The Chairperson of the Long Range Planning Committee shall be the current Past-President. Vacancies shall be filled by appointment by the President.
- 3.10. The Chairperson of the Sustaining Member Committee shall be a member of the Finance Committee.
4. By April 1st, distribute to the SWSS committee members and Executive Board a complete listing of the SWSS Committee and their members, designating the Chairpersons and following each name giving a date denoting the final year of office. Also include a complete listing of the committee members in alphabetical order giving their names, address, phone numbers, and a code number denoting the committee(s) they are serving.
5. Serve as ex-officio member of all Committees, and maintain close liaison with the chairpersons of the Committees; encourage and assist them in developing programs beneficial to the Society.

6. Work closely with the Chairpersons of the Program and Local Arrangement Committees in planning the program for the Annual Meeting, including making arrangements for a mid-summer meeting with representatives from these two committees, the Executive Board, and the hotel for such planning. This meeting should also be used for conducting other items of important business.
7. Prepare a letter of thanks and appreciation to be sent to each Sustaining Member of the Society. E-mail or hard copy may be used to communicate with the Sustaining Member contact. The Chair of the Sustaining Membership committee will provide the contact information. If hard copy delivery is used, the Business Manager will send those letters.
8. Hotel Contract. One month prior to the mid-year meeting of the Executive Board, contact the Chairperson of the Meeting Site Selection Committee to assure that information is available from prospective hotels for negotiating a contract for the annual meeting two years beyond the next annual meeting. Have the Chairperson present this information at the mid-year meeting to the Executive Board which will select the meeting site and suggest any needed changes in the proposed contract(s). The Business Manager will be used to negotiate meeting contracts with hotel properties for the Annual Meeting. President must review the hotel contract to be signed by Business Manager.
9. As soon as possible, while the offer is still in effect, review the hotel contract(s) and send to the Business Manager who will further review and, when acceptable, sign the contract(s) and forward to the selected hotel(s). The President should then receive a copy of the signed contract(s) from the Business Manager.
10. All subsequent modifications in the hotel arrangements will be communicated through the Chairperson of the Local Arrangement Committee for that hotel(s) who will arrange mutual agreements between the hotel(s) management and the President of the SWSS. This will involve matters such as final adjustments in the number of sleeping rooms, suites, meeting rooms, and banquet attendance as well as other matters involving the use of hotel facilities, equipment, and services.
11. Be responsible for signing all official documents, such as contracts (except the hotel contract(s) as signed by the Business Manager), agreements, or other legal instruments, that have been approved by the membership or the Executive Board.
12. Be responsible for signing and forwarding copies of resolutions to the appropriate organizations or individuals as designated by the Resolutions and Necrology Committee and/or approved by the membership.
13. Keep the other officers and Board members advised on significant activities of the Society and solicit their suggestions.
14. Invite the Executive Board to all special SWSS functions.

## 15. Hotel room arrangements

15.1. At two (2) months or earlier before the annual meeting and also before the Summer Board Meeting, arrange with the Chairperson of the Local Arrangement Committee for complimentary rooms for Board-Approved Invitational Speakers, SWSS Business Manager, and Local Arrangements Chairperson as provided complimentary by the Hotel and as further paid by the Society. Any Complimentary Rooms as further provided by the Hotel but not paid by the society will be assigned in consecutive order to the President, President Elect, Vice President, Past President, Secretary-Treasurer, Editor, and Newsletter Editor.

15.2. The Society will pay travel and hotel room expenses for any Board Member who would have to pay these expenses from personal finances.

15.3. Confirm the names and contact information of those receiving complimentary or society-paid rooms to the Business Manager. The Business Manager will communicate instructions to these individuals on how to make room reservations.

15.4. All hotel room arrangements will be handled by Business Manager.

16. Maintain liaison with other organizations with related interests and objectives.

17. Upon the death of a former officer of the SWSS, write to an appropriate family member of the deceased to express sympathy.

18. By November 15, send out a call for all committee reports to the annual meeting. Request that the reports be submitted via the SWSS website. Committee chairpersons should, download the report template from the web and format as specified within the document.

19. By December 1 receive from the Awards Committee chairperson (Past-President) the names of all awards candidates and of the award recipients as confirmed by the Executive Board and notify each candidate and his/her nominator who is receiving an award. (The chairperson of the Awards Committee should notify the nominators of candidates who did not receive an award.)

20. By September 1, receive from the Webmaster results of the SWSS balloting for SWSS offices and notify all nominees as to the outcome of the balloting by September 15.

21. In September, after the results are known, notify the Executive Board of the recipients of the awards and of the outcome of the SWSS balloting.

22. Coordinate with the Business Manager and/or SWSS authorized travel agency to provide travel support for the general session speakers.
23. Can present an address to the Society at the annual meeting.
24. Preside at the business session of the annual meeting. Prior to the business session, notify committee chairpersons as to whether they are to make an oral report or to bring only written reports (100 copies).
25. Write letters of thanks to all invited speakers and appropriate hotel personnel.
26. Serve as a member of the Long Range Planning Committee during the term as President of SWSS.
27. At the conclusion of term as President, review the MOP, forward suggested revisions to Chairperson of the Constitution and By-Laws Committee for approval by the Board of Directors at the summer board meeting.

