

**Weed Science Society of America
(WSSA)**

***Manual of
Operating Procedures***

**February 2007
(revised)**

Weed Science Society of America (WSSA)

Manual of Operating Procedures

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Manual of Operating Procedures

CHAPTER I – OFFICERS

B = *Board of Directors of 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 Executive Secretary
6. With approval of the Board of Directors, appoint Director of Science Policy and Director of Education 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 the *WSSA Abstracts*, and the Editor of the *WSSA Newsletter* 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. Send congratulation letter to Undergraduate Research Award winners after receiving names and addresses from the Undergraduate Research Award Committee Chair.
11. Prepare President's Message for each issue of the WSSA Newsletter with due dates of February 15, May 15, August 15, and November 15.
12. Serve as ex-officio member of Science Policy Committee.
13. Keep the Board of Directors and Society members advised on significant activities of the Society and solicit their suggestions.
14. Maintain contact or communication with other organizations with related interests and objections.
15. Send Board of Directors approved resolutions and white papers to the persons or organizations to which it is directed and provide for the subsequent release of each for distribution to the public as appropriate.
16. Work closely with the Director of Science Policy Committee and Director of Education on key issues for Weed Science.
17. Prepare call for committee reports and E-mail to chairpersons by November 1 with December 8 due date. Once received, arrange reports and send to Executive secretary for distribution to Board of Directors for approval of new controversial issues prior to annual meeting.
18. After receiving award winners from the Chair of Parent Awards Committee by December 1, obtain Board of Directors approval by December 15 before mailing letter of congratulations to winners, including Fellows.

19. Notify Honorary Member Awardee selected to receive the award a year in advance of receiving the award at the annual meeting.
20. After receiving election results from the Executive Secretary, notify by letter both candidates for each position.
21. Arrange a President's Breakfast for Regional Societies at the annual meeting.
22. Prepare an agenda and preside at the Society annual business meeting.
23. 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.

Additional Presidential duties:

1. Serve on interviewing committee for Congressional Science Fellow candidates.
2. Work with Chair of Local Arrangements to organize President's Reception. Develop mailing list and send invitations to Reception at least two weeks before annual meeting.

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. 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.
5. Delegate authority to Sectional program Chairs for developing their respective programs from volunteer or invitational papers after the call for volunteer papers has been issued.
6. Develop objectives of the program and select a program theme to implement them.
7. Develop the program for the general session of the meetings.
8. Prepare a work schedule that includes all activities involved in preparing the annual meeting program and distribute it to the Board of Directors and to each other person assigned by name or title to perform any responsibility.
9. Issue a call for papers in coordination with Abstracts Editor, giving instructions to authors regarding titles and abstracts of papers and including a list of Sections and Sectional program Chairs.

10. Develop the program format to include the general session (including invited speakers), sectional programs, special sessions, banquet or luncheon, society business meeting, sectional business meetings, committee meetings, and submit the format to the Board of Directors for approval.
11. Advise the Sectional Program Chairs on submission of proposed programs which will include time, title author(s) organizations, and address of author(s).
12. Advise the speakers on the submission of the abstracts of papers.
13. Advise the Local Arrangements Committee Chair on the meeting room needs, including time of beginning and ending of each function, type of function, estimated seating capacity required, visual and audio equipment, and other special equipment. (The Local Arrangements Committee Chair will make or approve the final room assignments).
14. Prepare final meeting program and E-mail or put on CD, jump driver or flash drive, and mail to Executive Secretary by about November 15.
15. Keep the Board of Directors and members of the Program, Local Arrangements, and Public Relations Subcommittees advised on all activities of the Program Committee and continuously solicit their suggestions on matters pertaining to the program.
16. Review WSSA MOP to determine number of members for each committee and the terms for Chairs and members.
17. By December 1, contact all Committee Chairs advising them of pending vacancies and request their help in finding people to fill vacancies.
18. In January, work on selecting committee members to maintain committee membership and assure continuity of function. Have most of the committee assignments made by the time of the WSSA meeting. By March 15, after assuming the Presidency, submit revised Committee Directory to Executive Secretary.
19. In January, begin preparing draft of first Presidential message for Newsletter (deadline is about February 15).
20. Perform other duties delegated by the President or the Board of Directors.

Additional Duties as WSSA Program Chair:

The WSSA Program Chair shall:

1. Solicit proposals for symposia. This should start with a request announcement in the January Newsletter (deadline about November 22) prior to assuming duties as Program Chair.
2. Meet along with Program Committee, with out-going Program Chair and with Abstracts Editor at annual meeting to review duties and responsibilities.

3. Attend as many different sessions at WSSA meetings as possible to get a feel for audience – size in each session and room requirements.
4. Contact each of last year's sectional chairs and get their estimates of audience size at annual meeting. You will need this information when you assign your section meetings to hotel conference rooms.
5. Submit by May 1, a list of proposed symposia and a brief summary of each to the Program Committee and the Board of Directors for their rankings.
6. By May 15, notify the people who have submitted proposals as to whether their proposal was accepted. Remind successful applicants of WSSA rules governing payment of speakers' expenses and publication of symposia papers.
7. Select person for keynote address in General Session. Get name of Honorary Member and Fellows from Chair of Fellows and Honorary Member Subcommittee.
8. Set a deadline for Abstract submission (i.e., post marked by September 20). Establish a firm cut-off date with Abstracts Editor (i.e., must be received by October 1, make no exceptions). This will help greatly in meeting deadlines. Also, establish a computer program to be used by all members of the Program Committee.
9. Work with Abstracts Editor to have call for papers in July issue of WSSA Newsletter (deadline about May 15). Get names, addresses, telephone numbers, and fax numbers for section chairs. Review previous Call for Papers.
10. Prepare Program Committee report for summer Board of Directors meeting.
11. Prepare article on Program for October issue of Newsletter (deadline about August 15).
12. In September, send out form to all committee chairs requesting their requirements for meeting times, space, and visual equipment. Request forms be returned by mid-October. Coordinate this with Local Arrangements so meeting rooms can be assigned and listed in the program booklet.
13. Discuss schedule for General Session with President. Request time period needed for presidential address.
14. Section chairs will receive a list of paper titles and authors for abstracts in their section from the Abstracts Editor. They need to check list carefully to see that all abstracts are listed, and if not, they need to reconcile their list with Abstracts Editor.
15. Remind section chairs and Abstracts Editor that each person can give only one oral presentation and one poster. Each person can also give an invited symposium paper.
16. Be sure you have copies of all abstracts. Do this as early as possible.

