

# WEED SCIENCE SOCIETY OF AMERICA

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## *Manual of Operating Procedures*

*JULY, 2015*

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## **CHAPTER I - OFFICERS**

### **B = Board of Directors of the Weed Science Society of America (WSSA)**

#### **B1 - Board of Directors**

The Board of Directors shall:

1. Develop the policies and general programs of the Society.
2. Conduct the business of the Society not reserved for the members by the Constitution or delegated to officers or committees.
3. Authorize the Executive Committee of the Board of Directors, consisting of the President, President-Elect, Vice-President, Past-President, Secretary, Treasurer, Director of Publications, and Chair of the Constitution and Operating Procedures Committee to conduct the Society's business between annual meetings. The Executive Secretary shall be ex-officio member of the Board of Directors and the Executive Committee without vote.
4. Authorize payment by contract with the Executive Secretary for services performed and by honoraria to such other officers as designated by the Board of Directors.
5. Members of the Board of Directors will be assigned as coordinators for specific standing committees. The Board coordinators should be in regular contact with their standing committees and will inform standing committee chairs of issues that have been discussed at the board meetings that are relevant to each committee including requests for committee action. Board coordinators will also communicate recommendations, issues, changes, concerns, etc. of the standing committee to the Board of Directors at the summer and annual Board meetings.
6. Expedite annual meetings by the President previously having asked specific members of the Board of Directors to secure and present annual reports from assigned standing committees.

#### **B2 - President**

The President shall:

1. Cause the spirit of the Constitution and the decisions of the Board of Directors to be carried out.
2. Present the goals or objectives of his/her administration at the annual business meeting and initial Board meeting.
3. Prepare an agenda for annual and summer meetings of the Board of Directors and preside at such meetings. Prepare agendas for these meetings and submit information to the Board of Directors in advance of the meetings so that issues can be properly considered.
4. Consult and work closely with Program Committee Chair and Local Arrangements Committee Chair on plans for next annual meetings.
5. Work closely with the Executive Secretary.
6. With approval of the Board of Directors, appoint the Director of Publications, the Director of Science Policy, the EPA Subject Matter Expert, and the USDA NIFA Fellow as needed.
7. With approval of the Board of Directors, appoint as needed the Editor of *Weed Science*, the Editor of *Weed Technology*, the Editor of *Invasive Plant Science and*

*Management (IPSM)*, the Editor of the *WSSA Newsletter* and the Web Site Content Manager upon recommendation of the Director of Publications.

8. Appoint Special Committees and WSSA liaison representatives to organizations with which WSSA maintains liaison, as necessary, to carry out Society business.
9. Maintain close liaison with the Chairs of all committees to encourage and assist in their efforts.
10. Keep the Board of Directors and Society members advised on significant activities of the Society and solicit their suggestions.
11. Maintain contact or communication with other organizations with related interests and objectives.
12. Work closely with the Director of Science Policy Committee and EPA Liaison on key issues for Weed Science.
13. Prepare an agenda and preside at the Society summer and winter Board of Directors meetings and the winter Society Business meeting.
14. In conjunction with the Board of Directors, conduct an annual performance review of the Executive Secretary and management service at the annual meeting, and inform the Executive Secretary of his/her performance evaluation.

### **B3 - President-Elect**

The President-Elect shall:

1. Perform the duties of the President if he/she cannot serve.
2. Serve as Chair of the Program Committee and delegate such duties as deemed appropriate to the members of the committee.
3. Assure that members of the Program Committee have been appointed and understand their responsibilities. He/she may assign duties and delegate authority to members of the Program Committee.
4. Prepare and send to the Newsletter Editor a call for symposia and workshops to be published in the October and January issues April issue of the Newsletter the year before the conference.
5. Assure that Sectional Program Chairs and Vice-Chairs have been selected (normally they are elected during a business meeting of each section) and that they understand their responsibilities in developing the program.
6. Issue a call for papers in coordination with the Executive Secretary, giving instructions to authors regarding titles and abstracts of papers and including a list of Sections and Sectional program Chairs.
7. Develop the program format to include the general session (including invited speakers), sectional programs, special sessions, society business meeting, sectional business meetings, and committee meetings.
8. Keep the Board of Directors and members of the Program, and Local Arrangements advised on all activities of the Program Committee and continuously solicit their suggestions on matters pertaining to the program.
9. In January, begin preparing draft of first Presidential message for Newsletter (deadline is about February 15).
10. Perform other duties delegated by the President or the Board of Directors.
11. Additional Duties of the President-Elect as WSSA Program Chair.
  - a. Solicit proposals for symposia. This should start with a request announcement in the April (deadline about February 15) after assuming duties as Program Chair.
  - b. Meet along with Program Committee and out-going Program Chair at annual meeting to review duties and responsibilities.

- c. Attend as many different sessions at WSSA meetings as possible to get a feel for audience – size in each session and room requirements.

#### **B4 - Vice-President**

The Vice-President shall:

1. Perform duties of the President-Elect if he/she cannot serve or if the President-Elect must assume the duties of the President.
2. Develop survey to membership on annual meeting and other questions relevant to WSSA.
3. Review all committee reports for the two most recent years in order to evaluate the level of committee activities and their current/continuing need.
4. Review Duties and Charges of all committees and modify if necessary, after consultation with committee Chair and with Board of Directors' approval.
5. Update and publish Committee List.
  - a. Review present Committee List and determine number of expired terms.
  - b. Request volunteers to serve on Committees in the fall.
  - c. Work with committee chairs to update new committee list prior to the annual meeting and provide a final committee list to the Executive Secretary by April 1 for posting on the Society website.
6. Serve as Vice-Chair of the Program Committee.
  - a. Prepare a report for the next year's program to be presented in the WSSA Summer Board Meeting.
  - b. During annual meeting, before becoming President-Elect, instruct present section and future section chairpersons to complete an information sheet for each section, symposia, and workshop on attendance and problems noted.
  - c. Attend as many sectional programs as possible to determine whether improvement in the program can be made and how well the sections are fulfilling Society needs.
  - d. At conclusion of annual meeting, meet with the Board of Directors to review what worked and what changes are needed for the next meeting.
7. Perform other duties delegated by the President, President-Elect, or the Board of Directors.

#### **B5 - Past-President**

The Past-President shall:

1. Serve as Chair of the Nominating Committee.
2. After receiving election results from the Executive Secretary, notify all candidates of the results and report the results at the next annual Business Meeting
3. Serve as an experienced advisor to the Board of Directors for the year following the Presidential term.

#### **B6 - Secretary**

The Secretary shall:

1. Prepare and distribute minutes of all meetings of the Board of Directors and the general business meetings of the Society to the Board of Directors and to the Web Content Manager for publication on the Society Website.
2. Maintain an up-to-date list of the members of the Board of Directors.

3. Prepare and maintain an up-to-date list of the names and officers or contact persons for regional and state Weed Science organizations and other vegetation management organizations, as appropriate.
4. Perform other duties as delegated by the President or the Board of Directors.

#### **B7 - Treasurer**

The Treasurer shall:

1. Serve as Chair of the Finance Committee and with the Committee develop long-range financial programs, subject to the approval of the Board of Directors.
2. Become familiar with the day to day financial affairs to effectively execute the fiscal policy of the Society with the Executive Secretary as determined by the Board of Directors.
3. Work with the Executive Secretary and the Finance Committee in budget preparation for the next fiscal year in advance of the annual meeting and present the proposed budget to the Board of Directors.
4. Review the annual audit and monitor fiscal programs.

#### **B8 - Director of Publications**

#### **B9 - Chair, Constitution and Operating Procedures**

#### **B10 - Member-at-large**

#### **B11 - Member-at-large**

#### **B14 - Graduate Student Member**

#### **B15 - Director of Science Policy**

#### **B20 - Conference Members**

#### **B21 - Aquatic Plant Management Society**

#### **B22 - Canadian Weed Science Society**

#### **B23 - North Central Weed Science Society**

#### **B24 - Northeastern Weed Science Society**

#### **B25 - Southern Weed Science Society**

#### **B26 - Western Society of Weed Science**

#### **B30 - Executive Secretary**

Executive Secretary will provide:

1. A full service membership and subscription business office staffed with trained personnel and equipped with the latest in business office products. Service also includes a conference room available to society officers.
2. Access to the business office via regular telephone, fax, internet, and mail service.

3. Assist in all aspects of planning. Major emphasis is directed towards project development and strategic planning.
4. Check writing services are available through the Executive Secretary and must be approved by the WSSA Treasurer. Checks payable to Allen Press will be signed by the WSSA Treasurer or other appropriate WSSA officer.
5. Prepare annual budget and monitor it throughout the budget year. Provide quarterly reports detailing budget status to Treasurer and Board of Directors. Implement budget changes as directed.
6. Provide quarterly detailed financial statements to Treasurer and summary financial statements to Board of Directors (described in Exhibit A.3).
7. Oversee the WSSA renewal program.
8. Prepare annual report and assist with research and preparation of other reports as requested.
9. Provide coordination assistance in the form of preparing and monitoring project timeliness. Maintain a WSSA calendar of events and officer/committee scheduling calendar.
10. Provide WSSA support through document preparation and distribution. Assist with preparation and distribution of news releases, reports, and other as may be required. Work with the Newsletter Editor in preparation of announcements related to business activities of the organization.
11. Provide an electronic membership directory on an annual (or biannual if requested) basis.
12. Provide hard copy archive services. Electronic archiving is available for WSSA officer correspondence and reports. Archive inventory will be available as needed.
13. The Board of Directors manages details on salary and length of contract.

## **CHAPTER II - SCHEDULE OF WORK**

### **B2 - President**

#### **Within One Month after Annual Meeting (March):**

1. Express appreciation in writing, on behalf of WSSA, to the companies that support WSSA awards and request continued support in the letter to each company.

#### **Within Two Months after Annual Meeting (April):**

1. Review with the Board of Directors the programs and policies of the Society. He/she should spell out the objectives of his/her administration and see that all major programs are active.
2. Keep officers and the Board of Directors advised on matters pertaining to the Society.
3. Consult with WSSA Director of Publications on publication matters.