DISCRETIONARY FUND

The President of SWSS is provided a discretionary fund of \$5,000/year to pay for items that require immediate action. (06/05)

### IMMEDIATE PAST-PRESIDENT

The immediate Past-President shall:

1. Serve as Chairperson of the Awards Committee.
2. Serve as Chairperson of the Nominating Committee.
3. As an officer of the Society, serve as a member of the Executive Board during the year immediately following the completion of his/her presidency.
4. Serve as Chair-Elect of the Long Range Planning Committee.

### REPRESENTATIVE TO WSSA

The representative shall:

1. Attend the Board of Directors and Business Meetings of the WSSA and prepare annually a short report on SWSS activities for presentation to the WSSA Board of Directors.
2. Attend the Executive Board meetings of the SWSS and prepare a report for the Executive Board and for presentation at the SWSS business meeting. Most items for this report have, in the past, originated from the Board of Director's and Business Meetings of WSSA and from subsequent happenings during the year.
3. Promote liaison between SWSS and WSSA. This might be done in the following ways:
  - a. The representative should do his/her best to maintain and promote good will between SWSS and WSSA.
  - b. The representative should transmit to the Board of Directors of WSSA such things as SWSS problems or policy which would be of interest or concern to WSSA. At times, he/she will be directed by the SWSS Executive Board to transmit certain items to WSSA; at other times, he/she must use his/her own judgement.
  - c. Conversely, certain items of business will need to be carried from WSSA back to the Executive Board of SWSS.
  - d. The representative to WSSA should take the initiative in the exchange of educational materials between SWSS, the other regional societies, and WSSA.
4. Maintain a WSSA Representative file and email reports and other pertinent correspondence to successor at the end of the final 3-year term.

## SECRETARY-TREASURER

The Secretary-Treasurer shall:

1. Take minutes at all official business meetings of the Society, including the Executive Board meeting, the Society Business Meeting, the Change-over Breakfast, and the midsummer Executive Meeting. Record the names and offices of all newly elected officers of the SWSS. All minutes shall be supplied to the members of the Executive Board and such committee chairpersons as necessary.
2. Maintain close liaison and observation of Business Manager's handling of the financial affairs of the Society and advise where needed. The Business Manager will retain custody of all blank checks and issue all payments.
3. Present an oral financial report at the Executive Board and Society business meetings. Information for this report will be provided to the Secretary-Treasurer by the Business Manager. Receive from the Business Manager electronic membership records before the Summer Board meeting and quarterly detailed financial reports plus electronic copies of all records and expenses. The SWSS will pay for any software needed by the Secretary-Treasurer to read files provided by the Business Manager.
4. Endeavor to help other officers and Committee Chairpersons to remain on schedule in the carrying out of their official duties in preparation for the annual meeting.
5. Send a complete financial record each year to the custodian of the permanent records (Archivist) of the Society, including the action of the membership on this report.
6. Serve as member of Executive Board and member of Finance Committee.
7. Present the Secretary-Treasurer's report in the minutes of the annual meeting including the date of the last audit and the name and address of the accounting firm.



## PROCEEDINGS EDITOR

The Editor shall:

1. Coordinate his/her activities with the Secretary-Treasurer, Webmaster, Business Manager, and the Chairperson of the Program Committee (President Elect) in issuing instructions for preparation of papers, posters, and abstracts to be published in the Proceedings (as described in the “Call-for-Papers” and as sent to each author).
2. By the summer board meeting, forward to the Program Committee Chairperson (President Elect) and the Newsletter Editor a copy of instructions for abstract preparation.
3. Collect, edit, index, and assemble the Proceedings of the Society and designated sections of the Research Report. Include in the Proceedings, the names, addresses, email, and phone numbers of all Registrants, minutes of Board meetings, Treasurer’s report, Editor’s report, and Standing Committee reports.
4. Preface the section for papers and Abstracts with the statement that the Southern Weed Science Society does not endorse or disclaim any information submitted by the authors.
5. As expeditiously as possible, transmit an electronic copy of the Proceedings to the Business Manager and Website Editor for publication on the Website.
6. Handle all inquiries pertaining to editorial policies and procedures of the Society, and forward all correspondence regarding availability and purchase of Society publications to the Business Manager.
7. Serve as a member of the Executive Board and as an ex-officio member of the Finance Committee.
8. Prepare reports on the activities of the Editor for presentation at the annual & summer meetings of the Executive Board, and offer suggestions for improvement of publications.
9. Maintain a close liaison with the Business Manager and Website Editor and assist in any way to assure that Society publications are available as soon as possible and are receiving as wide a distribution as possible.
10. Collect all committee reports from the Committee Chairs.
11. Forward a copy of all committee reports to the Newsletter Editor.

