

WEED SCIENCE SOCIETY OF AMERICA

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***Manual of Operating Procedures***

*April 2021*

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## **Mission Statement**

The Weed Science Society of America, a non-profit professional society, promotes research, education, and extension outreach activities related to weeds; provides science-based information to the public and policy makers; and fosters awareness of weeds and their impacts on managed and natural ecosystems.

## **1. OFFICERS OF THE WEED SCIENCE SOCIETY OF AMERICA (WSSA)**

### **1.1 Board of Directors**

The Board of Directors (Constitution Article VII Sec 1) 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. Review annual reports from standing committees prior to annual Board meeting to expedite the agenda.

### **1.2 President**

The President shall:

1. Cause the spirit of the Constitution and the decisions of the Board of Directors to be carried out.
2. Present the goals or objectives of his/her administration at the annual business meeting and initial Board meeting.
3. Prepare an agenda for annual and summer meetings of the Board of Directors and preside at such meetings. Prepare agendas for these meetings and submit information to the Board of Directors in advance of the meetings so that issues can be properly considered.
4. Consult and work closely with Program Committee Chair and Local Arrangements Committee Chair on plans for next annual meetings.
5. Work closely with the Executive Secretary.
6. With approval of the Board of Directors, appoint the Director of Publications, the Executive Director of Science Policy, the WSSA-EPA Liaison, and the WSSA-NIFA Fellow, as needed.
7. With approval of the Board of Directors, appoint as needed the Editor of *Weed Science*, the Editor of *Weed Technology*, the Editor of *Invasive Plant Science and Management (IPSM)*, the Editor of the *WSSA Newsletter* and the Web Site Content Manager upon recommendation of the Director of Publications.
8. Appoint Special Committees and WSSA liaison representatives to organizations with which WSSA maintains liaison, as necessary, to carry out Society business.
9. Maintain close liaison with the Chairs of all committees to encourage and assist in their efforts.
10. Keep the Board of Directors and Society members advised on significant activities of the Society and solicit their suggestions.
11. Maintain contact or communication with other organizations with related interests and objectives.

12. Work closely with the Science Policy Committee and WSSA-EPA Liaison on key issues for Weed Science.
13. Prepare an agenda and preside at the annual Society Business meeting.
14. In conjunction with the Board of Directors, conduct an annual performance review of the Executive Secretary and management service at the annual meeting, and inform the Executive Secretary of his/her performance evaluation.
15. In conjunction with the chair of the Science Policy Committee (see 4.3.4.h) and the Board of Directors, conduct an annual performance review of the Executive Director of Science Policy (DSP) at the annual meeting, and inform the DSP of his/her performance evaluation.

### **1.2.1 Timeline of President's responsibilities:**

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

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

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

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

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

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

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

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

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

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

#### **General Calendar:**

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

### **1.3 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.
3. Meet with Program Committee and out-going Program Chair at Annual Meeting to review duties and responsibilities.
4. Attend many different sessions at Annual Meeting to guide planning for the next Annual Meeting.
5. Assure that members of the Program Committee (Sectional Program Chairs and Vice-Chairs) have been selected and that they understand their responsibilities in developing the program. Assign duties and delegate authority to members of the Program Committee.

6. Solicit proposals for symposia and workshops.
7. Issue a call for papers in coordination with the Executive Secretary, giving instructions to authors regarding titles and abstracts of papers and including a list of Sections and Sectional program Chairs.
8. Develop the program format to include the general session (including invited speakers), sectional programs, special sessions, society business meeting, sectional business meetings, and committee meetings.
9. Keep the Board of Directors, members of the Program and Local Arrangements advised on all activities of the Program Committee and continuously solicit their suggestions on matters pertaining to the program.
10. Perform other duties delegated by the President or the Board of Directors.

### **1.3.1 Timeline of President-elect's responsibilities:**

#### **Prior to Installation:**

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

#### **During Annual Meeting:**

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

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

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

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

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

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

1. At the summer board meeting finalize symposia topics and provide general outline of the annual meeting.
2. Following the summer board meeting, confer with the Executive Secretary for the development of the registration brochure and meeting sections of the website. All arrangements should be finalized by mid-August.

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

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

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

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

prepared. Handle all matters relating to the headquarters hotel through the Meeting Manager.

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

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

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

1. Check with Meeting Manager on equipment, registration, arrangements, tickets, rooms for nonmember general session speakers, arrangements for displays, and related details.
2. Confirm with Local Arrangements Committee Chair/Meeting Manager that arrangements have been made for such matters as projectors, projectionists, and sound equipment.
3. In January, begin preparing draft of first Presidential message for Newsletter (deadline is about February 15).