#### **Within Four Months after Annual Meeting (June):**

1. The President and the Program Committee Chair should confirm plans for the coming meeting, including committee meetings.
2. Extend invitations to appropriate officers of other societies and organizations with which liaison is established.
3. Prepare call for committee reports and e-mail to the chairs by December 1, with a due date of January 1. Once received, arrange reports and e-mail them to all board members by January 20.

**Sixty Days before Annual Meeting (December):**

1. Poll the Board of Directors for concurrence on award recipients and advise the Chair of the Awards Committee of the Board of Directors' action by December 15. Officially inform each major award recipient, including Fellows and Honorary Member, of his/her selection.

**Forty Days before Next Annual Meeting (January):**

1. Provide for complimentary pre-registration of appropriate guests including nonmember general session speakers by sending names to Executive Secretary.

**General Calendar:**

1. Prepare President's Message for each issue of the WSSA Newsletter with due dates of March 1, June 1, September 1, and December 1.
2. Prepare a meeting agenda 2 weeks prior to the summer and annual meeting business meetings. E-mail the agenda to the board for additions or corrections prior to the meeting.

**B3 - President-Elect****Prior to Installation:**

1. In consultation with the new President and the Board of Directors, the new President-Elect should appoint the Local Arrangements Committee Chair for the meeting to take place in 12 months.
- 2.

**During Transitional Meeting:**

1. Contact Sectional Chairs and instruct them in their responsibilities. Assure that Vice-Chairs have been selected (usually done during a business meeting of each section) and that they understand their responsibilities.

**Within One Month after Annual Meeting (March):**

1. Submit call for symposia for publication in the Newsletter and on the Society web page. Once symposia are submitted circulate to entire board of directors for input and ranking.

**Within Three Months after Annual Meeting (May):**

1. Issue the first call for papers to be published in the July newsletter and advise membership on significant plans for the meeting including such details as program theme and nature of general session. Include proper instructions regarding titles, abstracts, and other pertinent matters, include list of sections and names of Sectional Program Chairs.
2. Contact and confirm meeting time and travel arrangements, if non-member, with general session speakers

**Within Five Months after Annual Meeting (July):**

1. At the summer board meeting finalize symposia topics and provide general outline of the annual meeting.

2. Following the summer board meeting, confer with the Executive Secretary for the development of the registration brochure and meeting sections of the website. All arrangements should be finalized by mid-August.

**Within Seven Months after Annual Meeting (September):**

1. In conjunction with the Executive Secretary monitor abstract submissions and begin to develop placement time of each paper session with in the meeting.

**Within Eight Months after Annual Meeting (October):**

1. In conjunction with the Section Chairs and Executive Secretary, develop the program schedule. Plans need to include the general session, sectional programs, special sessions, committee meetings, business meeting, and related matters.
2. Send e-mail to all committee chairs asking them if they plan for their committee to meet and how long they will need a meeting room (usually 1 or 2 hours).
3. Inform the Meeting Manager of all meeting room requirements, giving time of beginning and ending of each committee meeting and number of persons for whom the rooms should be prepared. Handle all matters relating to the headquarters hotel through the Meeting Manager.

**Within Nine Months after Annual Meeting (November):**

1. In conjunction with the Executive Secretary, finalize the meeting program.
2. Final confirmation of dates and hotel arrangements should be made with Meeting Manager.

**Forty Days before Next Annual Meeting (January):**

1. Check with Meeting Manager on equipment, registration, arrangements, tickets, rooms for nonmember general session speakers, arrangements for displays, and related details.
2. Confirm with Local Arrangements Committee Chair/Meeting Manager that arrangements have been made for such matters as projectors, projectionists, and sound equipment.

**B6 - Secretary**

Perform as Required:

1. Inform the Board of Directors on activities of the Society.
2. Prepare minutes of interim meetings of the Executive Committee or Board of Directors, if any, and distribute to the Board of Directors, appropriate Committee Chairs, and Executive Secretary.
3. Have minutes of Interim meetings, if any, published on the WSSA Website and have major actions of the Executive Committee or Board of Directors published in the WSSA Newsletter.

**Within One Month after Board Meeting:**

1. Prepare and distribute minutes of the Board of Directors meetings (annual and summer) and of general business meeting held during the last annual Society meeting.
2. Submit minutes for publication on the Society website.

**CHAPTER III - EDITORS**

## **B8 - Director of Publications**

The WSSA Director of Publications shall:

1. Be appointed by the Board of Directors to a three-year, renewable term (WSSA Constitution- Article VI, Section 2).
2. Provide leadership in the formation of policy matters for all publications of the Society, but will not have the responsibility of editing, publishing, or marketing a major periodical or publication.
3. Provide point of contact and interact with journal publisher, special publications printer/publisher, and Executive Secretary as directed and to fulfill Contractual or Memorandum of Agreement obligations.
4. Recommend to the President candidates for appointment by the Board of Directors as Editor of *Weed Science*, Editor of *Weed Technology*, Editor of *Invasive Plant Science and Management*, and Editor of the WSSA Newsletter.
5. Appoint Associate Editors of *Weed Science*, *Weed Technology*, and *Invasive Plant Management and Science* upon recommendation by the respective Editors. The Director of Publications will inform the President of the appointments.
6. Serve as Chair of the Publications Board.
7. Serve as ex-officio member of the *Weed Science* Editorial, *Weed Technology* Editorial, *Invasive Plant Science and Management* Editorial, Herbicide Handbook, and other publication activity committees as directed.
8. With the concurrence of the Journal Editors, recommend retiring Associate Editors to the Board of Directors for recognition with an appropriate plaque after a minimum of 2 ½ years of service.
9. Provide copyright permissions in the general interest of the Society as needed.
10. Serve on the WSSA Outstanding Reviewer Award Subcommittee.
11. In consultation with the membership, identify ideas for a new publication (books, monographs, etc.) in applied and fundamental aspects of weed science.

Authors wishing to submit ideas for a new publication should submit a brief proposal including: the title of the project, tentative authors/editors, a summary describing the topic and the contents of the publications, a description of the target audience and potential marketing, a proposed budget with emphasis on costs to WSSA, a detailed calendar of operations with the expected date of completion. The proposal may first be submitted to the Publications Board for a recommendation, and if a positive response is obtained, to the Board of Directors for final approval. Normally, a Special Committee is appointed by the President to accomplish specific tasks in preparation, review, publication and marketing. The Director of Publications normally serves as an ex-officio member and may interact, or designate a committee member to interact, with the Executive Secretary and a Publisher to obtain bids and otherwise initiate action to have the document printed, promoted and distributed.

## **Editorial Boards of Scientific Journals**

The Editorial Board of each journal is composed of the Editor as Chair, the Associate Editors, and the Director of Publications and the Managing Editor as ex-officio members. The Editorial Board Reports to the Publications Board and has overall responsibility for any matters concerning content, style, standards, and review policy of each journal. Matters affecting journal finance are referred to the WSSA Finance Committee.

## **Publisher**

The Publishing Manager responsibilities include: Managing production, distribution, marketing, renewals, circulation, advertising, business management and accounting; monitoring the evolving models for subscriptions; increasing journal usage through online access; marketing to potential institutional subscribers; pursuing opportunities to include the journals in citable databases. The Publication Manager will interact with the Director of Publication and other designated Society representatives and Publisher team members to fulfill obligations outlined under a Contract or Memorandum of Agreement with the Society.

## **Managing Editor**

The Managing Editor is responsible for the efficient management of all phases of the day-to-day journals operation by insuring coordination of communication among Editors, Associate Editors, reviewers, authors, Publications Board, Publishing Manager, and paper and electronic Printer. The Managing Editor works in close collaboration with the Publisher and the Account Manager responsible for the production schedule of the journals. The responsibilities of the Managing Editor include oversight of the manuscript online submission, tracking, and review system (Peer Track); preparing accepted manuscripts for production; sending pdf proofs to authors and incorporating changes returned by the authors; putting the journal issue together; and checking page proofs and printed pages prior to publication. The Managing Editor is involved in the following steps of the review process:

1. After a manuscript is submitted to Peer Track, the Managing Editor QC's the file to make sure it has been submitted correctly and the file hasn't been damaged during conversion to pdf. If there are problems, it is returned to the author with an email explaining the problem and how to fix it. If the manuscript looks OK, it is sent to the editor for assignment of an Associate Editor and potential reviewers or directly to the associate editor (if it is a revision).
2. After the Editor provides a prioritized list of potential reviewers, the Managing Editor contacts the first two reviewers on the list (via email through Peer Track). If a potential reviewer does not respond, he or she is sent up to two more emails at one-week intervals. If these scientists decline the review or do not respond after three attempts to contact them, the Managing Editor contacts those potential reviewers whose name appears further down the list until two reviewers have accepted.
3. If necessary, the Managing Editor sends reminder E-mails to reviewers prompting them to complete their review. Reminders are also sent to Associate Editors when a decision is overdue.
4. After manuscripts are accepted for publication, the Managing Editor supervises and participates in the preparation of accepted manuscripts for publication. She/he works in close collaboration with the Editorial Board of each journal to assure that articles adhere to the established journal style.
5. Provide Outstanding Reviewer Award Subcommittee a printout showing the top ten reviewer scores by December 1 of each year.

## **Routing of Manuscripts Submitted to WSSA Scientific Journals**

This section describes the sequence of events involved in the processing of a manuscript from receipt to production of final proofs.

1. The author submits the manuscript to Peer Track. Detailed author instructions are available on Peer Track. Peer Track automatically assigns a manuscript number to all completed submissions.