## NEWSLETTER EDITOR

The Newsletter Editor shall:

1. Maintain a Newsletter Information Network comprised of persons appointed by the Newsletter Editor from within the region served by SWSS to provide information that may be considered for inclusion in the Newsletter.
2. Collect information to keep the membership of the society aware of various activities such as:
  - a. Society events and programs.
  - b. Southern Weed Contest.
  - c. Relevant regional, national, or international meetings held in the region of the SWSS.
  - d. Personnel additions or changes in the academic and industry sectors in the society.
  - e. Significant actions of the Executive Board and changes in the Constitution and By-Laws of the SWSS.
  - f. Directory of prospective employment candidates.
  - g. In the August Newsletter, issue the “Call-for-Papers” directing the membership to consult the SWSS Website for instructions for preparing Papers and Posters, and the name of the Student Contact Person for each participating university.
  - h. Names and address of the Awards Committee chairpersons with an invitation to send them nominations for SWSS awards in both May and August Newsletters.
  - i. The retirement of members. Request that membership notify the Newsletter Editor of retiring members, giving the retired member's address. Set a space limit on the announcement.
  - j. Obtain print quality digital images of annual meeting award recipients, student paper and poster, and southern weed contest winners to include in newsletter.
3. Electronically assemble the newsletter three times annually and submit it to the Webmaster for posting on the SWSS Website by May 15, August 15 and December 1 of each year.
4. By July 1 electronically receive from the Program Chairman information on “Call for Papers.” In the August newsletter specifically include:
  - a. Call-for-Papers for the annual meeting.

- b. Call for Nominations for the SWSS awards.
  - c. Name of the graduate student contact person for each participating university.
  - d. Date of the annual meeting on the front page.
5. In the December newsletter specifically include:
    - a. Date of the annual meeting on the front cover.
    - b. Information about the program - guest speakers, symposiums, entertainment.
    - c. Spouses program (specific functions including fees where applicable).
    - d. Local attractions.
    - e. Intercity directions locating the convention hotel(s), local attractions and airport.
  6. Advertisement in the newsletter shall be as follows: 1) advertisement would be accepted and that all advertisement should be related to Weed Science, 2) it should be reciprocal with other nonprofit organizations such as the other Weed Science societies, 3) for Weed Science related issues for nonprofit, non-reciprocal organizations then up to ¼ page will be free, 4) for profit organizations and all other organizations ¼ page of advertisement will be \$100, ½ will be \$250, and 1 page per issue will be \$500.
  7. Send information to WSSA Newsletter Editor concerning SWSS activities and calendar of events.
  8. Serves as ex-officio member of the SWSS Executive Board with voting privileges, prepares a report for the Board, regarding significant accomplishments of the Newsletter, summarizes newsletter activities at the SWSS business meeting, and encourages membership participation by submitting items to the Newsletter.

### WEBSITE EDITOR (WEBMASTER)

The Website Editor is a for-hire position responsible for the content, layout, and proper functioning of the SWSS website ([www.swss.ws](http://www.swss.ws)). This individual works closely with the Executive Board, Business Manager, committee chairs, and individual Society members to manage online meeting registration, title and abstract submission, member database, elections, and other interactive aspects of the website.

#### *TIME SCHEDULE*

**WEEKLY:** Update website with current content. Delete old information and integrate new components of the website as necessary.

**MONTHLY:** Maintain the online payment component of the website and update all news, membership, Society, and other relevant content.

**FEBRUARY:** Post the newsletters for May, August, and December each year.

**JUNE:** Webmaster should have proceedings of the prior annual meeting posted by the Summer Board Meeting in July.

**AUGUST:** Setup and monitor the website for annual meeting pre-registration, title submission, and abstract uploads. Work closely with the Business Manager, Program Chair, and WSSA Abstracts administrator to ensure proper meeting information is posted. Work with Student Contest Chair to provide access and training to the WSSA Abstracts website to obtain contest information.

Create on-line voting process for election of officers for SWSS Board of Directors and Endowment Foundation in accordance with MOP for officer elections.

**OCTOBER:** Work with Business Manager to keep website open to facilitate proper timing on participant registration and fee payment.

**DECEMBER-JANUARY:** Continue monitoring all website activity for the annual meeting.

DIRECTOR OF SCIENCE POLICY

The SWSS annually supports the WSSA Director of Science Policy in the amount of \$7,223.00. This commitment will be reviewed annually at the Board Meeting immediately following the Annual Meeting. SWSS will pay travel expenses for the DSP to attend the Annual Meeting.

## MEETING SITE SELECTION COMMITTEE

The Meeting Site Selection Committee shall:

1. Consist of six members and the Business Manager. The members will be appointed by the president on a rotating basis of one each year and shall serve six-year terms. The Chairperson will rotate to the senior member within the geographical area for the meeting being considered. The Meeting Site Selection Committee will use the SWSS Business Manager to identify properties and/or to negotiate a contract(s) with the site(s) selected.
2. Rotate meeting sites among the major geographic areas of the SWSS region - southeast, mid-south and southwest, whenever possible. However, the rotation will not be rigid and exceptions made when suitable accommodations are not available in the area of choice. Back-to-back meetings in the same city or area should be avoided. Determine that a sufficient number of members are available to serve on the Local Arrangements Committee at a specific location before a site is recommended to the Executive Board. For each prospective meeting site, suggest a Local Arrangements Chair for the Executive Board's consideration. The geographic areas are: eastern region, Florida, Georgia, South Carolina, North Carolina, Puerto Rico, and Virginia; central region, Mississippi, Alabama, Tennessee, Kentucky; and western region, Texas, Oklahoma, Louisiana, and Arkansas.
3. Schedule the annual meeting, whenever possible, for the first full week in January after the Martin Luther King Holiday. The preferred meeting schedule is a Monday arrival and Thursday departure. If lower room rates can be realized however, a Sunday arrival and Wednesday departure will be considered.
4. Inspect hotel property to make sure rooms are adequate for meeting, posters, banquet space prior to contract signing.
  - a. Make sure hotel registration for the conference is visible on SWSS web page. In case of an overflow, forward reservation requests to agreed upon nearby hotels to ensure good housing for all registrants. Make adequate facilities available at no extra cost.
  - b. Make sure hotel will provide available meeting rooms and committee rooms as described in the last program. There should also be available six rooms having seating capacities as follows: one room for 300-400 people, two rooms for 100-200 people, two rooms for 100-150 people and one room for 50 people.
  - c. Make sure hotel will provide space for Poster sessions and for Industry Displays.
  - d. Make sure hotel can handle up to 350 people at a banquet (or luncheon).
5. Make recommendations at the Summer Board Meeting two and one-half years in advance of the annual meeting. Be responsible for making pre-decision investigations and soliciting firm proposals from prospective hotels. The chairperson (or their designated spokesperson)

shall present to the Executive Board the hotel proposals along with the committee's recommendations.

6. Meet with the Local Arrangements Committee, for the next upcoming meeting, to provide for orderly transfer of information.
7. Prepare a report of the committee's activities to be presented to the Executive Board and the annual business meeting to be included in the minutes.

### LONG RANGE PLANNING COMMITTEE

The Long Range Planning Committee shall:

1. The Chairperson shall be the current Past President and members shall serve a 3-yr term. Vacancies shall be filled by appointment by the President, preferably Past Presidents.
2. Be responsible for formulating and discussing issues affecting the general health and vitality of the Society. These issues may be short-term, or problems that have arisen and need immediate solutions, and long-term, envisioning future courses of action or directions for the Society to consider.
3. Meet at least annually to discuss issues and to prepare a report, including recommendations that might arise as a result of these discussions, for the Board of Directors.
4. Include but not be limited to the following issues for consideration:
  - a. Membership categories and number of members over the years.
  - b. Finances, investments, and endowments.
  - c. Areas of interest served by the Society, including sectional categories at the Annual Meeting.
  - d. Publications.
  - e. Public relations, including the communication of the Society's policies or positions on weed science issues in the Southern region.



### SOUTHERN WEED CONTEST COMMITTEE

The Southern Weed Contest Committee shall:

1. The Vice-Chair shall be appointed by the SWSS President to serve a 3-year term, after which he/she will become Chair to serve a 3-year term and shall consist of up to one voting member from each academic institution.
2. Prepare the rules and regulations for eligibility, contest events, and awards.
3. Distribute the rules and regulations to participating schools at least three months prior to the contest.
4. Work with the Contest host and SWSS Board to obtain sufficient funding for the contest.
5. Secure a suitable location for the contest at least one year prior to the contest being held at that location.
  - a. An individual from the host location shall be named as an ad-hoc member of this committee for the year prior to the contest being held at that location and should attend the contest prior to serving as the host location.
  - b. The member from the host location shall be responsible for conducting the contest as well as appointing a panel of judges to score the contestants.
  - c. The panel of judges shall be individuals with no direct association with the teaching program at the participating universities.
6. Prepare news releases for the SWSS and WSSA newsletters.
7. Send copies of papers, photographs, correspondence, etc. of all activities of the Southern Weed Contest to the Chairperson of the Historical Committee.
8. Prepare a written report to be presented to the SWSS Executive Board and at the business session of the SWSS annual meeting and submit the names of winning team members to the Awards Committee Chairperson.
9. Submit a request to the SWSS Business Manager for checks and plaques for individual and team awards.

## LEGISLATIVE AND REGULATORY COMMITTEE

The Legislative and Regulatory Committee of the Southern Weed Science Society shall:

1. In concert with the Weed Science Society of America (WSSA) Science Policy Director and the WSSA Science Policy Committee, keep abreast of key national issues relevant to weed science, particularly those relating to agriculture, forestry, and natural ecosystems in the Southern region.
2. Report significant legislative and regulatory issues to the SWSS Executive Board at the annual meeting and when be merited by events.
3. Develop position statements on relevant issues for referral to the SWSS Executive Board for approval. Following approval, these statements may be presented to the WSSA Director of Science Policy, the WSSA Science Policy Committee, and the SWSS membership.
4. As directed by the SWSS Executive Board, prepare appropriate resolutions, for consideration by the SWSS Executive Board.
5. The Chair, or Vice Chair, or Designated Representative of the Legislative and Regulatory Committee shall serve as the SWSS representative to, and take an active role in the functions of, the WSSA Science Policy Committee. Any pertinent issues and/or information from this Committee assignment shall be conveyed to the SWSS Executive Committee.
6. Membership:
  - a. The Chair, Vice Chair, and Members of the Legislative and Regulatory Committee shall be appointed by the President of the SWSS and serve for three years.
  - b. At-Large Members of the SWSS Executive Committee shall serve on the Legislative and Regulatory Committee for their two-year terms of service.
  - c. The WSSA Science Policy Director, Chair of the WSSA Science Policy Committee, and WSSA Liaison to EPA shall be invited to participate as *ad hoc* Members of the SWSS Legislative and Regulatory Committee.