17. After lists are completed and arranged in a logical order, section chairs need to send presentation list to Program Chair who will finalize lists matching sections to available time slots. Work with Abstracts Editor to get complete detailed list of each scheduled presentation or poster.
18. Program needs to be completed and to the Executive Secretary by November 15, at the latest.
19. Program Chair is responsible for the following items in program booklet:
 - a. Table of contents.
 - b. Listing Local Arrangements Committee and their duties.
 - c. Reminding the President to prepare Meeting Welcome statement.
 - d. Program Committee list.
 - e. Writing program introduction.
 - f. Listing Workshop and Symposia.
 - g. Working with Local Arrangements to get statements on Registration, Spouses Program, Express Check Out, Transportation and Conference Tours.
 - h. Work with Chair of Awards Committee to get announcement of Awards Banquet.
 - i. List of committee meeting times and places – work with Local Arrangements.
 - j. Summary of Program.
 - k. Listing of Complete Program.
 - l. Executive Secretary does hotel floor plan and lists of committees and members, Liaison Assignments, Honorary members, Fellows and Past-Presidents.
 - m. Program Chair is responsible for list of herbicides. This should be assigned to someone early.
 - n. Chair of Sustaining Members needs to be informed that they are responsible for preparing the List of Sustaining Member Exhibits and list in back of program and checking both for accuracy.

All of these items need to be done in time to send to the Executive Secretary by November 15.

20. Select Master of Ceremonies for Awards Banquet and also someone to give invocation. Send this information to Chair of Awards Committee by November 15.
21. Stay in frequent contact with Abstracts Editor and Section Chairs in arranging papers to fit available time slots. Each half day section can accommodate a maximum of 15 papers (or 14 if Section

- Business Meeting is included). At least 6 papers are needed in a section to justify having a separate session.
22. Number papers in order by sections following order that Sections are listed in Committee Directory. Symposia papers are numbered last after posters. Coordinate this with the Abstracts Editor and the Poster Section Chair.
 23. Work with Local Arrangements and hotel to make all room assignments by November 1.
 24. Coordinate seating at Banquet with the President, the Local Arrangements, and the Executive Secretary.

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. Review all committee reports for the two most recent years in order to evaluate the level of committee activities and their current/continuing need.
3. Review Duties and Charges of all committees and modify if necessary, after consultation with committee Chair and with Board of Directors' approval.
4. Chair the Liaison Committee. By March 1, review past reports and encourage liaison representatives to send a list of desired activities, be actively involved, and prepare reports of significant activities for the WSSA Newsletter. Strive for each liaison representative to complete the end-of-year report.
5. Prepare and send to the Newsletter Editor a call for symposia and workshops to be published in the October and January issues of the Newsletter.
6. Update and publish Committee List.
 - a. Review present Committee List and determine number of expired terms.
 - b. Request volunteers to serve on Committees in May and August Newsletter.
 - c. By 3 to 4 weeks before next year's annual meeting, have an updated and accurate Committee List completed and send to present committee chairs and Board of Directors for information. Within 3 weeks following annual meeting, send an electronic copy to Executive Secretary and the Newsletter Editor for publication by April 1.
7. Serve as Vice-Chair of the Program Committee.

- a. Prepare oral and written report for the next year's program to be presented in the WSSA Summer Board Meeting.
 - b. Schedule your Program Committee meeting during the annual Society meeting when the Vice-President assumes duties of President-Elect and Program Chair.
 - c. 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.
 - d. 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.
 - e. At conclusion of annual meeting, meet with Local Arrangements Committee and Executive Secretary. Review what worked and what changes are needed.
8. Save and give present year committee reports to new Vice-President.
 9. 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. Serve as Chair of the Meeting Policy and Site Selection Committee.
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 Editor of Weed Science for publication in the journal(s).
2. Prepare a synopsis of minutes of all meetings of the Board of Directors and submit it for publication to the Editor of the WSSA Newsletter.
3. Maintain an up-to-date list of the members of the Board of Directors.
4. 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.
5. Keep the Board of Directors advised on significant activities of the Society.

6. Work with personnel at Allen Marketing and Management to handle and respond to the miscellaneous requests and inquiries that are received by WSSA.
7. 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. By November 15, the Treasurer shall ask each committee chair to submit a budget request by December 15. The requests will be circulated to the Finance Committee prior to presentation to the Board of Directors at the February meeting. The Treasurer shall also notify all committee chairs that they may submit budget requests to the Finance Committee by June 1 for consideration and subsequent recommendation to and action by the Executive Committee during its summer meeting.
4. 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.
5. 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

B12 – Member-at-large

B13 – 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

Allen Marketing & Management 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. Develop officer and committee procedure manuals.
4. Develop and implement fund raising programs. Investigate and prepare grant proposals on behalf of WSSA.
5. Assist in all aspects of planning. Major emphasis is directed towards project development and strategic planning.
6. Check writing services for amounts up to \$2,000.00 are available through the Executive Secretary, subject to WSSA written approval. Amounts over \$2,000.00 or checks payable to the AM&M will be signed by the WSSA Treasurer or other appropriate WSSA officer.
7. 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.
8. Provide monthly detailed revenue report to Treasurer.
9. Provide quarterly detailed financial statements to Treasurer and summary financial statements to Board of Directors (described in Exhibit A.3).
10. Oversee the WSSA renewal program.
11. Prepare annual report and assist with research and preparation of other reports as requested.
12. Provide coordination assistance in the form of preparing and monitoring project timeliness. Maintain a WSSA calendar of events and officer/committee scheduling calendar.
13. 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.

14. Provide a membership directory on an annual basis (printing and distribution costs billed separately).
15. Provide hard copy archive services. Electronic archiving is available for WSSA officer correspondence and reports. Archive inventory will be available as needed.
16. Board of Directors have details on salary and length of contract.

CHAPTER II - SCHEDULE OF WORK

B2 - President

Prior to Installation:

1. Select Committee Chairs, make appointments to all Committees, and appoint Chairs and members of all Special Committees for the coming year to assume office at the close of the annual meeting at which he/she is installed as President; therefore, such appointments should be made by the President while still President-Elect prior to the annual meeting.
2. Encourage new appointees to attend committee meetings as observers prior to the beginning of their term of duty.