2. The Managing Editor QC's the file to make sure it has been submitted correctly (double spaced, manuscript parts in order, references in alphabetical order, number of figures and tables match callouts, etc...) and the file hasn't been damaged during conversion to pdf. If there are problems, it is returned to the author with an email explaining the problem and how to fix it. If the manuscript looks OK, it is sent to the editor (step 3).
3. Upon receipt, the Editor examines the manuscript for appropriateness. He/she may choose to immediately return the manuscript to authors for reasons of content, style, etc.
4. If the manuscript is judged appropriate for review, the Editor selects an Associate Editor and collates a prioritized list of potential reviewers, according to the subject of the paper. As much as possible, the Editor tries to even the workload across all Associate Editors and reviewers. Peer Track automatically sends an email to the author confirming receipt of the manuscript.
5. The Managing Editor contacts the first two reviewers on the list (via email through Peer Track). If a potential reviewer does not respond, he or she is sent up to two more emails at one-week intervals. If these scientists decline the review or do not respond after three attempts to contact them, the Managing Editor contacts those potential reviewers whose names appear further down the list until two reviewers have accepted.
6. Peer Track automatically emails the reviewers with links to reviewer instructions and the manuscript for review.
7. Reviewers are required to complete their reviews within a three week period and submit them on Peer Track. Manuscript line numbers can be used to give detailed comments. Peer Track keeps track of dates by which evaluation reports are expected to be returned and automatically sends reminders when reviews are overdue (sent weekly until the review is received).
8. The Associate Editor evaluates the reviewers' comments. He/she may, under certain circumstances, seek the advice of an additional reviewer.
9. The Associate Editor submits a decision through Peer Track. At this time, a decision letter (which includes reviewer comments) is drafted, but not sent. If the manuscript is to be rejected, the Associate Editor indicates clearly why a rejection decision should be taken. If the Associate Editor comes to a favorable decision, conditional to either minor or major corrections, he/she will indicate the appropriate corrections that should be made to the manuscript in order for it to be considered for publication. The Associate Editor should also require the authors to comment on the corrections made to the manuscript, and ask that they provide a rebuttal for comments with which they disagree and that they choose to ignore in their revision.
10. If revisions are requested, the decision letter will be sent directly from the Associate Editor to the corresponding author (through Peer Track). The decision letter will include an appropriate deadline to the authors for corrections. If a delay occurs, the author is sent a reminder that the revised version of the manuscript is overdue. Up to three reminder emails are sent. If the author requests an extension, the Managing Editor extends the revision due date accordingly.
11. If the Associate Editor decides that the manuscript should be rejected or accepted without further revisions, the Editor reviews the Associate Editor's comments and the draft decision letter. If he disagrees with the Associate Editor's decision, he will modify the decision at this time. The decision letter is finalized and sent to the corresponding author. For accepted manuscripts, skip to step 17. If authors choose to resubmit rejected manuscripts after extensive revisions, the manuscript is submitted under a new number and must go through the entire review process again.
12. The author submits the revised manuscript to Peer Track.

13. The Managing Editor QC's the file and works with the authors to correct any problems in submission. If the manuscript looks OK, it is sent directly to the Associate Editor.
14. The Associate Editor reviews the revised draft of the manuscript in light of the reviewers' criticisms, instructions to authors, and any comments or rebuttal provided by the authors. In extreme cases, the Associate Editor may require that the revised draft be re-evaluated by one or more reviewer(s).
15. The Associate Editor submits a decision through Peer Track (repeat steps 9-11).
16. Steps 12-15 will be repeated until the manuscript is deemed acceptable.
17. When the revision is judged satisfactory and no further corrections are required from the authors, the Editor releases the manuscript to the Managing Editor for production.
18. The Managing Editor checks the manuscript for proper formatting; that cited tables and figures are included; and that tables and figures are not damaged. If anything is missing or damaged, the Managing Editor contacts the author for the missing or damaged material.
19. Once everything is accounted for, the manuscript is sent to the "check in" department at Allen Press. The manuscript is logged in and put on a schedule. It is then sent on for copy editing, typesetting, and proofreading. A pdf of the accepted manuscript will be pre-published and available to members and others through individual library subscribers, if the author has selected this first option. Once the accepted manuscript pdf is edited and typeset, it will replace the original version on the web.
20. The Managing Editor receives a complete set of page proofs (both paper and pdf). Electronic pdf proofs are sent to the author by email, along with author instructions, the copyright release form, and a reprint order form. Once the manuscript is copyedited and typeset it will be pre-published and available to members and others through individual library subscribers, if the author has selected this second option.
21. The authors return their corrected page proofs to the Managing Editor who, in turn, transfers the corrections onto a master set of proofs.
22. The Managing Editor, in consultation with the Editor, orders the articles and makes up the issue. Articles are generally arranged by section and by acceptance date within each section. The Managing Editor page numbers the issue and develops the table of contents.
23. The Managing Editor routes the corrected page proofs to the Account Manager who oversees the correction process.
24. A set of corrected page proofs (with the author's and Editor's corrections incorporated) are checked for accuracy by the Managing Editor and Editor. Any late corrections can be made at this point.
25. The Managing Editor routes the final proofs to the Account Manager who sees that any late corrections are incorporated, and then sends the issue to press. If there are extensive additional corrections, the Managing Editor can request to see another set of corrected proofs before sending the issue to press.

### **Editors**

The overall role of the Editor is that of vision, direction, and counsel. The Editors of Weed Science, Weed Technology, and Integrated Plant Science and Management are responsible for initiation of new policy concerning their respective journals, following suggestions and ideas generated by Associate Editors, reviewers, authors, and WSSA members. New policy should normally be discussed at Editorial Board meetings before being approved. Policy matters can also be dealt with by correspondence.

The duties of the Editor of Weed Science, Weed Technology, Invasive Plant Science and Management are as follows:

1. Assure that manuscripts contributed to Weed Science, Weed Technology, or IPSM are reviewed and edited promptly. The general procedures shall be:
  - a. Receive notification of manuscript submission from the online submission, tracking, and review system (Peer Track).
  - b. Assign manuscripts to Associate Editors for review and recommendation; provide the Managing Editor with name of Associate Editor and list of potential reviewers; keep track of the general progress of the manuscripts and make appropriate reminders to Associate Editors when manuscripts are overdue.
  - c. Review papers when returned by Associate Editors; consider recommendations of reviewers and Associate Editors; advise authors of disposition of papers.
  - d. Ensure that all appropriate information concerning manuscript review is logged in the Peer Track database, and provide annual summary reports to the Director of Publications.
2. In consultation with the Managing Editor and the Copy Editor, determine style format of each Journal.
3. Approve the journal production schedule prepared by the Account Manager and the Managing Editor.
4. Recruit and recommend candidates to the Director of Publications for appointment as Associate Editors of Weed Science, Weed Technology, or IPSM.
5. Assign duties as appropriate to Associate Editors.
6. Identify and solicit suitable topics and authors for timely, high quality scientific review articles in applied and fundamental aspects of weed science. Review articles will be relatively short and focused mini-reviews rather than lengthy encyclopedia reviews. Identify suitable national or regional conference symposia topics for publication. The normal submission, review and approval process is generally used and page charges and reprint costs will be at the authors' expense.
7. Serve as Chair of the Weed Science Editorial Committee (P2), Weed Technology Editorial Committee (P3), or IPSM (P4).
8. Serve as ex-officio member of the Outstanding Paper in Weed Science Subcommittee, Outstanding paper in Weed Technology Subcommittee, or Outstanding Paper in IPSM of the Awards Committee.
9. Serve as an ex-officio member of the Publications Board
10. Serve a term of three years with eligibility for reappointment.
11. Waive journal page charges when an appropriate justification is received.
12. Recommend retiring Associate Editors to the Director of Publications for recognition by the Society with an appropriate plaque after a minimum of 2½ years of service.
13. Serve on the WSSA Outstanding Reviewer Award Subcommittee.

### **Associate Editors**

The number of Associate Editors on each Editorial Board should allow an adequate coverage of the many disciplines involved in weed science. Additional Associate Editors should be appointed if the workload in a particular discipline becomes excessive. The Associate Editor is responsible for the review of manuscripts that fall within his/her field of authority. The term is three years, usually renewable once.

The Associate Editor applies review policy procedures to manuscripts assigned by the Editor in a timely and professional fashion by: checking progress of evaluation by reviewers, checking

progress of revisions by authors, and making a recommendation to the Editor as to the final disposition of manuscripts. The Associate Editor is also expected to contribute suggestions for improvement on any aspect of the journal. The Associate Editors serve as members of the Editorial Board of the journal.

With regard to manuscript review, the duties of the Associate Editors are as follows:

1. Upon receipt, the Associate Editor examines the list of suggested reviewers and in consultation with the Editor modifies that list. If, for any reason, the Associate Editor thinks that the manuscript is not suitable, he/she should quickly get in touch with the Editor to discuss reasons for unsuitability and recommend action.
2. The Associate Editor keeps track of dates by which manuscripts are expected to be returned by reviewers. Reviewers are required to produce their reports within a three week period. If delays occur, Peer Track sends reminder emails to reviewers but if excessive delays occur then the Associate Editor reminds the reviewer, preferably by phone, fax or E-mail, that the review is overdue.
3. The Associate Editor evaluates Reviewers comments. He/she may, under certain circumstances, seek the advice of an additional reviewer.
4. If after examining the Reviewers evaluation, the Associate Editor comes to the conclusion that the manuscript should be rejected, he/she should return the reviews to the Editor with a covering letter indicating clearly why a rejection decision should be reached.
5. If the Associate Editor is favorable to the acceptance of the manuscript, conditional to either minor or major corrections, he/she will indicate to the authors the appropriate corrections that should be made to the manuscript in order for it to be considered for publication. The Associate Editor should also require the authors to comment on the corrections made to the manuscript, and ask that they provide a rebuttal for comments with which they disagree and that they chose to ignore in their revision.
6. At this point, a manuscript is still not considered accepted for publication even if only minor corrections are required. It may be acceptable, but it is not yet accepted. Acceptance is the last step in the process and is the Editor's responsibility. Associate Editors should be careful in the wording of their correspondence so authors are not confused on this issue.
7. The Associate Editor indicates an appropriate deadline to the authors for corrections. A period of four weeks should be reasonable for most manuscripts. Note: Peer Track is set up to automatically set a due date for revisions of 45 days for Weed Science and 31 days for Weed Technology; this date is automatically inserted into the decision letter. If a delay occurs, the Associate Editor promptly reminds the authors that the revised version of their manuscript is overdue.
8. The Associate Editor reviews the revised draft of the manuscript in light of the reviewers' criticisms, instructions to authors, and any comments or rebuttal provided by the authors.
9. If the Associate Editor considers that "more work needs to be done", he/she returns the manuscript to the authors indicating what additional corrections should be made. In extreme cases, the Associate Editor may require that the revised draft be re-evaluated by one or more reviewer(s).
10. If, after reasonable efforts, the Associate Editor is still unsatisfied with the author's corrections, he/she should return the file to the Editor with a clear explanation of the situation. The Editor, in consultation with the Associate Editor, will make the final decision concerning the manuscript.