This MOP describing the SWSS Legislative and Regulatory Committee comprises six points and was adopted by the SWSS Executive Board on July 2016.

## HISTORICAL COMMITTEE

The Historical Committee shall:

1. Collect and deliver items of historical interest to: Special Collections Department, Iowa State University, 403 Parks Library, Ames, IA 50011-2140, FAX: 515-294-3186, Telephone: 515-294-6672,. This shall include all papers and photographs of historical value such as activities of the Southern Weed Contest. Please indicate that the documents are for the SWSS archives.
2. Encourage former Society officers to forward items of historical interest to Ames, Iowa.
3. Receive from the Business Manager by July 1, a letter listing the publications, newsletters, financial statements, contracts, ballots, announcements, correspondence, programs (meetings and award luncheons), photographs, lists of committees, etc. which were sent to the Special Collections Department at Iowa State University. If this is not received by July 1, contact the Business Manager and determine that these materials have been appropriately forwarded.
4. Compile historical summaries of SWSS activities to be presented at the Annual Meeting, either as scheduled papers or as committee reports at the Business Meeting. The frequency of presentation of such summaries shall be according to need as determined by the committee.
5. The Chairperson of the Historical Committee shall serve as Archivist for the Southern Weed Science Society.

## RESEARCH COMMITTEE

The Research Committee shall:

1. Consist of the Vice President as Chairperson and the remaining members as Section Chairpersons for the following sections Weed Survey - Southern States.
2. Section Chairpersons shall be appointed by the Chairperson for a period of 3 years. If a Section Chairperson cannot complete a term, the Chairperson shall appoint a successor to complete that term.
3. By October 1, the Chairperson shall contact the Section Chairperson explaining the format of the report for that year and instructing them to forward their report to the Chairperson by November 15. The Chairperson shall assemble the total report, edit, and deliver the electronic copy by the time of the annual meeting to the SWSS Editor for inclusion in the Proceedings.
4. Retiring Section Chairperson of the committee shall give to the Chairperson or to their successors information relating to the contributors and activities of their particular section.
5. The Chairperson shall prepare a report for the membership. He/she shall also maintain a file concerning the activities of the committee and transmit it to his successor.
6. Organize, issue, compile, and summarize data for the annual Weed Survey (published in the Proceedings) with respect to new weed species and/or significant changes in problem weeds of the SWSS geographical area.

### SUSTAINING MEMBERSHIP COMMITTEE

The Sustaining Membership Committee shall:

1. In June prepare a letter for the Business Manager to mail to current sustaining members requesting continued support for the SWSS and payment of fees including an invoice. In August send follow-up letter to those unpaid. (A complete, up-to-date file on sustaining members is maintained by the Business Manager.) Note that Sustaining Members can have an exhibit booth at the annual meeting at no extra charge if space is available.
2. In June solicit new members by letter, including an application for sustaining membership.
3. By October 1, send the Program Chairperson an alphabetical list of paid sustaining members for publication in the Program.
4. Be represented on the Finance Committee by its Chairperson and will make recommendations to the Executive Board through the Finance Committee for improving the sustaining membership support.
5. In December, send the Editor a current list of paid sustaining members for publication in the Proceedings.
6. Send all committee files and records to the new committee chairperson.
7. Prepare a report on the committee's activities and recommendations for presentation to the membership at the general business session of the annual meeting.

## WEED RESISTANCE AND TECHNOLOGY STEWARDSHIP COMMITTEE

The Weed Resistance and Technology Stewardship Committee:

1. Consist of a Chair, Vice-Chair, and Secretary appointed to a one-year term, with a minimum of eight members representing each university or USDA-ARS site located in the SWSS region, and at least one representative from each company in the southern region. Each member is appointed to a five-year term.
2. Educate weed scientists and the scientific community as a whole about the nature, extent, and significance of herbicide resistance.
3. Recommend research and education on the topic of herbicide resistance and resistance management in weeds. Provide leadership in research directions.
4. Serve as an information resource for scientists and practitioners in the areas of confirmation, identification, and management of herbicide-resistant weeds.
5. Develop a list of scientists regionally who will serve as corresponding members of this committee to aid in confirmation of the distribution of herbicide resistance.
6. Promote action on herbicide resistance by sponsoring and encouraging education and stewardship of weed control technologies.
7. Prepare a list of herbicide-resistant weeds confirmed in the SWSS region to be published annually in the SWSS proceedings.
8. Submit report of yearly activities to the SWSS Executive Board.