**1.4 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. Survey membership on annual meeting and other questions relevant to WSSA.
3. Review all committee reports for the two most recent years in order to evaluate the level of committee activities and their current/continuing need.
4. Review Duties and Charges of all committees and modify if necessary, after consultation with committee Chairs and with Board of Directors' approval.
5. Update and publish Committee List.
  - a. Review present Committee List and determine number of expired terms.
  - b. Request volunteers to serve on Committees in the fall.
  - c. Work with committee chairs to update new committee list prior to the annual meeting and provide a final committee list to the Executive Secretary by April 1 for posting on the Society website.
6. Serve as Vice-Chair of the Program Committee.
  - a. Prepare a report for the next year's program to be presented in the WSSA Summer Board Meeting.
  - b. In consultation with the President and the Board of Directors, appoint the Local Arrangements Committee Chair for the meeting to take place for which the Vice-President will be program chair
  - c. During annual meeting when transitioning to 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 the Board of Directors to review what worked and what changes are needed for the next meeting.
7. Perform other duties delegated by the President, President-Elect, or the Board of Directors.

**1.4.1 Timeline of Vice-president's responsibilities**

**During Annual Meeting:**

1. Make observations to guide planning for the next Annual Meeting.
2. Meet with Program Committee to begin planning for the next Annual Meeting.
3. Attend committee meetings to evaluate committee function and need.

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

1. Survey membership regarding the recent Annual Meeting and other pertinent topics.
2. Review committee reports for previous two years.



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

1. Summarize survey results for discussion with Board of Directors
2. Update committee membership lists for posting on the WSSA website.
3. Request volunteers to fill openings on committees.

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

1. Prepare report on the Annual Meeting Program for which the Vice-President will be Program Chair for the summer Board meeting.
2. Appoint the Local Arrangements Chair for the Annual Meeting for which the Vice-President will be Program Chair.
3. Update committee membership lists for posting on WSSA website.
- 4.

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

1. Assist Program chair as needed with program planning.

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

1. Develop additional details for next Annual Meeting Program to present at the Board Meeting
2. Communicate with Section Chairs to ensure that Section meetings are held and vice-chairs are elected.

**1.5 Past-President**

The Past-President shall:

1. Serve as Chair of the Nominating Committee (see WSSA Constitution, Article VIII, and 4.27 and 4.27.1).
2. After receiving election results from the Executive Secretary, notify all candidates of the results and report the results at the next annual Business Meeting
3. Serve as an experienced advisor to the Board of Directors for the year following the Presidential term.

**1.5.1 Timeline of Past-President responsibilities**

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

1. Convene nominating committee to identify candidates.

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

1. Finalize list of candidates for voting.

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

1. Conduct election for new candidates

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

1. Contact all candidates regarding the outcome of the election.

**1.6 Secretary**

The Secretary shall:

1. Serve for a term of three years.
2. Prepare and distribute minutes of all meetings of the Board of Directors. Minutes should be distributed to the Board of Directors within one month after the meetings. Following Board approval of the minutes they should be submitted to the Web Content Manager for publication on the Society Website.
3. Record minutes related to electronic voting, including each electronic motion, discussion, and vote in the same manner as votes taken at a regular meeting of the Board. Present a copy of Society business conducted by electronic voting at the beginning of each regular summer and annual meeting of the Board (see 5.1.3).

4. Prepare and present minutes of the General Business meeting of the Society. Following approval of the minutes they should be submitted to the Web Content Manger for publication on the Society Website.
5. Maintain an up-to-date list of the members of the Board of Directors.
6. 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.
7. Perform other duties as delegated by the President or the Board of Directors.

### **1.7 Treasurer**

The Treasurer shall:

1. Serve as Chair of the Finance Committee for a term of three years.
2. Work with the Committee to develop long-range financial programs, subject to the approval of the Board of Directors.
3. 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.
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.
6. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

### **1.8 Director of Publications**

The WSSA Director of Publications shall:

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

### **1.9 Chair, Constitution and Operating Procedures**

The Chair of the Constitution and Operating Procedures shall:

1. Be appointed by the Board of Directors to a three-year, renewable term (WSSA Constitution, Article VI, Section 2).
2. Serve as chair of the Constitution and Operating Procedures Committee and with the committee propose desirable updates or revisions to the Constitution and the Manual of Operating Procedures.