11. Otherwise, when the revision is judged satisfactory and no further corrections are required from the authors, the Associate Editor makes a recommendation for acceptance to the Editor on Peer Track.

### **Editor - WSSA Newsletter**

The Editor of the WSSA Newsletter shall:

1. Edit the WSSA Newsletter.
2. Assemble news of interest to WSSA members from any reliable sources.
3. Write articles based on this information.
4. Take the lead to ensure that official notices of the Society such as call for papers, nominations, placement service, etc. are published at the appropriate time in the Newsletter.
5. Cause the Newsletter to be electronically published and made available to WSSA members and others interested in WSSA activities via the website in January, April, July, and October each year.
6. Serve as a member of the Publication Board.
7. Place a complete copy of each volume in the WSSA archives.

## **CHAPTER IV - COMMITTEES**

### **Committee Membership**

1. Only members of the WSSA may serve as members of WSSA committees other than the Local Arrangements Committee unless such members shall be specifically appointed by the Executive Committee.
2. An individual may be appointed as a member of more than one Committee or Special Committee.
3. New committee members are appointed annually. A stated term of service is usual, but not mandatory. Replacement of a committee member during a normal term requires agreement of at least four members of the Executive Committee. Any committee member so replaced can be reinstated, for their current term only, by successful appeal to the Board of Directors via the President. The President is required to direct the appeal to the Board of Directors and reinstatement will require approval by a simple majority of the Board of Directors who vote.

### **Special Committees**

In addition to standing committees as promulgated in the Constitution, special committees may be appointed by the President, the Executive Committee, or the Board of Directors as necessary, to carry out Society business. Each will be appointed for a term of not less than one, or more than five years. The committee will be incorporated in the Manual of Operating Procedures after two years.

## **E = External Activities of WSSA**

### **E2 Science Policy Committee**

The Science Policy Committee shall:

1. Consist of the President, President-Elect, Vice President, and Past President of WSSA and a member appointed by each of the contributing regional weed science societies (preferably their Legislative and Regulatory Committee Chairs and President as backup). The members from regional societies should serve two-year terms, staggered,

so that two regional society members rotate off every year. The regional societies may name alternates who will serve in the absence of their regular member of the committee. The Chair of the WSSA Resolutions Committee shall serve as an ad hoc member. Budget for this committee is \$5,000.

2. Be the primary means of communication between the Director of Science Policy and WSSA and the regional weed societies.
3. Be the means by which WSSA and regional science societies interact with the Director of Science Policy. Their function will be to communicate to the Director of Science Policy needs and tasks desired by the contributing societies and to respond to the Director's requests for information and materials needed to accomplish those tasks. To do this, the committee will:
  - a. take part in quarterly and other conference calls with the Director of Science Policy;
  - b. provide and continually update a rapid response list of contacts (phone tree) for the Director of Science Policy;
  - c. provide position papers, resolutions, reports, videotapes, expertise, and other materials to the Director of Science Policy;
  - d. inform the Director of Science Policy of the needs of WSSA in a timely fashion;
  - e. rapidly respond to requests from the Director of Science Policy for information and personnel; and
  - f. provide and update quarterly a plan of work for the Science Policy Committee.
4. Yearly review the accomplishments and performance of the Director of Science Policy and make recommendations accordingly. This review should be done at the Board Meeting during the annual meeting of WSSA.

#### **E4 Federal Noxious and Invasive Weed Committee**

The Federal Noxious and Invasive Weed Committee shall:

1. Consist of a Chair appointed to a four-year term and 11 other members each appointed for four-year terms.
2. Review federal legislation as it relates to weed science activities and make recommendations regarding changes in the federal weed laws.
3. Review drafts of laws for enactment by Congress and make recommendations for strengthening preventative weed technology.
4. Serve in an advisory capacity in the development of state noxious weed programs and regulations.
5. Serve in an advisory capacity to USDA-APHIS, PPQ in the listing of noxious weed species and other actions regarding the enforcement of the Federal Noxious Weed Act.
6. Submit their findings to the WSSA Executive Committee for review and concurrence.

#### **E6 Research and Competitive Grants Committee**

The Research and Competitive Grants Committee shall:

1. Consist of a Chair appointed to a three-year term, and eight other members, two appointed each year to a four-year term. Chair shall be selected from current committee members.
2. Keep Board of Directors informed of research and grant needs and their priorities within the broad discipline of weed science.
3. Publish annually the list of research and grant needs in weed science and their priorities.
4. Conduct special projects assigned by the President.

5. Provide WSSA with information relating to various federally funded competitive grants programs pertaining to weed science research. Address Society concerns relating to the amount and types of weed science research funded by various agencies through the development of position statements.

#### **E8 Environmental Aspects of Weed Management Committee**

The Environmental Quality Committee shall:

1. Consist of a Chair appointed to a three-year term and twelve other members representing university research and extension, industry, and governmental research and regulatory agencies with three appointed each year to a four-year term. Members must be involved professionally in environmental quality issues. All members of the committee must be members of WSSA and make an effort to attend all annual meetings of the Society and the committee.
2. Monitor, discuss and analyze those environmental quality issues and concerns which are likely to impact any area of weed science, and prepare draft responses for the Board of Directors to use in addressing such issues. Issues and concerns which the committee will monitor include (a) impending regulation and legislation, (b) popular issues, (c) state and regional issues, (d) computer simulation and modeling trends, (e) research approaches to environmental quality needs, and (f) extension and education needs.

#### **E10 Herbicides for Minor Uses Committee**

The Herbicides for Minor Uses Committee shall:

1. Consist of a Chair appointed for a three-year term and 12 other members, each appointed to a five-year term. IR-4 Herbicide Coordinator shall serve as ex-officio.
2. Assist and coordinate efforts between private and public agencies to establish herbicide tolerances and obtain labels for minor uses of herbicides.
3. With the assistance of the Science Policy Committee, stimulate legislation that will encourage and permit the utilization of herbicides for minor uses.
4. Solicit support from various agencies to assist in registering herbicides for minor uses.

#### **E11 Weed Loss Committee**

The Weed Loss Committee shall:

1. Consist of a Chair appointed to a three-year term and three members, each appointed to a five-year term.
2. Determine the reduced monetary value due to the influence of weeds of crops grown in the United States and Canada.
3. Establish the percent reduction of yield caused by weeds of crops grown within each state or province.
4. Obtain the average yield values for each of the crops grown within a state or province.
5. Obtain a market value for each of the crops and determine the dollar value of the weed mediated losses.
6. Compile the monetary loss value by state, province, region, and country.
7. Update the report at least every five years.
8. Determine the most troublesome weeds in major crops grown in each state or province.
9. Determine the most troublesome herbaceous and woody plants in non-crop areas, forests, and rangelands by region, state, or province.
10. Update these data at least every five years.

11. Collect published references that deal with losses from weeds and systematically list these in a computer file by author(s), title, and source. Additional information will include crop and weed species and subject area.
12. Develop and submit for publication a Weed Loss Bibliography with cross-referenced indices generated by author, crop, weed, and subject.

#### **E12a Herbicide Resistant Plants Committee**

The Herbicide Resistant Plants Committee shall:

1. Consist of a Chair appointed to a three-year term and eight other members, each appointed to a five-year term.
2. Recommend research and education on the topic of herbicide resistance and resistance management in weeds. Provide leadership in research directions.
3. Serve as an information resource for scientists and practitioners in the areas of confirmation, identification, and management of herbicide resistant weeds.
4. Compile the monetary loss due to resistant weeds by state, province, region, and country
5. Develop a list of scientists worldwide who will serve as corresponding members of this committee to aid in confirmation of the distribution of herbicide resistance.
6. Develop and maintain a data bank of documented cases of herbicide resistance occurring worldwide.
7. Promote action on herbicide resistance by sponsoring and encouraging symposia, workshops, and regularly published reports in appropriate journals.
8. Establish recommendations on herbicide resistance terminology, and methods for confirmation, prevention, and management of herbicide resistant weeds.

#### **E12b Herbicide Resistance Education**

The Herbicide Resistance Education Committee shall:

1. Consist of a Chair appointed to a three-year term and the chairs of the Education (W5), Extension (W11), Public Awareness (E13), and Herbicide Resistant Plants (E12) Committees, the Director of Science Policy, the EPA Subject Matter Liaison, and three other members appointed for five-year terms. The Chair also has the discretion to recruit additional members and form temporary subcommittees to meet the objectives of the committee. The Chair communicates the names and terms of any additional committee members to the Vice-President.
2. Develop and execute a comprehensive strategy on herbicide resistance education for the WSSA.
3. Develop educational materials for weed scientists, the scientific community, and all relevant stakeholders and end users regarding best management practices for preventing and mitigating herbicide resistance in plants.
4. Disseminate materials in a variety of media, including presentations for training modules, press releases, video training modules, reports, briefing documents, and web-based materials.
5. Monitor use of and maintain Herbicide Resistance Training Modules for self-paced accredited on-line Continuing Education Courses.
6. Sponsor symposia, workshops, and other tools for effectively promoting herbicide resistance education.