## **Southern Weed Science Society Graduate Student Organization**

### **Proposed Manual of Operating Procedures**

**July, 2013**

### **Constitution - as revised through June 2013**

#### **Preamble**

The Graduate Student Organization is established to bring together students actively pursuing degrees in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia as well as the Commonwealth of Puerto Rico. The primary purpose of the Graduate Student Organization is to exchange ideas, experiences, opinions, and information in all areas of Weed Science.

#### **Article 1-Name**

The name of this organization shall be the  
Southern Weed Science Society Graduate Student Organization

#### **Article II - Officers & Executive Board**

Section 1. The officers of this organization shall be President, Vice-President, and Secretary. The Executive Board will include these officers and the representatives of the Endowment Foundation, Herbicide Resistant Weeds, and Student Program committees. The Vice-President of the Executive Board of the Southern Weed Science Society shall be an ex-officio member to the Graduate Student Organization.

Section 2. The Vice-President shall be elected by a closed ballot and shall hold office for 1 year beginning with the close of the regular annual business meeting after his/her election and ending with the close of the next annual business meeting at which time he/she assumes the duties of the President.

The Secretary, Endowment Foundation Representative, Herbicide Resistant Weeds Committee Representative, and Student Program Committee Representative shall be elected by a closed ballot and shall hold office for 1 year beginning with the close of the regular annual business meeting after his/her election and ending with the close of the next annual business meeting. The Endowment Foundation Representative will be elected in a similar fashion as the above positions, but will serve a 2-year term.

Section 3. All graduate students who are members of the Southern Weed Science Society are eligible to hold office or to be elected as Endowment Foundation, Herbicide Resistant Weeds Committee, or Student Program Committee representative.

Section 4. Except for President, unexpired terms of members of the Executive Board shall be filled by a majority vote of the Executive Board. Those individuals elected to a vacant office shall serve the remainder of the unexpired term or until the next annual business meeting, at which time a new member will be elected. If a vacancy occurs in the office of President, the Vice-President shall ascend to the office of President, and the Secretary shall ascend to the office of Vice-President. The Executive Board at this time will elect a new Secretary.

Section 5. At the beginning of the annual business meeting, each university will select one individual to serve as the university representative. The university representative will be responsible for voting and will serve as communications liaison between the Executive Board and the students of that university.

Section 6. Each university present at the annual business meeting will be allowed only one vote for each Executive Board position. This vote will be cast by each university representative at the annual business meeting under a closed balloting procedure. In the event that a university representative is also nominated for an Executive Board position, another student from the university will be selected to place the university vote for that position. In the event of a tie vote for any Executive Board position in the Graduate Student Organization, the tie will be revoted upon by each university representative. In the case that a tie vote results after the revote, the Executive Board positions of President, Vice-President, Secretary, Endowment Foundation Representative, and Student Program Committee Representative will vote on the nominees to break the tie under a closed balloting procedure. This vote will take place at the current annual business meeting with the results disclosed at this meeting.

### **Article III Nominations for Office**

Section 1 Each university may nominate only one representative to each of the elected positions set forth in Article II.

Section 2 Any graduate student attending the SWSS GSO annual business meeting is eligible to be nominated. Students can nominate themselves or be nominated by another graduate student

Section 3 Students nominated for a position should provide a brief introduction of themselves after nominations have closed and prior to voting. Then all nominees will be required to exit the room during the voting procedure.

### **Article IV - Meetings**

Section 1 The Graduate Student Organization shall meet annually to carry out its objectives.

Section 2 The business matters of the Graduate Student Organization shall be handled during one of the following meetings: 1) a meeting of the Executive Board prior to the beginning of the



annual business meeting; 2) a meeting of the members during the annual business meeting; 3) a meeting of the Executive Board at the close of the annual meeting; or 4) a meeting during the calendar year through electronic means as deemed necessary by the President.

Section 3 At the first meeting of the Executive Board prior to the annual business meeting, the Executive Board will consider all committee reports and accept, modify, or reject such reports.

Section 4 At the annual business meeting of all members, the members will act on all committee reports submitted by the Executive Board. No matter shall be voted on at this meeting that has not first been considered by the Executive Board.

Section 5 After the close of the annual business meeting both outgoing and newly-elected members and University representatives will meet. These constituents will act on any old business not completed at the previous meetings.

Section 6 An Executive Board meeting may be called by the President throughout the business year if needed to conduct business that is relevant to the Graduate Student Organization. This meeting will be held via electronic mail, conference calling, and or by video conferencing at a designated time proposed by the President. All subject matter will be presented to each Executive Board member and University Representative 5 days prior to such meeting time.

### **Article V Parliamentary Authority**

Robert's Rules of Order shall be the parliamentary authority for the Graduate Student Organization.

#### **BY-LAWS I DUTIES**

Section 1. The Graduate Student Organization Executive Board President Shall:

- 1) Serve as Chairperson of the Executive Board.
- 2) Attend regular Southern Weed Science Society Executive Board meetings as a student representative and report to the Graduate Student Organization Executive Board.
- 3) Following the summer Southern Weed Science Society board meeting submit an article to the Southern Weed Science Society newsletter editor as a reminder to students to attend meetings the following year and to announce any new developments with the Graduate Student Organization.