During Transition Meeting:

1. In consultation with the new President-Elect and the Board of Directors, the new President should appoint the Local Arrangements Committee Chair for the meeting to take place two years in the future, issue necessary instructions, and thereafter, channel all arrangements through the Chair of the Local Arrangements Committee.
2. Consult with Program Committee Chair and Local Arrangements Committee Chair on plans for the next annual meeting.
3. Obtain Board of Directors approval to pay expenses above \$1000 of Honorary Members.
4. Officially inform the Honorary Member of their selection immediately after approval by the Board of Directors.

Within One Month after Annual Meeting:

1. Fill any remaining vacancies on committees that may develop subsequent to the annual meeting.
2. 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.
3. Notify any Honorary Member awardee, selected to receive the award at the next annual meeting, of his/her selection.

Within Two Months after Annual Meeting:

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. Prepare a list of all committees and addresses of committee members and provide a copy to each member of the Board of Directors.
3. Keep officers and the Board of Directors advised on matters pertaining to the Society.
4. Consult with WSSA Director of Publications on publication matters.

Within Three Months after Annual Meeting:

1. Check with all Committee Chairs on activities of their committees.

Within Four Months after Annual Meeting:

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.

Within Five Months after Annual Meeting:

1. Review and approve program format from Program Committee.

Sixty Days before Annual Meeting:

1. Provide the Chair of the Local Arrangements Committee with seating arrangements for head table for the annual banquet or luncheon and arrange for tables for honorary members and fellows, past presidents, and current award winners.
2. 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, of his/her selection.

Forty Days before Next Annual Meeting:

1. Final printed program should be mailed to the membership by Executive Secretary.
2. Prepare and arrange for printing of banquet or luncheon program.
3. Provide for complimentary pre-registration of appropriate guests including nonmember general session speakers by sending names to Executive Secretary.

B3 - President-Elect

Prior to Installation:

1. Confer with the President on appointment of members of the Program Committee.

During Transitional Meeting:

1. Contact Sectional Chairs and instruct them in their responsibilities.

Within Four Months after Annual Meeting:

1. Delegate authority to the Sectional Chairs to develop their respective programs.
2. Outline a program development schedule including all required items.
3. Submit program format to President for approval.

Within Five Months after Annual Meeting:

1. Issue the first call for papers 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.

Within Eight Months after Annual Meeting:

1. Develop tentative program for the general session. Plan for sectional programs, special sessions, banquet or luncheon including speaker, committee meetings, and related matters.
2. The full program should be shown on paper with the time schedule worked out and dates definitely decided.
3. Inform Chair of Local Arrangements Committee 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 Local Arrangements Committee Chair.

Within Nine Months after Annual Meeting:

1. In collaboration with the President, Secretary, and Sectional Chairs, issue Preliminary Program (see copies of past programs in files) to Program Committee, Sectional Program Chairs, and Board of Directors.
2. Final confirmation of dates and hotel arrangements should be made with Local Arrangements Committee Chair.
3. Confirm with Local Arrangements Committee Chair that arrangements have been made for such matters as projectors, projectionists, banquet or luncheon, and sound equipment.

Forty Days before Next Annual Meeting:

1. Printed program should be mailed.
2. Check with Local Arrangements Committee Chair on equipment, registration, arrangements, banquet or luncheon arrangements, tickets, rooms for nonmember general session speakers, arrangements for displays, and related details.

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 in Weed Science and have major actions of the Executive Committee or Board of Directors published in the WSSA Newsletter.
4. Handle and respond to miscellaneous requests and inquiries received by WSSA.

Within Two Months after Annual Meeting:

1. Prepare and distribute minutes of the Board of Directors meetings and of general business meeting held during the last annual Society meeting.
2. Submit minutes for publication in Weed Science and submit a synopsis of minutes for publication in WSSA Newsletter.

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-Chapter 1, 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 WSSA Abstracts, and Editor of the WSSA Newsletter.
5. Appoint Associate Editors of Weed Science and Associate Editors of Weed Technology 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, 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 (AllenTrack); 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 AllenTrack, 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 AllenTrack). 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 AllenTrack. Detailed author instructions are available on AllenTrack. AllenTrack 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. AllenTrack 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 AllenTrack). 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. AllenTrack 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 AllenTrack. Manuscript line numbers can be used to give detailed comments. AllenTrack 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 AllenTrack. 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 AllenTrack). The decision letter will include an appropriate deadline to the authors for corrections (45 days for Weed Science, 31 days for Weed Technology). 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 AllenTrack.
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 AllenTrack (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 prepublished 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 prepublished 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 and Weed Technology 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 and Weed Technology are as follows:

1. Assure that manuscripts contributed to Weed Science or Weed Technology are reviewed and edited promptly. The general procedures shall be:

- a. Receive notification of manuscript submission from the online submission, tracking, and review system (AllenTrack).
 - b. Assign manuscripts to Associate Editors of Weed Science or Weed Technology 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 of Weed Science or Weed Technology; 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 AllenTrack 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 or Weed Technology.
5. Assign duties as appropriate to Associate Editors of Weed Science or Weed Technology.
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) or Weed Technology Editorial Committee (P3).
8. Serve as ex-officio member of the Outstanding Paper in Weed Science Subcommittee or Outstanding paper in Weed Technology Subcommittee 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 2 ½ years 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, AllenTrack 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: AllenTrack 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 AllenTrack.

Editor - WSSA Abstracts

The Abstracts Editor shall:

1. Be responsible for editing and indexing (author and subject) the Abstracts of the Annual Meeting of the Society and, in cooperation with the Executive Secretary, publish them electronically as the WSSA Abstracts in a web-based format.
2. In collaboration with the Executive Secretary, update the instructions for "Preparation and Submission of Abstracts," and the Abstract electronic submission format, and submit the instructions

to the WSSA Newsletter Editor for inclusion in the WSSA Newsletter containing the Annual Meeting Announcement under the section “Call for Papers”.