#### **E13 Public Awareness Committee**

The Public Awareness committee shall:

1. Consist of a Chair appointed for a three (3) year term and ten (10) other members representing the WWSW, NCWW, SWSS, NEWSS, APMS and the CWSS, each appointed for a four (4) year term; additional Ex-Off members include the WSSA Science Policy Director, the WSSA Executive Secretary and the WSSA Graduate Student Organization President. Additional members may also be appointed to this committee at the discretion of the Chair. The E13 liaison to the Board of Directors is the WSSA President.
2. Raise public awareness of weeds, their impact and management by enhancing media awareness and coverage.
3. Identify and work with an outside contractor to develop a coordinated approach to increase public awareness – e.g. press releases, web content enhancements, Reporters Notebook.
4. Build relationships with key media contacts that can write, adapt, or accept articles prepared by WSSA and place them in publications targeted to important public and trade audiences.
5. Champion public policy positions that promote weed awareness and enhance decision-making by regulators and policy makers on issues related to national, state, and province agricultural and pesticide policy.
6. Increase media coverage of regional/national Weed Science Society meetings and conduct press conferences on topics of high interest.
7. Coordinate press releases with identified partners (e.g. Entomology Society of America, American Phytopathological Society, and the American Institute of Biological Sciences).
8. Support and contribute to the WSSA website as the premier source of web-based weed information.
9. Support the WSSA/EPA Subject Matter Expert to increase interaction of WSSA with the Environmental Protection Agency, key government agencies such as the USDA Office of Pest Management Policy, and other stakeholders involved with and/or impacted by weeds.
10. Seek outside funding through a number of contacts including a Presidential letter to Sustaining members in order to supplement Society E13 resources. Funding may be used to support an outside contractor to assist in developing and writing press releases and to support the WSSA/EPA Subject Matter Expert.

#### **E14 Website Committee**

The Website Committee shall:

1. Consist of a Chair appointed to a three-year term and five or more other members, each appointed to a three year term. Members are to be selected from industry, academia, and governmental weed science programs. Ideally there will be a member from each regional weed science society plus APMS and CWSS. The technical webmaster and the web content manager will report to the Website committee. Requests for additions or changes to the WSSA website and all comments on the website should be sent to the content manager. The technical webmaster and content manager will prepare brief quarterly reports to the Website Committee on the work accomplished.
2. The Website Committee will prepare a yearly evaluation of the technical webmaster and website editor plus a summary of changes to the WSSA website and present that report to the WSSA board in January of each year.

3. The Website Committee will periodically review the information and links on the Society website and inform the web content manager of errors and outdated information to be corrected.
4. The website committee will work with other WSSA committees, such as the Education, Weed Biology and Extension Committees, in developing new information for the WSSA website.

## **F = Financial Activities of WSSA**

### **F2 Finance Committee**

The Finance Committee shall:

1. Consist of the Treasurer as Chair, who serves for a three-year term, the past-Treasurer, who serves for a three-year term, the Executive Secretary, and eight other members, two appointed each year for a four-year term. Chairs of Sustaining Membership and next year's Local Arrangement Committees shall serve as ex-officio members.
2. Analyze the financial situation of the Society and develop or revise, as needed, a long-range financial plan for sound and orderly growth of the Society.
3. Provide oversight of the finances of the Society by auditing Society transactions quarterly. One member of the WSSA shall be appointed the Audit Chair for two years. The Audit Chair shall match quarterly deposited checks to the appropriate quarterly statements, and confirm that all expenditures were for WSSA-related activities. The current and past-treasurer cannot serve as the Audit Chair.
4. Develop recommendations for the budget, financial reserves, investments, and active, associate, and sustaining membership dues.
  - a. The WSSA fiscal year is December 1 to November 30. Committee reports are due December 15. The Board of Directors meets at the annual meetings in February and in the summer, typically in July.
  - b. Committees will submit all requests for funds to the Finance Committee by December 15 or June 1. The Chair of the Finance Committee will circulate these to the Finance Committee for comments.
  - c. The Finance Committee will meet with the Executive Secretary prior to the Board of Directors meeting at the annual meeting to review budget requests and make recommendations to the Board of Directors.
  - d. The Board of Directors or Executive Committee will act on the budget requests.
  - e. The Finance Committee will meet after the first WSSA Board of Directors meeting with the Executive Secretary and prepare a budget for presentation at the second Board of Directors meeting. The Board of Directors will act on the budget which will be retroactive to December 1 of the preceding year.
  - f. New Budget items developed in the second WSSA Board of Directors meeting each year are to be referred to the Finance Committee. The Finance Committee will develop recommendations on these items by correspondence and make its recommendations to the Executive Committee for action at the July meeting.
  - g. Requests submitted for consideration at the summer Board of Directors Committee meeting normally will not be funded until December 1.
  - h. All requests for funds should come with a budget, a complete description, and justification.
5. Recommend policies regarding meeting registration fees and membership dues.
6. Prepare a report of the committee's activities and recommendations to be presented to the Board of Directors at the annual meeting and the summer board meeting.

### **F3 Endowment Fund Committee**

The Endowment Fund Committee shall:

1. Consist of a Chair appointed to a four-year term and four other members appointed for four-year terms. Ex-officio members are the Chair of the Education Committee, the Chair of the Subcommittee for the Outstanding Undergraduate Research Award, the Treasurer, and the Executive Secretary
2. Solicit contributions to build the fund.
3. Create awareness of the fund.
4. Share in presentation of the award with the Awards Committee at the annual awards function.
5. Work with the Education Committee and Outstanding Undergraduate Research Award Subcommittee to develop or revise criteria for the award.
6. Provide the Board of Directors with non-binding advice on the disposition of the proceeds of the Fund.

### **F4 Professional Development, Membership and Affiliation Committee**

The Professional Development Membership and Affiliation Committee shall:

1. Consist of a Chair appointed to a three-year term and at least five other members. One member will be appointed each year to a three-year term. The Chairs of the Sustaining Membership Committee, Publication Promotions Committee, and the Executive Secretary shall serve as ex-officio members of the Committee.
2. Maintain a close liaison with the Public Awareness Committee regarding promotional material.
3. Keep the Board of Directors informed of the professional development needs and priorities of the membership within the broad discipline of weed science.
4. Conduct special projects assigned by the President.
5. Provide WSSA membership with information relating to professional development, both experiential and passive information exchange designed to enhance the career and work/life experiences of weed scientists.
6. Administer, advertise, and coordinate the graduate student travel award to the WSSA annual meeting.

### **F5 Sustaining Membership Committee**

The Sustaining Membership Committee shall:

1. Consist of a Chair appointed for a three-year term and five other members. One member will be appointed each year to a five-year term. The Chair shall be an ex-officio member of the Professional Development and Finance Committees. The Treasurer and the Executive Secretary shall serve as ex-officio members.
2. Solicit for the Society the membership of commercial firms interested in the advancement of weed science.
3. Help maintain liaison between industry and the Society.

## **P = *Publication Activities of WSSA***

### **P1 Publications Board**

The Publications Board shall:

1. Consist of the Director of Publications, acting as Chairperson; five members, appointed by the President, each serving for three-year terms. Terms should be staggered such that no more than two members rotate off every year. The Publications Board shall include as ex-officio members: the Managing Editor and the chairs of WSSA publications committees.
2. Report to the Director of Publications who, in turn, reports to the Board of Directors of WSSA. The Publications Board is responsible for the general policy concerning all materials published by the WSSA, including scientific journals, abstracts, monographs, books, electronic media, materials posted on the WWW, etc. The Publications Board has responsibility for seeking new and innovative ways to deliver weed science information to potential audiences, whether within or outside the Society; making decisions on any new publication project, traditional or electronic; insuring successful and timely implementation of projects, etc. Its role will be one of direction and leadership.
3. Meet at least once a year, at the time of the Annual Meeting of the WSSA, concurrently with Chairs of Publications Committee and Board Coordinators.

## **P2 Weed Science Editorial Committee**

The Weed Science Editorial Committee shall:

1. Consist of the Editor of Weed Science as Chair, Associate Editors, and reviewers for Weed Science. The Director of Publications and Executive Secretary shall be ex-officio members.
2. Establish and implement manuscript processing procedures as needed to maintain a viable journal of continuing excellence. This includes procedures to maintain technical and editorial correctness of published papers; to insure prompt handling of manuscripts, and; to keep the journal current with changing technology.
3. Use the following general procedure:
  - a. Reviewers will report to the assigned Associate Editor on the suitability of the papers for publication in Weed Science.
  - b. Associate Editors of Weed Science will review papers when received from reviewers, and send them to the authors with suggestions and recommendations.
  - c. After papers are returned by authors to the assigned Associate Editor, they will be forwarded with recommendations to the Editor of Weed Science for final disposition.

## **P3 Weed Technology Editorial Committee**

The Weed Technology Editorial Committee shall:

1. Consist of the Editor of Weed Technology as Chair, and the Associate Editors. The Editor-in-Chief and Executive Secretary shall be ex-officio members.
2. Establish and implement manuscript processing procedures as needed to maintain a viable journal of continuing excellence. This includes procedures to maintain technical and editorial correctness of published papers; to insure prompt handling of manuscripts, and to keep the journal current with changing technology.
3. Use the following general procedures:
  - a. Reviewers will report to the assigned Associate Editor on the suitability of the papers for publication in Weed Technology.
  - b. Associate Editors of Weed Technology will review papers when received from reviewers, and send them to the authors with suggestions and recommendations.

- c. After papers are returned by authors to the assigned Associate Editor, they will be forwarded with recommendations to the Editor of Weed Technology for final disposition.