3. Ensure that current copies of the Constitution and Manual of Operating Procedures are available on <http://wssa.net>.
4. Provide each new officer or committee chair with a copy of the Manual of Operating Procedures and highlight their responsibilities.
5. Serve as the Board of Directors liaison to committees as assigned by the President-Elect.

#### **1.10 Member(s)-at-large**

Each member-at-large shall:

1. Be elected by members of the society to a four-year, non-renewable term (WSSA Constitution, Article VI, Sections 1 and 3).
2. Represent the needs of all society members in discussions of the Board of Directors.
3. Chair special committees or working groups as assigned by the President.
4. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

#### **1.11 Graduate Student Organization President**

The Graduate Student Organization President shall:

1. Be elected to a one-year term by members of the WSSA Graduate Student Organization (see Appendix: WSSA GSO Constitution and Operating Procedures).
2. Attend summer and Annual Meeting Board of Director meetings.
3. Promote the involvement of graduate students in the WSSA by:
  - a. Soliciting input from students and representing needs of graduate student members in discussions of the Board of Directors.
  - b. Communicating information from the Board of Directors to student members.
4. Serve as an ex-officio member on the Public Awareness Committee and the Professional Development and Membership committee (see 4.11 and 4.15).

#### **1.12 Aquatic Plant Management Society Representative**

The APMS representative shall:

1. Be appointed by the Aquatic Plant Management Society President to serve renewable 3-year terms.
2. Serve on the WSSA Board of Directors and represent the interest of APMS at WSSA meetings and functions.
3. Keep the APMS informed of WSSA activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in WSSA activities as deemed appropriate.
5. Promote good will between the APMS and WSSA.
6. Encourage WSSA members to join the APMS as opportunity and appropriate occasions arise.
7. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

#### **1.13 Canadian Weed Science Society Representative**

The CWSS Representative shall:

1. Serve a three year term on the WSSA Board of Directors and represent the interests of CWSS at WSSA meetings and functions. This individual is the CWSS 2<sup>nd</sup> Vice-President upon initial appointment and will occupy the position of President in their third year.
2. Keep the CWSS informed of WSSA activities of interest to the membership of CWSS.
3. Recommend members from the CWSS for participation in WSSA activities as deemed appropriate.
4. Promote good will between the CWSS and WSSA.
5. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

#### **1.14 North Central Weed Science Society Representative**

The NCWSS Representative shall:

1. Serve on the Board of Directors of the WSSA. Term of office will be for three years and will begin with the first WSSA Board of Directors meeting during their annual meeting following his/her election in the NCWSS.

2. Attend all meetings of the WSSA Board of Directors and act as liaison between NCWSS and WSSA.
3. Keep WSSA informed of all activities and actions of NCWSS and keep NCWSS informed of all activities and actions of WSSA.
4. If unable to attend a WSSA Board of Directors meeting, consult with the President to appoint an alternate for that meeting.
5. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.
6. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

#### **1.15 Northeastern Weed Science Society Representative**

1. Be responsible for coordinating the activities and projects of the NEWSS with the other Regional Societies and the WSSA.
2. Attend the Annual Meetings of the WSSA Board of Directors which are held at the same time as the WSSA Annual Meeting. At these Meetings, the Representative is expected to express the wishes and sentiments of the NEWSS and present a written report of recent activities, new Officers, Committee members, next meeting site and date, etc.
3. Prepare written reports for the Executive Committee of the NEWSS concerning the policies, activities, Officers, Committee appointments, future meeting sites, etc., of the Regional Societies and WSSA.
4. Report on vacancies in the elected positions in WSSA and develop a list in cooperation with the Executive Committee, of qualified individuals from NEWSS for consideration by the NEWSS Representative on the WSSA Nominating Committee.
5. Keep a file of WSSA Executive Committee and Board of Directors minutes.
6. Encourage or recommend NEWSS members to fill vacancies or positions on WSSA Committees.
7. Serve as a source of information regarding issues related to Weed Science on a Regional basis. A written report on these activities will be provided at the Annual Business Meeting. Periodic reports, either verbal or written, will be provided at regular meetings of the Executive Committee.
8. Identify members who can provide objective, scientific, and unbiased information to serve the legislative and regulatory process. Note that contributing members will act as individual experts and will not represent NEWSS.
9. Serve as NEWSS Representative to the WSSA Washington Liaison Committee. Maintain regular contact with the WSSA Executive Director of Science Policy (DSP) and provide updates to the NEWSS EC. Participate in reviews and selection of the WSSA DSP.
10. The term of the WSSA Representative is three years.
11. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