3. Provide assistance to authors during abstract preparation and on-line submission by: interpreting on-line instructions and guidelines when necessary; reviewing and revising abstracts during the on-line submission process at authors’ request; assuring that withdrawn or duplicate abstracts are removed from the on-line database; and cooperate with Section/Symposia Chairs to assure and/or verify that abstracts are received within and assigned to the appropriate sessions. When necessary, contact authors to request or verify corrections to their abstracts. Enforce the submission deadline and consider extension or exceptions only after consultation with the Program Chair and Executive Secretary.
4. After all submitted abstracts are assembled in a computer database that is automatically arranged and numbered according to Section based on information entered during the on-line submission; perform final editing to assure conformity with guidelines, no obvious typographical errors, and minimal duplication of key words. Assure that a listing of abstract titles and authors assembled by Section is provided to each Section Chair and a complete listing of all abstracts is provided to the Program Chair. If necessary, alter placement of abstracts within sections based on corrections submitted by the Section Chairs.
5. Assure that Author and Subject indexes arranged alphabetically and a Table of Contents listing the sections, times, and abstract numbers are properly prepared for the WSSA Abstracts. Prepare a Forward which mentions the availability and price of the WSSA Abstracts and identifies the Abstracts Editor. These items, including the edited Abstracts, should be completed and returned to the Executive Secretary by early to mid-November.
6. Coordinate all activities with the Program Chair, the Director of Publications, and the Executive Secretary.
7. Serve as a member of the Publication Board.
8. Assure that a complete copy of each volume of the WSSA Abstracts is archived.

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

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. 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

E1 Liaison Committee

The Liaison Committee shall:

1. Consist of the Vice-President who serves as Chair, and WSSA representatives to several different societies or organizations as designated by the Board of Directors.
2. Each of these WSSA representatives is an active member of WSSA and the liaison society or organization, is appointed as Chair of the subcommittee, and serves for a one-year term.

However, it is often desirable to continue the same person in the position for several years.

3. The Committee members serve as a coordinating body for liaison activities between the WSSA and the organizations enumerated below. Each of these WSSA representatives to other societies or organizations provides a report each December to the WSSA President and contacts the Vice-President on issues of need or concern.

E1a. AAAS Liaison Subcommittee

The American Association for the Advancement of Science (AAAS) Liaison Committee shall:

1. WSSA will be enrolled in the Agriculture, Food, and Renewable Resources (O), Biological Sciences (G), Chemistry ©, Education (Q), and Statistics (U) sections.
2. Chair will publicize AAAS annual meeting in WSSA Newsletter and write articles for the newsletter on major issue sin AAAS that would be of interest to the membership
3. Maintain liaison between AAAS and WSSA by attending meetings of AAAS whenever feasible and being active in furthering the progress and objectives of WSSA.

E1b. ACS Liaison Subcommittee

The American Chemical Society, Agrichemicals Division (ACS) Liaison Committee shall:

1. Chair will attend at least one of two Chemical Society meetings each year, write a WSSA Newsletter article on items of interest to members each year, and provide a committee report each December to the WSSA President.
2. Maintain liaison between ACS and WSSA by attending meetings of ACS, and being active in furthering the programs and objectives of WSSA.

E1c. AIBS Liaison Subcommittee

The American Institute of Biological Sciences (AIBS) Liaison Committee shall:

1. Chair will publicize AIBS annual meeting and write articles on major AIBS issues that would be of interest to the membership in the WSSA Newsletter.
2. Take advantage of free advertisement in BioScience by contacting the WSSA editor.

3. Maintain liaison between AIBS and WSSA by attending AIBS meeting whenever feasible, and being active in furthering the programs and objectives of WSSA.

E1d. ALAM Liaison Subcommittee

The Latin American Weed Association (ALAM) Liaison Subcommittee shall:

1. Chair will publicize ALAM annual meeting and write articles on major ALAM issues that would be of interest to the membership in the WSSA Newsletter.
2. Contact ALAM President and encourage communication on items of mutual interest, meeting dates, and membership.
3. Maintain liaison between ALAM and WSSA by attending ALAM meetings whenever feasible, and being active in furthering the programs and objectives of WSSA.

E1e. ANSI Liaison Subcommittee

The American National Standards Institute (ANSI) – K62 Committee on Common Names for Pesticides Liaison Subcommittee shall:

1. Receive proposed new herbicide common names from ANSI, get approval from WSSA Terminology Committee, and report to Nomenclature Committee when approved.
2. Maintain liaison between ANSI and WSSA, and be active in furthering the programs and objectives of WSSA.

E1f. APHIS Liaison Subcommittee

The Animal and Plant Health Inspection Service Liaison Subcommittee shall:

1. Write articles for WSSA Newsletter on major issues in APHIS that would be of interest to the membership.
2. Maintain liaison between APHIS and WSSA and be active in furthering the programs and objectives of WSSA.

E1g. APWSS Liaison Subcommittee

The Asian Pacific Weed Science Society Liaison shall:

1. Write articles for the WSSA Newsletter on major issues in APWSS of potential interest to WSSA membership.
2. Write articles for APWSS Newsletter on relevant WSSA activities.
3. Maintain liaison between APWSS and WSSA by attending APWSS meetings whenever feasible, and be active in furthering the programs and objectives of WSSA.

E1i. ASA Liaison Subcommittee

The American Society of Agronomy (ASA) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding between ASA and WSSA.
2. Attend ASA functions, including the annual meeting and other sponsored events, serve on ASA committees, and be a spokesman for WSSA at these activities.
3. Write articles for the WSSA Newsletter on major issues in ASA that would be of interest to the membership.
4. Write articles for the Agronomy News on relevant WSSA activities and publications.

E1j. ASHS Liaison Subcommittee

The American Society for Horticultural Science (ASHS) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding between ASHS and WSSA.
2. Attend ASHS functions, including the annual meeting and other sponsored events, serve on ASHS committees, and be a spokesman for WSSA at these activities.
3. Write articles for the WSSA Newsletter on major issues in ASHS that would be of interest to the WSSA membership.
4. Write articles for the Horticulture Newsletter on relevant WSSA activities and publications.
5. Prepare other reports upon request of either society.

E1k. CSSA Liaison Subcommittee

The Crop Science Society of America (CSSA) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding between WSSA and CSSA.
2. Attend CSSA functions, including annual meeting and other sponsored events, serve on CSSA committees, and be a spokesman for WSSA at these activities.
3. Write articles for the WSSA Newsletter on major issues in CSSA that would be of interest to the membership.
4. Write articles for the Agronomy News on relevant WSSA activities and publications.

E1l. EPA Liaison Subcommittee

The Environmental Protection Agency Liaison Subcommittee shall:

1. Provide information to WSSA membership on registration news, general regulatory issues, technical regulatory issues, and issues in the news through the WSSA Newsletter articles and special direct contact with the WSSA Board of Directors.
2. Maintain liaison between the EPA and the WSSA by attending the WSSA meetings whenever possible and being active in furthering the programs and objects of WSSA.