- 4) Actively solicit input from students at the Southern Weed Science Society meetings on issues affecting students in the Southern Weed Science Society so this information can be passed on to committees or the Southern Weed Science Society Board of Directors.
- 5) Organize a graduate student luncheon with the Local Arrangements Committee chairperson and arrange for entertainment such as guest speakers.

Section 2. The Graduate Student Organization Vice-President Shall:

- 1) Perform the duties of the President if he/she cannot serve
- 2) Attend all Graduate Student Organization Executive Board meetings.
- 3) Assist the President in organizing the Executive Board meeting, student meeting, or Graduate Student Luncheon whenever necessary.
- 4) Serve as President the following year.

Section 3. The Graduate Student Organization Secretary shall:

- 1) Perform the duties of the Vice-President if he/she cannot serve.
- 2) Attend student Executive Board and general student meetings to record minutes of each meeting and transmit approved minutes to Editor – SWSS Proceedings.
- 3) Distribute pertinent information to the student representatives from each university for distribution within the institution.

Section 4. The Endowment Foundation Representative shall:

- 1) Meet with the Endowment Foundation Executive Board annually or as deemed necessary by the Endowment Foundation Executive Board prior to the Graduate Student Organization annual meeting.
- 2) Assist the Endowment Foundation with any special events as deemed necessary.

Section 5. The Herbicide Resistant Weeds Committee Representative shall:

- 1) Meet with the Herbicide Resistant Weeds Committee of the Southern Weed Science Society at their annual meeting and report any relevant information to the Graduate Student Organization at the annual meeting.

Section 7. The Student Program Committee Representative shall:

- 1) Meet with the Student Program Committee of the Southern Weed Science Society at their annual meeting and report any relevant information to the Graduate Student Organization at the annual meeting.

Section 8. The Student Representative from each University shall:

- 1) Report to the President any questions or concerns that other graduate students from their university may have so that the President can disclose these concerns to the Southern Weed Science Society Executive Board.

## **OPERATING PROCEDURES OF THE SOUTHERN WEED SCIENCE SOCIETY GRADUATE STUDENT ORGANIZATION**

### **CHANGES IN OPERATING PROCEDURE**

The constitution and by-laws may be amended only by a majority vote by the graduate students comprising the Graduate Student Organization. Changes or improvements proposed by a member should be brought forth to their University Representative who will suggest such recommendations to the Graduate Student Organization Executive Board at the Executive Board meeting held prior to the annual business meeting

### **EXECUTIVE BOARD**

**The Graduate Student Executive Board Shall:**

- 1) Conduct an Executive Board meeting prior to the student organization meeting.
- 2) Conduct a meeting for all graduate students attending the annual Southern Weed Science Society. At this meeting, each university in attendance will have the opportunity to appoint student board representative to serve a one-year term on the student executive board as their university representative. A Vice-President, Secretary, Herbicide Resistant Weeds Committee Representative, Endowment Foundation Representative, and Student Program Committee Representative will be elected by the set forth voting procedures outlined in the By-Laws. Also, pertinent issues will be presented for discussion to the members by the Graduate Student Executive Board.
- 3) Conduct an Executive Board meeting immediately following the student organization meeting.
- 4) Actively solicit input from students at the Southern Weed Science Society meetings on issues affecting students in the Southern Weed Science Society so this information can be passed on to committees or the Southern Weed Science Society Executive Board of

Directors.

- 5) Organize a graduate student luncheon with the local arrangements committee chairperson and arrange for entertainment such as a guest speaker.
- 6) Be responsible for changes in the Manual of Operating Procedures (other than the Constitution and By-Laws) after study and recommendations by the Graduate Student Executive Board.

### **PRESIDENT**

The President Shall:

- 1) Serve as chairperson of the Graduate Student Organization Executive Board and prepare an agenda for meetings of the Executive Board. The President shall submit the proposed agenda to the members of the Executive Board in advance of the meetings so that issues can be properly considered.
- 2) The President shall be a Student Representative to the Southern Weed Science Society Executive Board and attend the summer and annual Southern Weed Science Society Board meetings held prior to the Southern Weed Science Society annual meeting. The President will give an update to the Executive Board on events and issues relative to the Graduate Student Organization. At this time, the President will meet with the Local Arrangements Chairperson to outline the Graduate Student Luncheon and approximate number attending and times for the Luncheon.
- 3) Be responsible for determining that the decisions of the Graduate Student Organization Executive Board are correctly enforced within the framework of the Constitution and By-Laws.
- 4) Work with the various committee representatives to aid them in developing programs or rules beneficial to the Graduate Student Organization.
- 5) Write letters of thanks to all speakers and appropriate personnel.

### **VICE-PRESIDENT**

Vice-President shall:

- 1) Perform the duties of the President if he/she cannot serve.
- 2) Aid the President in arrangements necessary for the Graduate Student Luncheon
- 3) Work with the Southern Weed Science Society website coordinator and the Secretary of the Graduate Student Organization in maintaining the Graduate Student Organization

website.

- 4) Perform other duties delegated by the President or the Executive Board
- 5) Advance to the Office of President at the end of his/her term as Vice-President.