#### **1.16 Southern Weed Science Society Representative**

The SWSS Representative shall:

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

- d. The representative to WSSA should take the initiative in the exchange of educational materials between SWSS, the other regional societies, and WSSA.
4. Maintain a WSSA Representative file and email reports and other pertinent correspondence to successor at the end of the final 3-year term.
5. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

### **1.17 Western Society of Weed Science Representative**

The WSSS Representative:

1. Serves on the Board of Directors of the WSSS and the Weed Science Society of America. The Representative is appointed by the President of WSSS and serves a three-year term as prescribed by the By-Laws of WSSS.
2. Attends all meetings of the WSSS and WSSA Board of Directors and acts as liaison between WSSS and WSSA.
3. Keeps WSSA informed of all activities and actions of WSSS and, in turn, keeps WSSS informed of all activities and actions of WSSA.
4. Reports to the President of WSSS all WSSA activities as they occur, so that the President is informed of current developments.
5. Prepares a written report to be presented to the WSSS Board of Directors meetings, WSSS Business Meeting and to be printed in WSSS Proceedings.
6. Prepares a written report to be presented to the WSSA Board of Directors meetings.
7. Fully informs the next WSSA Representative of WSSA format of procedures and transmits all files and information relative to the office.
8. Communicates with the Legislative committee as the contact person on the WSSS Board of Directors.
9. Serve as Board of Directors liaison to committees as assigned by the President-Elect.

### **1.18 Executive Director of Science Policy**

#### **POSITION PURPOSE**

The primary purpose of this position is to provide leadership and direction for national and regional weed science research, education, and extension activities, as well as policies and regulations in Washington, DC which are relevant to the societies. This position shall represent the needs of the six cooperating weed science societies (WSSA, APMS, NCWSS, NEWSS, SWSS, and WSSS) to perform activities that are important to the mission of the societies.

**REPORT TO:** The Science Policy Committee Chair

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Pursue and follow the guidance of the Science Policy Committee, comprised of the WSSA Past President, President, President-elect, Vice President and Science Policy Committee (SPC) Chair, within the guidelines of the WSSA Code of Conduct and Conflict of Interest policies.
2. Lead and represent the positions of the weed science societies in consultation with the WSSA Board of Directors, SPC and other relevant committees.
3. Provide written quarterly activity reports to the president of each of the cooperating national and regional weed science societies and to the SPC.
4. Initiate and lead quarterly conference calls with the SPC, and additional calls when necessary.
5. Provide reports to the societies' newsletter editors for distribution to their membership and additional update reports when the need arises. These reports will also be suitable for electronic distribution.
6. Coordinate and lead the selection process for the WSSA-EPA Liaison, WSSA-NIFA Fellow, and the WSSA representative for the USDA-APHIS Technical Advisory Group for the Biological Control Agents of Weeds.
7. Coordinate and manage the Weed Science Policy Fellows Program. The fellowships are designed to assist the EDSP while providing the fellows with a short-term, robust experience dealing with a broad array of weed science policy initiatives.
8. Create, conduct, and analyze data from the annual National Survey for the Most Common and

Troublesome Weeds.

#### GENERAL DUTIES AND RESPONSIBILITIES

1. Make the expertise of the national and regional weed science societies known and readily available to Congress, Federal Agencies, non-governmental organizations (NGO's), and other scientific societies.
2. Lead and coordinate comments on specific science, regulatory, and policy issues that are of concern to the societies or where the societies have specific competencies.
3. Pursue, promote, or improve initiatives of the national and regional weed science societies as a group, or as individual societies.
4. Provide weed science policy leadership in drafting and reviewing analytical statements and position papers on behalf of the societies or other stakeholder groups.
5. Attend, participate and prepare presentations for delivery at national and regional weed science society annual board and committee meetings as requested by the president of each society.
6. Represent the weed science societies in coalitions, NGO's and other stakeholder groups to report on and or present weed science topics.
7. Coordinate the nomination of members on behalf of WSSA to a wide range of Federal advisory committees and boards.
8. Plan and coordinate National Invasive Species Awareness Weeks (NISAWs) and participate in meetings of the National Invasive Species Council (NISC) and the Federal Interagency Committee for the Management of Noxious and Exotic Weeds (FICMNEW), and other initiatives on invasive and noxious weeds.
9. Serve as a permanent member of the following WSSA Committees in an ex-officio role: 1. Science Policy (E2), 2. Public Awareness (E13), 3. Herbicide Resistance Education (E12b), 4. Research Priorities (E6), 5. Noxious and Invasive Weeds and Biocontrol (E4), and 6. Website (E14).
10. Provide reports to specific committees of the WSSA and the cooperating weed science societies as appropriate and work with the committees on specific issues as needs arise.