E1m. EWRS Liaison Subcommittee

The European Weed Research Society (EWRS) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding between EWRS and WSSA.
2. Attend EWRS functions, including annual meeting and other sponsored events, serve on EWRS committees, and be a spokesman for WSSA at these activities.
3. Write articles for the WSSA Newsletter on major issues in EWRS that would be of interest to WSSA membership.
4. Increase collaborative effort on topics of mutual interest and encourage joint membership.

E1n. GLF and SRM Liaison Subcommittee

The Grazing Lands Forum and Society of Range Management (GLF and SRM) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding between WSSA and GLF and SRM, such as systems approach for weed management.
2. Attend GLF and SRM functions, including annual meeting and other sponsored events, serve on committees, and be a spokesman for WSSA at these activities.
3. Write articles for WSSA Newsletter on major issues in GLF and SRM that would be of interest to WSSA membership.
4. Develop education and research activities of natural interest to both societies.

E1o. IWSS Liaison Subcommittee

The International Weed Science Society (IWSS) Liaison Subcommittee shall:

1. Liaison chairman should be a member of IWSS Board of Directors.
2. Develop a closer relationship between IWSS and WSSA.

3. Attend IWSS functions, including annual meeting and other sponsored events, serve on IWSS committees, and be a spokesman for WSSA at these activities.
4. Write articles for WSSA Newsletter on major issues in IWSS that would be of interest to the WSSA membership.
5. Write articles for IWSS Newsletter on relevant WSSA activities, membership, and publications.

E1q. ACPA Liaison Subcommittee

The American Crop Protection Association (ACPA-CropLife America) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding with the ACPA.
2. Attend ACPA meetings whenever possible, being an active participant and furthering aspects of ACPA that are of mutual interest to WSSA and ACPA.
3. Serve as a resource to ACPA regarding WSSA and weed science issues as needed.
4. Write articles for WSSA Newsletter on major issues in ACPA of potential interest to WSSA membership.

E1r. NRC Liaison Subcommittee

The National Research Council (NRC) Liaison Subcommittee shall:

1. Serve as coordinator for liaison activities between the WSSA and the NRCA of the National Academy of Sciences (NAS).
2. Keep informed and prepare reports for the WSSA Board of Directors and Newsletter about publications of the NRC Board on Agriculture that pertain to or may impact weed science.
3. Maintain contact with the Program Officer for the NRC Board on Agriculture to insure that NRC publications that deal with agriculture, pest management, or other weed science concerns have appropriate input from WSSA and the broader weed science community.

E1s. TAG Liaison Committee

The Technical Advisory Group on the Introduction of Biological Control Agents (TAG) Liaison Subcommittee shall:

1. Write articles for WSSA Newsletter on major issues in TAG that would be of interest to the WSSA membership.
2. Maintain liaison between TAG and WSSA and be active in furthering the programs and objectives of WSSA.

E1t. USDA-ARS Liaison Subcommittee

The USDA-Agricultural Research Service (USDA-ARS) Liaison Subcommittee shall:

1. Keep the National Program Staff, through the National Program Leader for Weed science, informed of issues import to WSSA that involve the USDA.
2. Inform the WSSA Board of Directors and membership of current USDA policy as it affects weed science.
3. Encourage the National Program Leader for Weed Science to attend the annual WSSA meetings and speak to the Board of Directors and membership on agricultural issues that are important for weed science.
4. Write articles for WSSA Newsletter on major issues in USDA-ARS that would be of interest to the membership.

E1u. SSSA Liaison Subcommittee

The Soil Science Society of American (SSSA) Liaison Subcommittee shall:

1. Attend meetings of WSSA and SSSA whenever feasible, accept service on committees of the Societies, and be active in furthering aspects of the Societies' programs that are of mutual interest.
2. Keep officers and members of the Societies' informed of any activities which may be of special interest. (Prepare articles for the WSSA Newsletter and Agronomy News are suggested as outlets for the dissemination on issues of such information).

E1v. USDA-Office of Pest Management Liaison Subcommittee

The USDA-Office of Pest Management Liaison Subcommittee shall:

1. Serve as coordinator for liaison activities between the WSSA and the USDA-Office of Pest Management.
2. Keep informed and prepare reports for the WSSA Board of Directors and Newsletter about activities of the USDA-Office of Pest Management that pertain to or may impact weed science.

E1w. CAST Liaison Subcommittee

The Council for Agricultural Science and Technology (CAST) Liaison Subcommittee shall:

1. Consist of a Chair appointed to a two-year term by the President-Elect
2. Recommend task force topics of interest to weed science to the CAST Board of Directors in cooperation with regional CAST Board.

3. Recommend WSSA members for CAST task forces.
4. Nominate WSSA members annually for the Charles A. Black Award.
5. Inform WSSA and its members of CAST activities.
6. Promote individual membership in CAST.
7. Write articles for WSSA Newsletter or major issues in CAST that would be of interest to WSSA membership.

E1x. ESA Liaison Subcommittee

The Entomological Society of American (ESA) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding between WSSA and ESA.
2. Attend ESA functions, including annual meeting and other sponsored events, serve on ESA committees, and be a spokesman for WSSA at these activities.
3. Write articles for WSSA Newsletter on major issues in ESA that would be of interest to the WSSA membership.
4. Write articles for ESA Newsletter on relevant WSSA activities and publications.

E1y. APS Liaison Subcommittee

The American Phytopathological Society (APS) Liaison Subcommittee shall:

1. Establish and foster areas of cooperation, exchange of information, and mutual understanding between WSSA and APS.
2. Attend APS functions, including annual meeting and other sponsored events, serve on APS committees, and be a spokesman for WSSA at these activities.
3. Write articles for WSSA Newsletter on major issues in APS that would be of interest to WSSA membership.
4. Write articles for APS Newsletter on relevant WSSA activities and publications.