### **SECRETARY**

The Secretary shall:

1. Take all minutes at all business meetings of the Graduate Student Organization, including the Executive Board meeting, the annual business meeting, and the closing meeting after the annual meeting, along with any other meeting called to order by the President. All minutes shall be supplied to the members of the Executive Board and to members of the Graduate Student Organization upon request as deemed necessary by the Executive Board.
2. Receive nominations for office at the annual business meeting. Collect and count votes and notify the Graduate Student Organization of the result at the annual business meeting.
3. Aid the President in preparing an article to the Southern Weed Science Society newsletter editor as a reminder to students to attend the meeting the following year and to announce any new developments from Graduate Student Organization.
4. Present the Secretary's report at the annual business meeting.
5. Perform other duties delegated by the President or the Executive Board
6. Advance to the Office of Vice-President in the case of leave by the President.
7. Assist the Vice President in maintaining the Graduate Student website.
8. Furnish an electronic copy of the GSO meeting minutes to the SWSS Secretary and Proceedings Editor for archiving and inclusion in the proceedings of the annual meeting.

### **ENDOWMENT FOUNDATION REPRESENTATIVE**

The Endowment Foundation Representative shall:

- 1) Attend the annual meeting of the Endowment Foundation of the Southern Weed Science Society held prior to the annual business meeting of the Graduate Student Organization and attend all other meetings held during the year.
- 2) Relate relevant concerns brought by the Executive Board to the Southern Weed

Science Society Endowment Foundation when needed.

- 3) Provide a report to the Executive Board on relevant information at the Executive Board meeting held prior to the annual business meeting.
- 4) Perform other duties delegated by the President or the Executive Board.

#### **STUDENT PROGRAM COMMITTEE REPRESENTATIVE**

The Student Program Committee Representative shall:

- 1) Attend the annual meeting of the Student Program Committee of the Southern Weed Science Society held prior to the annual business meeting of the Graduate Student Organization.
- 2) Serve as chairperson and coordinate the efforts of the Executive Board in conducting a Graduate Student Symposia held at the Southern Weed Science Society.
- 3) Relate changes in the rules of the Southern Weed Science Society Graduate Student Oral and Poster Contests to the Graduate Student Organization.
- 4) Provide a report to the Graduate Student Organization Executive Board on relevant information at the Executive Board meeting held prior to the annual business meeting.
- 5) Perform other duties delegated by the President or the Executive Board.

#### **STUDENT REPRESENTATIVES FROM EACH UNIVERSITY**

The Student Representative Shall:

- 1) Report to the President any questions/concerns that other graduate students at his/her University, so as the President can disclose such concerns to the Executive Board of the Graduate Student Organization and or the Executive Board of the Southern Weed Science Society.
- 2) Actively communicate with the Executive Board so as to keep his/her University aware of the activities of the Graduate Student Organization.
- 3) Perform other duties delegated by the President or the Executive Board.

## **SWSS Endowment Foundation Board Manual of Operating Procedures**

1. **Composition of the Board.** The Board shall consist of a President, Secretary, and four members, including a graduate student. Ex-Officio members will be the Past Foundation Board President and SWSS Business Manager.
  
2. **Term of Office.** The President and Secretary shall each serve a one-year term, with the Secretary taking office after having served as member of the Board for three years. The Secretary will then assume the post of the President as the latter rotates off. Each year, as the President finishes his/her term, a new member will be elected to the Board. Each Board member will serve as President of the Board to complete the service cycle. The immediate past-President will serve as ex-Officio member, in an advisory role. The graduate student will serve a two year term, beginning and ending in even years. Terms of office commence at the close of the SWSS Annual Meeting.
  
3. **Role of the Board.**
  - a. Oversee the financial health and disbursement of the Endowment Foundation Fund. The Board shall work closely with the SWSS Business Manager in all financial matters.
  
  - b. Conduct fundraising activities to generate funds for the Endowment.
  
  - c. Support student activities for educational and professional advancement.
    - i. Provide funds for first- and second-place awards in the graduate student paper and poster contest.
    - ii. Provides funds for the Outstanding Graduate Student Awards (M.S. and PhD)
    - iii. Provide funds for the Graduate Student Enrichment Program.
    - iv. At the request of the SWSS Executive Board and with approval of the Endowment Foundation Board, provide supplemental financial support of other graduate student programs, including the SWSS Weed Contest.
  
  - d. Promote the projects and activities funded by the SWSS Endowment Foundation and encourage support for the Foundation from the general SWSS membership.
  
  - e. Submit report of yearly activities to the SWSS Executive Board.
  
4. **Meetings.** The Board shall conduct an annual meeting during the SWSS Professional Meeting. Other meetings as needed via conference call to decide on Scholarship winners.

### **SWSS Endowment Board**

Darrin Dodds – President 2019  
Donnie Miller – Secretary 2020  
Hunter Perry – 2021  
Gary Schwarzlose – 2022

Mike Lovelace – 2023

Maria Zaccaro, Grad student rep. 2019

Ex-Officio:

Brent Sellers (Past President of Endowment Foundation Board of Trustees)

Kelley Mazur (SWSS Business Manager)