#### QUALIFICATIONS

1. Graduate degree in weed science, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.
2. Ten years of specialized experience directly related to the work of this position that has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position. Specialized experience includes experience working for a member of Congress, a Federal Agency office of congressional relations or an NGO's government relations or public affairs. Experience refers to paid and unpaid experience, including volunteer work.

#### **1.19 Executive Secretary (ex-officio)**

The Executive Secretary will provide:

1. A full service membership and subscription business office staffed with trained personnel and equipped with the latest in business office products. Service also includes a conference room available to society officers.
2. Access to the business office via regular telephone, fax, internet, and mail service.
3. Assist in all aspects of planning. Major emphasis is directed towards project development and strategic planning.
4. Check writing services are available through the Executive Secretary and must be reviewed and approved by the WSSA Treasurer on a monthly basis. Checks payable to IMI will be signed by the WSSA Treasurer or other appropriate WSSA officer.
5. Prepare annual budget and monitor it throughout the budget year. Provide monthly reports detailing budget status to Treasurer and Board of Directors. Implement budget changes as directed.
6. Provide monthly detailed financial statements to Treasurer and summary financial statements to Board of Directors (described in Exhibit A.3).
7. Provide grant administration and reporting services for grants awarded to the WSSA.
8. Provide Human Resource Management services for WSSA employees (payroll, tax, retirement, and insurance needs).

9. Oversee the WSSA member renewal program.
10. Prepare annual report and assist with research and preparation of other reports as requested.
11. Provide coordination assistance in the form of preparing and monitoring project timeliness. Maintain a WSSA calendar of events and officer/committee scheduling calendar.
12. 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.
13. Provide an electronic membership directory on an annual (or biannual if requested) basis.
14. Provide hard copy archive services. Electronic archiving is available for WSSA officer correspondence and reports. Archive inventory will be available as needed.
15. The Board of Directors manages details on salary and length of contract.

## **2. LIAISONS**

All subject matter experts, liaisons and representatives shall be a member of the Weed Science Society of America.

### **2.1 WSSA-EPA Liaison**

#### **Responsibilities**

The WSSA-EPA Liaison shall:

1. Facilitate a close working relationship between the weed science community and the US EPA Office of Pesticide Programs (OPP) and assist OPP by providing scientific information and expertise relevant to OPP's questions on crop and noncrop weed control challenges that directly affect the weed management practitioner.
2. Travel to Washington DC approximately every 4 to 8 weeks to interact with EPA staff within the OPP. During these visits, provide input on a wide range of topics such as current weed management practices and needs, formulations and application technology, the practicality of label mitigations for herbicide use, herbicide resistance management, new herbicide research, herbicide stewardship, nonchemical weed management, weed biology, weed ecosystems and invasive plant management.
3. Identify, after consultation with EPA OPP and in cooperation with the WSSA-EPA Liaison Advisory Committee, weed science expertise to assist with providing requested information to the OPP and with organizing educational opportunities for OPP staff such as seminars, field tours, and meetings.
4. Advance the weed science community's understanding of EPA regulations and procedures through presentations at annual meetings, quarterly conference calls with the WSSA-EPA Liaison Advisory Committee, and quarterly reports submitted for the WSSA Board of Directors. The quarterly reports will be made available and archived on the WSSA website.
5. Serve as a member of the Science Policy Committee (E2) and Herbicide Resistance Education Committee (E12b) (see 4.3 and 4.10).

#### **Term of Appointment**

With approval of the Board of Directors, the WSSA President will appoint the WSSA-EPA Liaison. The term of appointment for the WSSA-EPA Liaison is three years with an additional year (4 total years) to mentor a new liaison. With support from the WSSA Board of Directors and our US EPA partners, the WSSA-EPA Liaison may serve up to two consecutive terms. Once the liaison's term is completed, they are expected to help mentor the new liaison by participation on the WSSA-EPA Liaison Advisory Committee.

#### **EPA Liaison Advisory Committee**

The EPA Liaison Advisory Committee composed of the WSSA President, Vice-President, President-Elect, Past-President, Science Policy Committee Chair, Executive Director of Science Policy, and the previous WSSA-EPA Liaison's will provide guidance and advice to the liaison.