E1z. FICMNEW Liaison Subcommittee

The Federal Interagency Committee for the Management of Noxious and Exotic Weeds (FICMNEW) liaison subcommittee shall:

E1aa. USGS Liaison Subcommittee

The United States Geological Survey (USGS) liaison subcommittee shall:

E1ab. IAPPS Liaison Subcommittee

The International Association for the Plant Protection Sciences (IAPPS) liaison subcommittee shall:

E1ac. WSSM Liaison Subcommittee

The Mexican Association of Weed Science (WSSM) liaison subcommittee shall:

E1ad. COFARM Liaison Subcommittee

The Council of Funding Agricultural Research – Mussscons (COFARM) liaison subcommittee shall:

E2 Science Policy Committee

The **Science Policy Committee** shall:

1. Consist of the President-elect, 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 Legislative and Regulatory Committee will serve as Chair of the Washington Liaison Committee. The Chair of the WSSA Resolutions Committee shall serve as an ad hoc member. The Aquatic Plant Management Society President will be allowed to call the Director of Science Policy at any time. Budget for this committee is \$5,000.
2. Be the primary means of communication between the Washington liaison and WSSA and the regional weed societies.
3. Be the means by which WSSA and regional science societies interact with their Washington D.C. liaison. Their function will be to communicate to the Washington Liaison needs and tasks desired by the contributing societies and to respond to the liaison'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 Washington liaison;
 - b. provide and continually update a rapid response list of contacts (phone tree) for the Washington liaison;
 - c. provide position papers, resolutions, reports, videotapes, expertise, and other materials to the Washington liaison;
 - d. inform the Washington liaison of the needs of WSSA in a timely fashion;
 - e. rapidly respond to requests from the Washington

- f. liaison for information and personnel; and
provide and update quarterly a plan of work for the
Science Policy Committee.

- 4. Yearly review the accomplishments and performance of the Washington liaison 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 Quality 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 Legislative 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:

Consist of a Chair appointed to a three-year term and three members, each appointed to a five-year term.

1. Determine the reduced monetary value due to the influence of weeds of crops grown in the United States and Canada.

2. Establish the percent reduction of yield caused by weeds of crops grown within each state or province.
3. Obtain the average yield values for each of the crops grown within a state or province.
4. Obtain a market value for each of the crops and determine the dollar value of the weed mediated losses.
5. Compile the monetary loss value by state, province, region, and country.
6. Update the report at least every five years.
7. Determine the most troublesome weeds in major crops grown in each state or province.
8. Determine the most troublesome herbaceous and woody plants in non-crop areas, forests, and rangelands by region, state, or province.
9. Update these data at least every five years
10. 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.
11. Develop and submit for publication a Weed Loss Bibliography with cross-referenced indices generated by author, crop, weed, and subject.

E12 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. Educate weed scientists and the scientific community as a whole about the nature, extent, and significance of herbicide resistance in weeds.
3. Recommend research and education on the topic of herbicide resistance and resistance management in weeds. Provide leadership in research directions.
4. Serve as an information resource for scientists and practitioners in the areas of confirmation, identification, and management of herbicide resistant weeds.
5. Develop a list of scientists 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.

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, 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. 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 the Executive Committee meets 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 July Executive 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.
4. Recommend policies regarding the price of publications and the amount of meeting registration fees.
 5. Prepare a report of the committee's activities and recommendations to be presented to the Board of Directors at the annual 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 Membership and Affiliation Committee

The Membership and Affiliation Committee shall:

1. Consist of a Chair appointed to a three-year term and five other members. One member will be appointed each year to a five-year term. Subcommittee may be appointed each year to a five-year term. Subcommittees may be appointed by the President for various disciplines or groups. The Chairs of the Sustaining Membership Committee, Publication Promotions Committee, and the Executive Secretary shall serve as ex-officio members of the Membership Committee.
2. Develop a program to solicit new members for the Society and to maintain present membership.
3. Maintain close liaison with the Public Relations Committee regarding promotional material and the International Affairs Committee regarding foreign membership.

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 Membership 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.

F8 International Affairs Committee

The International Affairs Committee shall:

1. Consist of a Chair appointed to a three-year term and nine other members, each appointed for a five-year term and subcommittees as deemed desirable.
2. Assist the President or other officers in responding to requests and letters received from weed scientists in other countries, especially those in developing regions of the world.
3. Encourage foreign weed workers to become members of the Society.
4. Encourage the formation of weed science organizations in other countries.
5. Maintain liaison with weed science organizations of other countries and with the International Weed Science Society.
6. Inform foreign weed conferences and other scientific organizations of the places and dates of Society meetings.
7. Inform WSSA members of the dates and locations of weed science meetings, conferences, and symposia being held in other countries.
8. Alert the WSSA President to invitations which should be extended or of greetings which should be sent to other societies at time of annual meetings.

P = Publication Activities of WSSA

P1 Publications Board

The Publications Board shall:

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.

The Publications Board members 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.

The Publications Board will 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.

P6 Herbicide Handbook Committee

The Herbicide Handbook Committee shall:

1. Consist of a Chair appointed to a three-year term, whose term will begin immediately following completion and publication of a Handbook edition; six other members, each appointed to a six-year term, whose terms will begin immediately following completion of a Handbook edition and will be staggered so that three new members are appointed after completion of an edition; additional members 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 at three-year intervals. The aforementioned terms of Chair and committee members are intended to coincide with a three-year publication interval. In the event that publication interval varies from the three-year schedule, terms will be adjusted appropriately.
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 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.

P23 Website Committee

The Website Committee shall:

1. Consist of a Chair appointed to a three-year term and eight other members, each appointed to a five-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.
2. The technical webmaster and the website editor 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 Website Committee. The Website Committee will then assign needed tasks to the technical webmaster and website editor. The technical webmaster and website editor will prepare brief quarterly reports to the Website Committee on the work accomplished.
3. The Website Committee will prepare a yearly evaluation of the technical webmaster and website editor plus a summary of improvements to the WSSA website and present that report to the WSSA board in December of each year.
4. The Website Committee will periodically review the information and links on the website, correcting any errors and making any needed changes to keep the information current.
5. 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.
6. Keep weed scientists informed of advances in computer technology and software applicable to their research, teaching, extension, and regulatory needs by posting such information to the WSSA website.

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 \$3,000 per symposium 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 January 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. Editor of Abstracts needs to be involved in these discussions.
 - d. Circulate by April 10th 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 by May 15 so they can begin arrangements.
 - f. Organize, within individual sections, titles and authors of volunteered papers. Abstract's Editor shall prepare a computer listing of titles and authors for 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. At such election, an ad hoc nominating committee, appointed by the Sectional Chair at least three months previously, will present the names of two persons who consent to serve as Chair-Elect if elected; additional nominations then will be invited from the floor.