#### **P4 Invasive Plant Science and Management Editorial Committee**

The Invasive Plant Science and Management (IPSM) Editorial Committee shall:

1. Consist of the Editor of IPSM as Chair, and the Associate Editors. The Editor-in-Chief and Executive Secretary shall be ex-officio members.
2. Establish and implement manuscript processing procedures as needed to maintain a viable journal of continuing excellence. This includes procedures to maintain technical and editorial correctness of published papers; to insure prompt handling of manuscripts, and to keep the journal current with changing technology.
3. Use the following general procedures:
  - a. Reviewers will report to the assigned Associate Editor on the suitability of the papers for publication in IPSM.
  - b. Associate Editors of IPSM will review papers when received from reviewers, and send them to the authors with suggestions and recommendations.
  - c. After papers are returned by authors to the assigned Associate Editor, they will be forwarded with recommendations to the Editor of IPSM for final disposition.

#### **P6 Herbicide Handbook Committee**

The Herbicide Handbook Committee shall:

1. Consist of a Chair/Editor appointed to a three-year term, whose term will begin when the Board of Directors requests a new Handbook edition; six other members, begin immediately following selection of an Editor. Additional members can be recruited at the Chair's discretion for completion of designated responsibilities on a particular Handbook edition; and the Editor-in-Chief as ex-officio.
2. Revise, update, and publish the Herbicide Handbook as directed by the Board of Directors. The aforementioned terms of Chair and committee members are intended to coincide with a publication interval.
3. Dedicate the Handbook to a current or former WSSA member subject to approval by the Board of Directors. The Handbook Committee will prepare a list of five candidates to be voted on (mail or electronic ballot) by the committee plus Board of Directors.

#### **P8 Newsletters (Regional & WSSA) Committee**

The Newsletters Committee shall:

1. Consist of the WSSA Newsletter Editor as Chair and Editors of the regional newsletters or a representative of the Member Societies, each appointed by their Member Society for a three-year term.
2. Promote interaction between regional and the WSSA Newsletter and foster firmer ties to better the Member Societies and WSSA.
3. Publicize students and their activities so they may become better known.

#### **P22 Terminology Committee**

The Terminology Committee shall:

1. Consist of a Chair appointed to a five-year term, five other members, and subcommittees. One new member will be appointed annually to a five-year term. Appointments to subcommittees will be made as needed. The Herbicide Handbook Editor and Terminology Subcommittee Chairs shall be ex-officio members.

2. Standardize and coordinate terminology in weed science including herbicide names, adjuvants, plant names, abbreviations, and definitions of weed science terms.
3. Encourage uniformity and consistency in herbicide nomenclature by using the following guidelines:
  - a. Follow the policy for acceptance of common names developed by the American National Standards Institute, Inc. (ANSI), 1430 Broadway, New York, NY 10018 and elaborated in document ANSI/ASC K62.1-1985 (or updated versions). The encouraged procedure for common name acceptance is initial submission to ANSI. The WSSA Representative to ANSI surveys the Terminology Committee before casting a ballot on a proposed common name. The name is not released for use in WSSA publications until ANSI approval has been received. A sponsor may submit a proposed common name directly to the Terminology Committee; however, justification for not submitting the name to ANSI is required.
  - b. The chemical name approved for an herbicide is that identified by the Chemical Abstracts Service (CAS) according to their system of nomenclature in effect since 1972, the period beginning with the ninth collective index.
  - c. Newly approved common and chemical names will be published in Weed Technology Notes and on the back cover of Weed Science as well as distributed to regional societies and other interested parties.
  - d. A complete list of approved herbicide names will be maintained by the Herbicide Nomenclature Subcommittee and published periodically in Weed Science.

## **W = Internal Activities of WSSA**

### **W1 Program Committee**

The Program Committee shall:

1. Consist of a Chair who is the President-Elect, the Vice-Chair who is the Vice-President, Sectional Chairs and Chair-Elects. The Local Arrangements Chair and Executive Secretary shall serve as ex-officio members. For additional duties of the President-Elect and the Vice-President, see their respective office.
2. Develop the program for the annual meeting of the Society within a budget of \$4,000 for half day and \$5,000 for full day symposiums and a total budget of \$20,000.
  - a. Solicit suggestions for symposia and workshops from the membership by placing a notice of request in the April Newsletter one year before the annual meeting for which the Program Committee is preparing.
  - b. Contact the Section Chairs for the previous meeting to obtain their records of past sectional meeting attendance, suggestions for symposia, name of sectional Chair-Elect, and recommendations for improvement of sectional program and meeting sessions.
  - c. Meet as a group during the annual conference and before the Thursday Board of Directors meeting to exchange and discuss ideas for the next year's program and to discuss and establish the deadline for submission of volunteered titles and abstracts.
  - d. Circulate by June 15th a list of proposed Symposia or Workshops with brief outline of each to the Board of Directors for their relative rankings and approval.

- e. Notify organizers of approved Symposia or Workshops immediately following the summer board meeting so they can begin arrangements.
  - f. Organize, within individual sections, titles and authors of volunteered papers. A computer listing of titles and authors should be available for section chairs. Chairs are responsible for accuracy of the list and for arranging papers to fit time frames for each section meeting.
3. Sectional Program Chairs shall not issue invitations to potential speakers who are not members of WSSA without prior consultation with the Program Chair.
  4. Each Sectional Program Chair shall include, in the program schedule to be submitted to the Chair of the Program Committee, a short business meeting to elect a new Chair-Elect who will become Sectional Chair following the next annual meeting. Results of the election will be reported in writing to the Chair of the Program Committee prior to departure from the site of the annual meeting.

**Duties of Sectional Chairs:**

- a. During the WSSA meeting, they should attend sectional sessions and note audience size, procedures used in sessions, and note any particular problems.
- b. Visit with members at meetings to get ideas for symposia.
- c. Encourage individuals to prepare proposals for symposia.
- d. Note that one person can give only one oral presentation and one poster. Each person also may give an invited symposium presentation. Make sure first name of person making presentation is given and that the person's name is marked with an asterisk.
- e. Arrange papers in a logical sequence. Note that each half-day session can have a maximum of 15 papers (14 if a business meeting is included). Presentations are 15 minutes long. Usually, sessions run between 8:00 and noon and 1:00 and 5:00 p.m. A 15-minute mid-morning or mid-afternoon break in each half-day session must be included. If possible, schedule discussion periods at end of session. A business meeting must be scheduled to elect a new chair-elect. This would be a good time to discuss topics for possible symposia for the next WSSA meeting. Select moderator for each half-day session.
- f. Section Chairs are responsible for supplying the laptops, preloaded with the presentations prior to the beginning of each session. Section chairs may serve as moderator for the sessions or select other individuals to serve as moderator – particularly if their section has multiple sessions. Section Chairs are responsible for selecting operators of projectors and lights for each session of their section. This takes two people for each half-day session.

**WSSA SECTION NAMES**

- Section 1: Agronomic Crops
- Section 2: Horticultural Crops
- Section 3: Turf and Ornamental Crops
- Section 4: Pasture, Rangeland, Forest, and Rights-of-way
- Section 5: Wildland and Aquatic Invasive Plants
- Section 6: Regulatory Affairs
- Section 7: Education and Extension
- Section 8: Formulation, Adjuvant and Application Technology
- Section 9: Weed Biology and Ecology
- Section 10: Biocontrol of Weeds

Section 11: Physiology  
Section 12: Soil and Environment  
Section 13: Integrated Weed Management

**W2 Local Arrangements Committee**

Based on need, a Chair is selected by Past-President immediately after board approves the meeting site. Activities of the Committee will be guided by the President, Past President, or Executive Secretary as needed. The local arrangements committee will assist the program chair in obtaining projection equipment, local tours if any, special guests and on-site meeting coordination.

**W3 Awards Committee**

The Awards Committee shall:

1. Consist of a Chair, appointed for a term of three years, and eleven members, who shall be chairs of each subcommittee:
  - a. Fellows and Honorary Member;
  - b. Outstanding Extension Award;
  - c. Outstanding Research Award;
  - d. Outstanding Teacher Award;
  - e. Outstanding Paper in Weed Science;
  - f. Outstanding Paper in Weed Technology;
  - g. Outstanding Graduate Student Award;
  - h. Outstanding Young Weed Scientist;
  - i. Outstanding Industry Award;
  - j. Photo Contest;
  - k. Outstanding Undergraduate Research Award;
  - l. Outstanding Reviewer Award;
  - m. Outstanding Paper in Invasive Plant Science and Management;
  - n. Public Service Award

The subcommittee chairs will serve three-year terms on a staggered basis so that not more than four will be new members of the Awards Committee in any one year. All subcommittees shall consist of five members each, exclusive of the Chair, appointed to staggered five-year terms, so that one person rotates off each year and a new person is appointed each year. The five members will be selected so that each WSSA region (Northeastern Weed Science Society, Southern Weed Science Society, Western Society of Weed Science, North Central Weed Science Society), and the Canadian Weed Science Society is represented on each subcommittee. In the event of the necessity of replacing a member before the completion of a term, a replacement will be selected from the same region to fill the unexpired term. Members of subcommittees are not eligible to nominate for or receive the award for which their committee is responsible. Each major award recipient including Fellows and Honorary Members will be informed officially by the President of his/her selection for the respective awards.

2. Prepare the Awards Program for printing, but the Awards Program will be printed only after concurrence on awardees by the Board of Directors.
3. Select and recommend Fellows and Honorary Members according to the criteria in the Constitution.

4. Select and recommend the Outstanding Extension Worker in weed science
5. Select and recommend the Outstanding Research Worker in weed science.
6. Select and recommend the Outstanding Teacher of weed science.
7. Select the paper in the journals of Weed Science, Weed Technology, and Invasive Plant Science and Management which are judged to be the outstanding contribution in the available issues not previously considered. The senior author will not be eligible to repeat as senior author within a three-year period.
8. Select and recommend one or two Outstanding Graduate Students.
9. Select and recommend the Outstanding Early Career Weed Scientist
10. Select and recommend the Outstanding Industry Award recipient.
11. Select and recommend the Public Service Award recipient.
12. Select and recommend award recipients from the annual Photo Contest.
13. Select and recommend recipients of the Outstanding Undergraduate Research Award.
14. Select and recommend two recipients for the Outstanding Reviewer Awards (via electronic Associate Editor rankings - completed by Allen Press). The subcommittee for this award will consist of the editors of Weed Science, Weed Technology, and Invasive Plant Science and Management plus the WSSA Director of Publications.