### **2.2 WSSA-NIFA FELLOW**

#### **Responsibilities**

The WSSA-NIFA Fellow shall:

1. Serve as a weed science resource and subject matter expert to USDA-NIFA and act as a liaison between WSSA and USDA-NIFA.
2. Become familiar with USDA-NIFA policies, procedures, staff, and staff responsibilities and develop a basic understanding of how USDA-NIFA funding priorities are established and grants awarded.
3. Travel to USDA-NIFA headquarters in Kansas City, MO approximately once every 6-8 weeks and to Washington, DC as needed to interact and work with USDA-NIFA staff.
4. Provide input to USDA-NIFA program leaders on a wide range of topics such as current weed management practices, herbicide resistance management, weed biology and ecology, invasive plants, the role of weed control in land management and the potential for new weed management technologies.
5. Enhance USDA-NIFA's understanding of weed science and help connect NIFA staff with appropriate WSSA committees and members to leverage their expertise.
6. Advance the weed science community's understanding of USDA-NIFA programs and opportunities through presentations at annual meetings, quarterly conference calls with the WSSA-NIFA Fellow Advisory Committee, and through quarterly reports submitted to the WSSA Board of Directors. Quarterly reports will be made available and archived on the WSSA website.

Serve as an ex officio member on the Research Priorities (E6), Noxious and Invasive Weeds and Biocontrol (E4), and Science Policy Committees (E2) (see 4.3, 4.4, and 4.5).

#### **Term of Appointment**

With approval of the Board of Directors, the WSSA President will appoint the WSSA-NIFA Fellow. The term of appointment for the WSSA-NIFA Fellow is three years with an additional year (4 total years) to mentor the new Fellow. With support from the WSSA Board, the WSSA-NIFA Fellow may serve up to two consecutive terms. Once the liaison's term is completed, they are expected help mentor the new Fellow by participation on the WSSA-NIFA Fellow Advisory Committee.

#### **NIFA Fellow Advisory Committee**

The NIFA Fellow Advisory Committee composed of the WSSA President, Vice-President, President-Elect, Past-President, Science Policy Committee Chair, Research Priorities Committee Chair and Executive Director of Science Policy, and previous WSSA-NIFA Fellow's will provide guidance and advice to the Fellow.

### **2.3 Liaisons to organizations with interests that overlap those of the WSSA**

#### **2.3.1 CAST representative**

1. The CAST representative shall be selected by the WSSA Board of Directors for a three-year term and shall begin attending the CAST meetings immediately following his/her election.
2. Attend all meetings of the CAST Board of Directors. Represent the views and concerns of the WSSA membership to the CAST Board of Directors and recommend WSSA members that can provide technical assistance in the preparation of CAST Reports.
3. Provide annual reports to the WSSA Board of Directors on CAST activities and actions and coordinate a CAST display at the WSSA Annual Meeting.
4. When the term of service is completed, mentor the incoming CAST representative.

#### **2.3.2 APHIS TAG representative**

1. The APHIS TAG representative shall be selected by the WSSA Board of Directors for a three-year term.
2. Represent the interests of the WSSA on the USDA-APHIS's Technical Advisory Group for Biological Control Agents of Weeds (TAG) by participating in quarterly conference calls and an annual in-person meeting.
3. Serve as an ex officio member on the Noxious and Invasive Weeds and Biocontrol Committee (see 4.4)



### **3. PUBLICATIONS**

#### **3.1 Director of Publications**

(See 1.8)

#### **3.2 Journal Editors**

The overall role of the Editor is that of vision, direction, and counsel. Editors will be approved by the WSSA BOD and notified by the WSSA President upon recommendation from the Director of Publications for *Weed Science*, *Weed Technology*, and *Invasive Plant Science and Management (IPSM)*.

##### **3.2.1 Duties of Journal Editors**

The duties of Journal Editors are to:

1. Initiate 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.
2. Assure that manuscripts contributed to *Weed Science*, *Weed Technology*, or *IPSM* are reviewed and edited promptly. The general procedures shall be:
  - a. Receive notification of manuscript submission from the online submission, tracking, and review system (Peer Track).
  - b. Assign manuscripts to Associate Editors for review and recommendation; provide the Managing Editor with name of Associate Editor and list of potential reviewers; keep track of the general progress of the manuscripts and make appropriate reminders to Associate Editors when manuscripts are overdue.
  - c. Review papers when returned by Associate Editors; consider recommendations of reviewers and Associate Editors; advise authors of disposition of papers.
  - d. Ensure that all appropriate information concerning manuscript review is logged in the Peer Track database, and provide annual summary reports to the Director of Publications.
3. In consultation with the Managing Editor and the Copy Editor, determine style format of each Journal.
4. Approve the journal production schedule prepared by the Account Manager and the Managing Editor.
5. Recruit and recommend candidates to the Director of Publications for appointment as Associate Editors of *Weed Science*, *Weed Technology*, or *IPSM*.
6. Assign duties as appropriate to Associate Editors.
7. 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.
8. Serve as Chair of the *Weed Science* Editorial Committee (P2), *Weed Technology* Editorial Committee (P3), or *IPSM* Editorial Committee (P4).
9. Serve as ex-officio member of the Outstanding Paper in *Weed Science* Subcommittee, Outstanding paper in *Weed Technology* Subcommittee, or Outstanding Paper in *IPSM* of the Awards Committee.
10. Serve as an ex-officio member of the Publications Board
11. Serve a term of three years with eligibility for reappointment.
12. Waive journal page charges when an appropriate justification is received.
13. Recommend retiring Associate Editors to the Director of Publications for recognition by the Society with an appropriate plaque after a minimum of 2½ years of service.
14. Serve on the WSSA Outstanding Reviewer Award Subcommittee.

#### **3.3 Associate Editors**

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 number of Associate Editors on each journal's 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.

### **3.3.1 Duties of Associate Editors**

The duties of the Associate Editors are:

1. Apply 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.
2. Contribute suggestions for improvement on any aspect of the journal. The Associate Editors serve as members of the Editorial Board of the journal.
3. The process of manuscript review is:
  - a. 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.
  - b. The Associate Editor keeps track of dates by which manuscripts are expected to be returned by reviewers. Reviewers are required to produce their reports within a three week period. If delays occur, Peer Track sends reminder emails to reviewers but if excessive delays occur then the Associate Editor reminds the reviewer, preferably by phone, fax or E-mail, that the review is overdue.
  - c. The Associate Editor evaluates Reviewers comments. He/she may, under certain circumstances, seek the advice of an additional reviewer.
  - d. 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.
  - e. 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.
  - f. 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.
  - g. The Associate Editor indicates an appropriate deadline to the authors for corrections. A period of four weeks should be reasonable for most manuscripts. Note: Peer Track is set up to automatically set a due date for revisions of 45 days for Weed Science and 31 days for Weed Technology; this date is automatically inserted into the decision letter. If a delay occurs, the Associate Editor promptly reminds the authors that the revised version of their manuscript is overdue.
  - h. 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.
  - i. 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).
  - j. 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.

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

### **3.4 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 (see 4.13).

#### **3.4.1 Publications Board (P1)**

The Publications Board shall:

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

#### **3.4.2 Weed Science Editorial Committee (P2)**

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.

#### **3.4.3 Weed Technology Editorial Committee (P3)**

The *Weed Technology* Editorial Committee shall:

1. Consist of the Editor of *Weed Technology* as Chair, and the Associate Editors. 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 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.

#### **3.4.4 Invasive Plant Science and Management Editorial Committee (P4)**

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

1. Consist of the Editor of *IPSM* as Chair, and the Associate Editors. 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 procedures:
  - a. Reviewers will report to the assigned Associate Editor on the suitability of the papers for publication in *IPSM*.
  - b. Associate Editors of *IPSM* will review papers when received from reviewers, and send them to the authors with suggestions and recommendations.
  - c. After papers are returned by authors to the assigned Associate Editor, they will be forwarded with recommendations to the Editor of *IPSM* for final disposition.

#### **3.4.5 Herbicide Handbook Committee (P6)**

The *Herbicide Handbook* Committee shall:

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

### **3.5 Publisher**

The Publishing Manager responsibilities include:

1. Managing production, distribution, marketing, renewals, circulation, advertising, business management and accounting;
2. Monitoring the evolving models for subscriptions;
3. Increasing journal usage through online access;
4. Marketing to potential institutional subscribers;
5. Pursuing opportunities to include the journals in citable databases.
6. 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.

### **3.6 Managing Editor**

The Managing Editor is:

1. 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 electronic Printer.
2. Works in close collaboration with the Publisher and the Account Manager responsible for the production schedule of the journals.