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:

1. During the WSSA meeting when they are Chair-Elect, attend Program Review meeting with Past Program Chair and Abstracts Editor.
2. Also, during the WSSA meeting, they should attend sectional sessions and note audience size, procedures used in sessions, and note any particular problems.
3. Visit with members at meetings to get ideas for symposia.
4. Encourage individuals to prepare proposals for symposia.
5. Cooperate with Program Chair in ranking symposia.
6. For small sections (Aquatic and Wetland Weed Mgt., Turf and Ornamentals, Teaching and Extension, Equipment and Machinery) it may be necessary to recruit abstracts to ensure enough abstracts are submitted to justify a sectional session at the WSSA Meeting (minimum of 6 papers). This must be done in the summer before the submission deadline.
7. After receiving list of papers for section from Abstracts Editor, chairs need to check list carefully to be sure all abstracts for section are listed. Immediately, reconcile any differences with Abstract Editor.
8. 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.
9. After lists are reconciled with Abstracts Editor, 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. Include a 15-minute mid-morning or mid-afternoon break in each half-day session. 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.
10. Prepare list of sectional papers on computer disk in established computer software program. For each session, information should be prepared in format ready for the program booklet. Send computer disk to Program Chair by early November. Deadline to be set by Program Chair.

11. 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.

W2 Local Arrangements Committee

A Local Arrangements Committee Chair for each meeting shall be appointed as soon as the location of the meeting is determined. This usually will be a minimum of two years before the meeting for which he/she is responsible. Within the Selected headquarters hotel, all matters pertaining to arrangements for meetings shall be handled only by or through the Chair of the Local Arrangements Committee.

The Local Arrangements Committee Chair shall:

1. Immediately after appointment, work with the Chair of the Meeting Policy and Site Selection Committee and the meeting management company to review the meeting rooms, sleeping rooms, and other facilities for the estimated attendance, participate in the final negotiations, and initial the hotel contract with the Chair of the Meeting Policy and Site Selection Committee prior to the signing by the President in the name of the Society.
2. Visit, along with the meeting management company, the selected meeting site, become familiar with the location, establish a working relationship with the hotel executive, furnishing all information of scheduled use of reserved space and equipment.
3. Supply the Program Chair information on the location and capacity of meeting rooms of the headquarters hotel.
4. Review with the hotel executive, the hotel restaurant's capacity to serve breakfast (about two-thirds full breakfast and one-third continental breakfast) and lunch to about 800 people in one hour.
5. The Local Arrangements Committee Chair shall have the authority and responsibility, if he/she desires, to appoint a Vice-Chair and to organize the Local Arrangements Committee into unofficial subcommittees, each with its own chair, to expedite arrangements for the meeting. Examples of Subcommittees are Registration, Spouses Program, Room Setups, Audio-Visual, and Meal Functions. The Local Arrangements Committee chair and the President will confer on the potential organization of the Local Arrangements Committee and the number of members needed.
6. Obtain notes of previous LAC committees for the new LAC committee.

Year Prior:

1. January:
 - a. Arrange to take as many of the LAC to the February meeting as possible to observe and learn.

- b. Meeting with Convention Bureau to discuss meeting and get tourist information, pictures, written information for WSSA Newsletter..
- 2. February:
 - a. At the conclusion of that year's meeting, conduct a debriefing between the outgoing LAC and the upcoming meeting's LAC.
 - b. First article for WSSA Newsletter due February 23.
- 3. March/May:
 - a. Working with the Program Chair, determine the committee needs for rooms and times for meetings. Complete by September 1.
 - b. Send article for WSSA Newsletter due May 11.
- 4. June/July:
 - a. Preparation for summer board meeting.
- 5. August/September:
 - a. Insure, with the Chair for Sustaining Members that their needs are clear. Adhere to a September 15 deadline.
 - b. Third article for WSSA Newsletter due August 10.
 - c. Arrange for and finalize a spouse program. Deadline September.
 - i. Information packet to WSSA by September 15 for inclusion in the registration mail out.
- 6. October/January:
 - a. Provide registration help for the meeting management company and obtain materials as follows:
 - i. Two Local Arrangements Committee members who will be trained by the meeting management company on registration procedures and be available at peak registration period. One Local Arrangements Committee member available at registration desk of convention headquarters room at all times.
 - ii. Three other persons during peak registration period, at least one helper during the entire meeting, and two typists as needed.
 - iii. Literature on local points of interest and city maps.
 - b. The Chair of the Local Arrangements Committee will have typed prior to the meeting and posted in the Local

Arrangements Committee headquarters a complete day-by-day meeting schedule including the following:

- i. Room assignments for the various WSSA committees including supplies and materials needed by or furnished for each committee.
 - ii. A complete listing of room assignments for various sections of the Society; including names of the chairs, moderators, standard supplies, and materials furnished for each room and any special equipment needed such as movie projectors.
 - iii. A schedule of the Spouses Program.
- c. In consultation with the Public Relations Subcommittee and Resolutions Committee, arrange for a typewriter and typist.
 - d. Obtain space, personnel, and equipment needs for all officers and committee chairs and arrange for them.

7. Other Duties/Dates:

- a. Have computer/printer and typewriter available for chairs who need reports typed for the Board of Directors. A photocopy machine must be available for committee reports and the Placement Service.
- b. The Local Arrangements Committee Chair shall arrange to have a photographer (usually a WSSA member who volunteers for this assignment) present for the general session, the awards banquet, and at various times during the annual meeting for candid photographs. At the awards banquet, the photographer will only be responsible for taking a photograph of the incoming Board of Directors. Expenses for a professional photographer must be approved by the President prior to the annual meeting.
- c. All committee room assignments, session room assignments, spouse's program, schedule of events, etc., need to be finalized by October 1 for printing.
- d. Fourth WSSA Newsletter information due November 19. Include final lists of shuttles and tour information.
- e. Insure signs are set up for location of various sessions.
- f. Final meeting room assignments and needs by room to hotel in January prior to meeting.

Summary: The Local Arrangements Committee begins work two years before the meeting for which it is responsible. Within the selected headquarters hotel, all matters pertaining to arrangements for meetings are handled only by or through the Chair of the Local Arrangements Committee. The Local Arrangements Committee reviews the meeting

rooms, sleeping rooms, and other facilities for the estimated attendance and supplies the Program Chair information on the location and capacity of meeting rooms of the headquarters hotel. Notes of previous LAC committees are obtained to assist the new Local Arrangements Committee. This committee is responsible for a smooth operation during the annual meeting. Success of future meetings will depend on continued dedicated services of members on the Local Arrangements Committee.