The award winners will be determined as follows. A combined score will be calculated by Allen Press for each reviewer, totaling all of the reviews that individual prepared for both Weed Science and Weed Technology for the period from October 1 through September 30. A numerical score for review quality (A = 5 points, B = 2 points, C = 1 point, D or F = 0 points.) will be assigned to each review conducted. A numerical score for time required to review each paper (0-21 days = 2 points, 22-35 days = 1 points, over 35 days = 0 points) will be calculated for each review. The final score for each reviewer will be: total letter grade scores + total review time scores. In that manner, the quality of the reviews will have greater weight than the time to review.

Allen Press will send to the award subcommittee a printout showing the top ten scores by December 1 of each year. Awards will be presented to the 2 reviewers with the highest scores at the following WSSA annual meeting. The subcommittee will decide how to handle any ties. An individual can receive the award only once every four years. Each award recipient will receive a certificate plus a check for \$250.

15. Select and recommend recipients of other awards that may be approved by the Board of Directors. Special recognition awards may originate from individuals, committees, or from the Board of Directors, but the Awards Committee must be informed and the awards must be approved by the Board of Directors.
16. Keep names of award recipients confidential until approved by the Board of Directors and the award recipient is notified by the President. The Chair of the Awards Committee will relay recommendations on award recipients to the President by December 1. The President will poll the Board of Directors and advise the Chair of the Awards Committee of the Board of Directors' action by December 15. Each award recipient, including Fellows, will be informed officially by the President no less than one month prior to the annual meeting. Honorary members will be informed officially by the President immediately after approval by the Board of Directors.
17. Six weeks prior to presentation of all awards, request the Executive Secretary to prepare certificates or plaques for presentation to the above. The Chair of the Awards Committee in notifying award recipients of details of the ceremony and award

presentations shall request names and addresses of individuals or newspapers (Deans, Chairs, papers) who should be notified of their awards. After the annual meeting, the Chair shall send those individuals so identified a copy of that portion of the Awards Program pertaining to the award winner's category and associated biographical sketch.

18. Adhere to the following guides concerning Teacher, Extension, Research, Early Career Weed Scientist, Public Service Award, Graduate Student Award, and Undergraduate Research Award.
  - a. Any one individual cannot receive more than one such award in one year.
  - b. A winner is not eligible to repeat in that award.
19. Rotate the sponsors of major awards of equal value annually, except the sponsor of the Outstanding Graduate Student Award, Outstanding Undergraduate Research Award, and the Outstanding Early Career Weed Scientist Award, which are not rotated. Each award sponsor should be advised of the specific award being supported well in advance of the annual meeting.
20. Not recommend Fellow, Honorary Member, Public Service, Extension Worker, Research Worker, Young Weed Scientist and Teacher Awards be given to the president, immediate Past-President, President-Elect, or the Vice-President during their term of office. These officers are eligible for Outstanding paper or Outstanding Reviewer Awards.
21. Consult with the Director of Publications on the awarding of plaques to retiring associate journal editors who have served at least 2 ½ years.
22. Members of the Board of Directors are eligible to serve as Chairs of parent or subcommittees.
23. Prepare annual report summarizing the activities of the committee and all subcommittees.

#### **W4 Biology of Weeds Committee (suspended in 2011)**

The Biology of Weeds Committee shall:

1. Consist of a Chair appointed to a three-year term.
2. Be composed of interested WSSA members who represent each regional Weed Science Society, Expert Committee on Weeds (Canada), and Aquatic Plant Management Society. Each group will have at least one member and no more than two excluding the Chair with members appointed to three-year terms.
3. Promote the importance of weed biology//ecology research to discipline of weed science and the need for increased funding.
4. Establish mechanisms, including symposia and publications, to keep weed scientists informed of advances in weed biology/ecology concepts in order to improve research, teaching, and extension programs.
5. Raise awareness of weed biology/ecology research impact on integrated weed management systems.
6. Identify WSSA members conducting weed biology/ecology research.

#### **W5 Education Committee (suspended in 2012)**

The Education Committee shall:

1. Consist of a Chair appointed to a three-year term and five other members, one appointed each year to a five-year term. Chair of the Endowment Fund Committee will serve as an ex-officio member.
2. Promote improved academic training in weed science.

3. Create a greater awareness among both professional people and the general public of the needs and the educational and career opportunities available in the field.
4. Foster high standards in weed science education and encourage acceptance of weed science as a major field of training.
5. Aid in the organization of educational activities and cooperate with member and other organizations with similar and related interests.

#### **W6 Nominating Committee**

The Nominating Committee shall:

1. Consist of the Past-President of WSSA as Chair and the Past-Presidents from each member society who is also a member of WSSA.
2. Follow procedures outlined in the Constitution. ARTICLE VIII for nomination and election of officers and members of the Board of Directors.
3. Forward to the Executive Secretary by mid-September, the names of two candidates, for each elected officer or other members on the Board of Directors to be filled. The Executive Secretary will obtain biographical information from each candidate and prepare an informational brochure by October 1. The Executive Secretary will also prepare an online ballot and send an e-mail announcement to the membership stating that the annual election is now open with a link to for the online ballot. Printed ballots and a printed biographical brochure will be prepared by the Executive Secretary and mailed to the members without e-mail addresses, along with a special envelope for the ballot to be returned to the Immediate Past-President.
4. At the conclusion of the voting period, the Executive Secretary will send an electronic report of the online voting results to the Immediate Past-President. The Past-President will incorporate votes received by mailed ballot to the online results and report the final results to the President by December 15th. At the same time Candidates shall be informed of the results of the election by the Immediate Past-President and the winning candidates invited to attend the board meetings prior to officially taking office.

#### **W9 Necrology Committee**

The Necrology Committee shall:

1. Consist of a Chair appointed to a three-year term and six other members, each appointed to a five-year term. Members should be appointed to represent each of the Member Societies.
2. Assemble information on deceased members of the Society.
3. Arrange for appropriate recognition by the Society at its annual meeting.

#### **W10 Constitution and Operating Procedures Committee**

The Constitution and Operating Procedures Committee shall:

1. Consist of a Chair appointed by the Board of Directors to a three-year, renewable term (WSSA Constitution-Chapter 1, Article VI, Section 2) and four other members, one appointed each year for a term of five years.
2. Review the Constitution and Manual of Operating Procedures and develop recommendations for improvements to the Board of Directors.
3. Chair shall be parliamentarian on behalf of the President and shall serve as a member of the Board of Directors and the Executive Committee provided that he/she is not concurrently serving as a duly elected member of that body.
4. Receive copies of correspondence of the officers and committee chairs which relate to the Constitution and Operating Procedures.

### **W11 Extension Committee**

The Extension Committee shall:

1. Consist of a Chair appointed to a two-year term and nine other members, each appointed to a five-year term. Chair shall be appointed from current committee members and shall serve at least one year after his/her term as Chair.
2. Maintain a current list of extension specialists working in weed science.
3. Discuss current weed science issues and provide suggestions for symposia, public awareness, press releases, working groups, and other collaborations.

### **W13 Weed Alert Committee**

The Weed Alert Committee shall:

1. Consist of a Chair appointed to a three-year term and six other members, each appointed to a five-year term. Chair of the Federal Noxious and Invasive Weeds Committee shall serve as an ex-officio member.
2. Assimilate information on:
  - a. The introduction, establishment and spread of foreign weeds in North America including Mexico and Canada.
  - b. Established weeds that have taken on new significance, such as
    - i. Species that have become problems due to changes in cultural or agronomic practices;
    - ii. Strains that are showing resistance to traditional control methods, especially those that show multiple resistances, example: rye grass from Australia;
    - iii. New or exotic weeds that are pernicious, poisonous, or parasitic and have potential for reducing the biodiversity of natural areas or for complicating management practices in agro-ecosystems;
    - iv. Identification, distribution, and potential of agricultural weeds and botanical invaders of natural areas;
    - v. Disseminate such information through appropriate means to weed scientists, botanists, and others who are interested in the new weed issue.

### **W15 Formulation, Adjuvant, and Application Technology Committee**

The Formulation, Adjuvant, and Application Technology Committee shall:

1. Consist of a Chair appointed to a three-year term and eight other members, each appointed to a five-year term.
2. Solicit and maintain current technical information related to application of herbicides.
3. Encourage agricultural engineering research and education programs on herbicide application.
4. Develop public understanding of the benefits and risks of existing and proposed technology for herbicide application.
5. Facilitate better communication with other pest control disciplines regarding technology for herbicide application.

### **W16 Biological Control of Weeds Committee**

The Biological Control of Weeds Committee shall:

1. Consist of a Chair appointed to a three-year term and 14 other members with three appointed each year to a five-year term. Chair shall be appointed from within the Committee.

2. Keep members of WSSA informed of the objectives and progress of biological weed control.
3. Develop effective liaison relationships with entomologists, plant biological weed control.
4. Undertake such additional activities as deemed suitable to promote and support biological methods of weed control.

#### **W19 Resolutions Committee**

The Resolutions Committee shall:

1. Consist of a chair appointed to a three-year term and members from each regional society and the Canadian Weed Science Society appointed to five-year terms.
2. Prepare resolutions designated to aid in implementing the objectives of the Society.
3. Maintain close liaison with the officers and committees to assure that matters they may wish to develop into resolutions are reviewed by the Resolutions Committee.
4. Members wishing to develop a resolution need to seek sponsorship from the applicable WSSA Committee. This committee will evaluate the scope and nature of the proposed resolution as to the pertinence and best interest of WSSA. The sponsoring committee shall submit to the Resolutions Committee a summary with the proposed resolution addressing the risks and benefits to WSSA. Proposed resolutions shall also include a list of addresses that should receive it. The Resolutions Committee will submit the proposed resolution, a risk-benefit summary, and a list of addresses to the board of Directors for action. Action on the resolution by the Board requires a two-thirds majority vote. If less than a two-thirds majority vote for or against, the resolution is obtained, it will be sent to the membership for a mail vote.