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

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: W3(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; and (k) Outstanding Undergraduate Research 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 Articles III (Section 5) and IV of 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 and Weed Technology 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 award recipients from the annual Photo Contest.
12. Select and recommend recipients of the Outstanding undergraduate Research Award.
13. 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 and Weed Technology 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 though 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.

14. 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.
15. 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.
16. 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 banquet and award presentations shall request names and addresses of six 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 Banquet Program pertaining to the award winner's category and associated biographical sketch. This is facilitated as the Banquet Program is formulated by the Awards Chair and the appropriate information can be copied from it into a release accompanied by an informational letter from the Chair.

17. Adhere to the following guides concerning Teacher, Extension, Research, Early Career Weed Scientist, 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.
18. 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.
19. Not recommend Fellow, Honorary Member, 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.
20. Consult with the Director of Publications on the awarding of plaques to retiring associate journal editors who have served at least 2 ½ years.
21. Members of the Board of Directors are eligible to serve as Chairs of parent or subcommittees.
22. Prepare annual report summarizing the activities of the committee and all subcommittees.

W4 Biology of Weeds Committee

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

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 six other members, one appointed annually from each Member Society. Members will be nominated and ranked by the Board of Directors. The President will appoint each member, based on the Board of Directors' rankings (See Constitution, Article VIII, Election of Officers).
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, along with biographical sketches, for each elected officer or other members on the Board of Directors to be filled. Ballots will be prepared by the Executive Secretary and mailed to the membership, along with a special envelope for the ballot, no later than October 1. The results of the balloting shall be verified by at least three members of the Society and reported to the President by December 15. Candidates shall be informed of the results of the election by the President at least two weeks in advance of the first day of the annual meeting.
- 4.

W7 Strategic Planning Committee

The Strategic Planning Committee shall:

1. Consist of a Chair appointed to a three-year term, six other members with two appointed each year to serve a three-year term, plus two ex-officio members, i.e., the Past Presidents shall serve a two-year term starting during his/her tenure as Past President.
2. Develop and periodically revise the strategic plan for the Society. The plan should guide progress toward achieving the objectives of the Society and ultimately provide recognition of the contributions of weed science to agriculture and general social betterment
3. Evaluate suggestions and ideas received from the officers and members of the Society for new activities and services and for restructuring of ongoing activities and services to the Society.
4. Recommend to the President when periodic surveys should be conducted to determine research, education, and extension needs and priorities in the discipline of weed science.
5. Recommend to the Board of Directors new and ongoing areas, Society structure, and activities and/or services that need study by special committees to be appointed by the President.
6. Prepare a report of the committees' activities and recommendations to be presented to the Board of Directors at the annual meeting.

W8 History Committee

The History Committee shall:

1. Consist of a Chair appointed to a three-year term and six other members, each appointed to a five-year term. The committee members should represent the several member weed science organizations. A weed scientist at Iowa State University shall serve as ex-officio.
2. Gather information on the formative years of the various regional weed control conferences, predating the formation of the WSSA.
3. Keep abreast annually of major historical developments concerning WSSA.
4. Act as a committee to assess and preserve items of historical interest concerning mankind's age-old struggle against weeds.
5. Assure preservation of records obtained or generated by this committee by forwarding originals or copies to the WSSA archives located in the Library, Iowa State University.
6. Prepare, encourage and promote the publication of stories, biographical profiles, anecdotes, and papers of historical interest in the WSSA Newsletter, Weed Technology, and Weed Science, as appropriate.

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. Prepare letters of condolence for the President's signature to be sent to the bereaved families.
4. 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. Determine publication needs and assign priorities for the preparation of new publications as well as updating of reprinting outdated or out-of-print state, regional and federal bulletins, or brochures to help meet extension needs. Develop recommendations for satisfying those needs.

W12 Placement Committee

The Placement Committee shall:

1. Consist of a Chair appointed to a five-year term and a member from each Member Society, each appointed to a five-year term.
2. Collect information on positions available and positions desired and send to the Editor of the WSSA Newsletter for each issue.
3. Answer inquiries and assist individuals in placement matters.

4. With the assistance of the Local Arrangements Committee, establish a Placement Service at the annual Society meeting.
5. Work with Member Societies and assist them in their Placement Service activities at their annual meetings.

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.

W17 Integrated Weed Management Committee

The Integrated Weed Management Committee shall:

1. Consist of a Chair appointed to a three-year term and eight other members, with two appointed each year to a four-year term. The Chair shall be selected from within the Committee.
2. Raise awareness of integrated programs in weed management and stress interdisciplinary approaches.
3. Provide a forum for scientific and educational exchange on integrated programs.
4. Contact members and nonmembers of WSSA to identify persons working on integrated weed management systems.
5. Maintain liaison with other WSSA committees and the Board of Directors as appropriate.

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.

W20 Sustainable Agriculture Committee

The Sustainable Agriculture Committee shall:

1. Consist of two (2) co-chairs with one from industry and one from academy; and twelve (12) regular members, including representation from the regional weed science societies. Co-chairs and members will be appointed to three-year terms.
2. Organize appropriate symposia for the national meeting.
3. Partner with other scientific societies or organizations to present symposia on weed management.
4. Develop core materials (slides, video, etc.) for presentation of WSSA concerns and relationships to principles of sustainable development.
5. Develop an article describing WSSA relationship to sustainability for distribution to organizations, media, etc.
6. Develop a list of possible outreach opportunities for weed scientists or WSSA to interact with sustainability issues.

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. No other complimentary registrations will be honored except for Original Honorary Members.

Disposition of Papers Presented by Guest Speakers:

Papers presented at meetings of the Society by general session speakers may be published in *Weed Science* or *Weed Technology* 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* or *Weed Technology*, 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 Symposia Expenses:

Guidelines for symposia expenses are in *Weed Science* 36:260-261. 1988. These guidelines include disposition of WSSA funds for symposia expenses.

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”.

Local Arrangements:

All matters pertaining to the headquarters hotel and arrangements for all facilities, equipment, supplies, and services shall be handled only by the Local Arrangements Committee Chair. All Society officers or members, as well as hotel personnel, having business of this nature in connection with the annual meeting, shall handle it through the Local Arrangements Committee Chair.

Committee Appointments:

An individual may be appointed as a member of more than one Committee or Special Committee.

Member Conferences:

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 four original members [Western Weed Control Conference (now Western Society of Weed Science - - 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 (now 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.

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.