## **CHAPTER V - GENERAL POLICIES**

### **Time of Meeting**

The Annual Meetings of the Society shall be held the first or second full week of February. It shall be normal for at least one day to be devoted to meetings of the Committees, including Special Committees, and the Board of Directors before the beginning of the general session or sectional programs. General publicity on dates of the Society meetings shall include only days on which the general session and sectional programs are held and shall not include days on which only committees meet.

### **Expenses of Speakers at Meetings**

At the discretion of the President, travel expenses within the United States and/or Canada, and food and lodging expenses at the meetings may be paid by the Society for nonmember guest speakers invited to appear on the general session program. Complimentary registration also may be provided for nonmember general session speakers.

### **Gratuitous Registration at Annual Meetings**

Gratuitous registration at annual WSSA meetings will be provided only for general session speakers who are not WSSA members; such registration entitles the individual to only an identification badge and admission to all regular sessions of that meeting. Complimentary registrations will be provided for emeritus and retired fellows and for Original Honorary Members. Newly selected honorary members receive up to a \$1,000 stipend to compensate for travel expenses to the next annual meeting, free meeting registration for the year they are being recognized, and a complimentary one-year membership in the Society.

### **Disposition of Papers Presented by Guest Speakers**

Papers presented at meetings of the Society by general session speakers may be published in Weed Science, Weed Technology, or Invasive Plant Science and Management subject to the same editorial policies as other manuscripts. If the speaker desires to publish the paper, the manuscript should be submitted by the author to the appropriate Editor.

### **Page Charges for Publishing in Society Journals**

Authors of all unsolicited papers published in Weed Science, Weed Technology, or Invasive Plant Science and Management, including unsolicited symposia papers, will be assessed page charges. The charge will be established by the Board of Directors. However, payment of this charge is not a condition for acceptance of a paper. For WSSA to defray the charge to authors who are members of the Society, an application for exemption should accompany the return of the galley proof stating that they are unable to pay the charge and that the institution or organization with which they are affiliated also is unable to honor the request for payment of this charge. Under such conditions, consideration will be given for exception.

### **Guidelines for Disposition of WSSA Funds for Symposia Expenses**

The board will evaluate symposium proposals based on how well they are justified, the target audience, and the completeness of the proposed agenda and budget. A maximum allowable funding budget will be \$5,000 for a half-day symposium, of which up to \$1000 can be used for symposium publication costs. For a full-day symposium, the maximum allowable budget will be \$6000 of which up to \$2000 can be used for symposium publication costs.

Although these funding amounts are budgeted for each symposium, the goal is to spend the least amount necessary to obtain excellent symposia speakers. The funds will be allocated as necessary to partially cover travel expenses of speakers. These funds can be used by the symposium organizers, working in conjunction with the Program Chair, for expenses incurred in securing speakers. Members of WSSA who agree to present symposia papers will not be offered travel funds except in dire emergencies to be determined by the Program Chair. An example of such an emergency would be a WSSA member who is a renowned expert in the field of the symposium topic but has no source of funds to attend the WSSA meeting in question.

No honoraria will be offered to any speaker. No more than three nights lodging will be offered to nonmember symposium speakers. All symposium speakers who are nonmembers of WSSA will be offered free registration at the WSSA annual meeting and a free ticket to society events during that week. Reimbursement of some or all travel expenses (travel, meals, and lodging) will be offered to nonmember symposia speakers on the basis of need, availability of funds, and the value of the speakers to the program. Program organizers need to consider travel costs when considering invitations to speakers located far from the meeting site, including foreign speakers.

Symposia chairs should contact their intended speakers and determine their financial needs for participation no later than May 1 prior to the meeting. This information should be incorporated into the budget for the proposed symposium. Symposium proposals must be submitted to the Program Chair by the deadline established. The Program Chair will inform symposium organizers which ones will receive funding for the upcoming annual meeting. Symposium organizers who received funding can then proceed with offers of funding to nonmember speakers. In no event should symposium organizers make commitments for more

funding from WSSA than is approved by the WSSA board. Symposium organizers can search for alternate funding opportunities if the maximum stated above will not cover all travel expenses for nonmember speakers.

Symposia organizers are strongly urged to consider publication of the symposium papers. If published, symposium papers must appear in *Weed Science*, *Weed Technology* or *Invasive Plant Science and Management*.

### **Honorary Members**

Prior to 1970, WSSA recognized as Honorary Members those WSSA members selected for meritorious service to the Society and the weed science discipline. This recognition as Honorary member included lifetime privileges of receiving (a) a complimentary copy of each issue of *Weed Science*, (b) exception from payment of annual dues to the Society, and (c) free registration at annual meetings. Nine WSSA members were designated Honorary Members with these privileges.

The recognition of Fellows replaced the designation of Honorary Members beginning in 1970. Being selected as a Fellow carries no privileges other than the honor inherently involved. The honor involved is considered equivalent to that associated with being designated originally as an Honorary Member, but without the three lifetime benefits associated with the latter.

Beginning in 1974, the Society initiated the practice of usually selecting Honorary Members for meritorious service to the discipline of weed science according to the procedures outlined in the WSSA Constitution - Chapter 1, Article III, Section 5. To distinguish between the two groups of Honorary Members for reference purposes, the WSSA members designated as Honorary Members prior to 1970 should be known as the "Original Honorary Members", while those so designated after 1970 should be known as "Honorary Members".

### **Member Organizations**

A Regional Member Organization shall have a minimum of 25 mutually shared members with the Weed Science Society of America to be entitled to a voting representative on the Board of Directors.

It is the intent of the Board of Directors that use of the terms regional, regional conference, or original conference member in the Constitution, Manual of Operating Procedures, Society correspondence, or Society minutes specifically refers to the five original members [Western Weed Control Conference (now Western Society of Weed Science, USA), North Central Weed Control Conference (now North Central Weed Science Society, USA), Southern Weed Control Conference (now Southern Weed Science Society, USA), and the Northeastern Weed Control Conference (now Northeastern Weed Science Society, USA)]; the National Weed Committee of Canada (formerly the Expert Committee on Weeds, Canada, and now the Canadian Weed Science Society) and the Aquatic Plant Management Society. These societies represent unique geographic distribution and enduring value to WSSA and their participation on certain committees has been and will continue to be in the WSSA's best interests.

### **Resolutions and Public Statements**

All resolutions and policy or position statements of a major nature developed by various committees or groups within the Society and released in the name of the Society must have prior approval by the Executive Committee or the Board of Directors. The initiator of each

resolution or statement should provide a recommended distribution for it; the distribution should be made by the President.

#### **Term of Office of Member Society Representatives on the Board of Directors**

The term of office of the representatives of the Member Societies is a minimum of three years. Appointments are made by the respective member organizations on a staggered schedule established by the WSSA Board of Directors to provide a maximum of two new full-term representatives during any one year.

#### **Graduate Student Membership Dues**

In order to receive the registration discount at the annual meeting, a graduate student must be or must become a WSSA member. A student who pays the student member rates is given student online access membership for that year. A person who has previously registered as a regular member is no longer eligible to receive student meeting registration and/or membership rates.

#### **Voting – Electronic Motions**

All proposed motions from Board members are forwarded to the President. The President sends the motion to the entire Board via email and requests a second. Upon receiving a second, the President notifies the Board that the two-week discussion period can begin. All electronic replies and communication regarding the motion need to be sent by “reply all” such that all board members are part of the communication. Upon the conclusion of the discussion period, the President will call for a vote.

The secretary will track all correspondence on the motion (initial motion, second, discussion, and vote). Upon conclusion of the voting period, the Secretary will notify the results of the vote to the Board. The secretary will prepare a set of minutes for the next board meeting which includes all email motions made between the annual meeting and/or the summer board meeting. Electronic voting must follow the same quorum requirements as a meeting assembly.

#### **Quorum – Voting Issues by the Board of Directors Which Impact the Society**

A quorum is defined as: The minimum number of members of an assembly that must be present to make a meeting valid. The WSSA BOD has defined a quorum as a minimum presence of 50% of the voting board members AND a minimum of 50% the Executive Board. For an electronic vote, quorum is met with 50% (or more) response to a vote by the board AND 50% or more response by the Executive Board. In this example, if 19 votes could be cast, then 10 votes would be needed to meet a quorum count. And if nine members are Executive Directors of the Board, then 5 of those votes must come from the Executive Directors of the Board.”

### **CHAPTER VI - Meetings**

#### **General Business Meeting of WSSA**

A General Business Meeting open to all Society members shall be held at each annual Society meeting to present reports.

Major actions of the Board of Directors and Society committees shall be reported at the General Business Meetings. The President of the Society shall prepare an agenda to be approved by the Board of Directors. During the business meeting, any WSSA member can request additional reports related to Society business. Reports do not require a vote.

Any WSSA member may present motions during the “Old Business” and “New Business” segments of the agenda. If the motion is passed by a majority vote of those in attendance, the issue will be referred to the Board of Directors for action which could be a review by an appropriate Society committee.

The Board of Directors or a Society committee shall take action before the next annual meeting on any motion passed at the General Business Meeting. The action taken by the Board of Directors or Society committee shall be reported at the next General Business Meeting.

If a motion is passed by a 2/3 vote of those in attendance at the General Business Meeting to disapprove the reported action taken by the Board of Directors or Society Committee, the issue shall be voted upon by a ballot to all Society members before the next annual Society meeting. An explanation of the opposing positions shall be included with the ballot.

Changes in this Manual of Operating Procedures can be proposed by the Constitution and Operating Procedures Committee or any member of the Board of Directors. A change can be enacted provided it is not contrary to the Constitution, provided the proposed change is submitted in writing to the Board of Directors two weeks prior to any vote, and provided it is approved by a majority of the Board of Directors voting. The vote may be made by mail or electronic ballot or at any meeting of the Board of Directors.