#### **3.6.1 Managing Editor Duties**

The Managing Editor shall:

1. Provide oversight of the manuscript online submission, tracking, and review system (Peer Track); preparing accepted manuscripts for production; sending pdf proofs to authors and incorporating changes returned by the authors; putting the journal issue together; and checking page proofs and printed pages prior to publication.
2. The Managing Editor is involved in the following steps of the review process:
  - a. After a manuscript is submitted to Peer Track, the Managing Editor QC's the file to make sure it has been submitted correctly and the file hasn't been damaged during conversion to pdf. If there are problems, it is returned to the author with an email explaining the problem and how to fix it. If the manuscript looks OK, it is sent to the editor for assignment of an Associate Editor and potential reviewers or directly to the associate editor (if it is a revision).
  - b. After the Editor provides a prioritized list of potential reviewers, the Managing Editor contacts the first two reviewers on the list (via email through Peer Track). If a potential reviewer does not respond, he or she is sent up to two more emails at one-week intervals. If these scientists decline the review or do not respond after three attempts to contact them, the Managing Editor contacts those potential reviewers whose name appears further down the list until two reviewers have accepted.
  - c. 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.
  - d. 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.
  - e. Provide Outstanding Reviewer Award Subcommittee a printout showing the top ten reviewer scores by December 1 of each year.

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

The sequence of events involved in the processing of a manuscript from receipt to production of final proofs is as follows:

1. The author submits the manuscript to Peer Track. Detailed author instructions are available on Peer Track. Peer Track automatically assigns a manuscript number to all completed submissions.
2. The Managing Editor QC's the file to make sure it has been submitted correctly (double spaced, manuscript parts in order, references in alphabetical order, number of figures and tables match callouts, etc...) and the file hasn't been damaged during conversion to pdf. If there are problems, it is returned to the author with an email explaining the problem and how to fix it. If the manuscript looks OK, it is sent to the editor (step 3).
3. Upon receipt, the Editor examines the manuscript for appropriateness. He/she may choose to immediately return the manuscript to authors for reasons of content, style, etc.
4. If the manuscript is judged appropriate for review, the Editor selects an Associate Editor and collates a prioritized list of potential reviewers, according to the subject of the paper. As much as possible, the Editor tries to even the workload across all Associate Editors and reviewers. Peer Track automatically sends an email to the author confirming receipt of the manuscript.
5. The Managing Editor contacts the first two reviewers on the list (via email through Peer Track). If a potential reviewer does not respond, he or she is sent up to two more emails at one-week intervals. If these scientists decline the review or do not respond after three attempts to contact them, the Managing Editor contacts those potential reviewers whose names appear further down the list until two reviewers have accepted.
6. Peer Track automatically emails the reviewers with links to reviewer instructions and the manuscript for review.
7. Reviewers are required to complete their reviews within a three week period and submit them on Peer Track. Manuscript line numbers can be used to give detailed comments. Peer Track keeps track of dates by which evaluation reports are expected to be returned and automatically sends reminders when reviews are overdue (sent weekly until the review is received).

8. The Associate Editor evaluates the reviewers' comments. He/she may, under certain circumstances, seek the advice of an additional reviewer.
9. The Associate Editor submits a decision through Peer Track. At this time, a decision letter (which includes reviewer comments) is drafted, but not sent. If the manuscript is to be rejected, the Associate Editor indicates clearly why a rejection decision should be taken. If the Associate Editor comes to a favorable decision, conditional to either minor or major corrections, he/she will indicate the appropriate corrections that should be made to the manuscript in order for it to be considered for publication. The Associate Editor should also require the authors to comment on the corrections made to the manuscript, and ask that they provide a rebuttal for comments with which they disagree and that they choose to ignore in their revision.
10. If revisions are requested, the decision letter will be sent directly from the Associate Editor to the corresponding author (through Peer Track). The decision letter will include an appropriate deadline to the authors for corrections. If a delay occurs, the author is sent a reminder that the revised version of the manuscript is overdue. Up to three reminder emails are sent. If the author requests an extension, the Managing Editor extends the revision due date accordingly.
11. If the Associate Editor decides that the manuscript should be rejected or accepted without further revisions, the Editor reviews the Associate Editor's comments and the draft decision letter. If he disagrees with the Associate Editor's decision, he will modify the decision at this time. The decision letter is finalized and sent to the corresponding author. For accepted manuscripts, skip to step 17. If authors choose to resubmit rejected manuscripts after extensive revisions, the manuscript is submitted under a new number and must go through the entire review process again.
12. The author submits the revised manuscript to Peer Track.
13. The Managing Editor QC's the file and works with the authors to correct any problems in submission. If the manuscript looks OK, it is sent directly to the Associate Editor.
14. The Associate Editor reviews the revised draft of the manuscript in light of the reviewers' criticisms, instructions to authors, and any comments or rebuttal provided by the authors. In extreme cases, the Associate Editor may require that the revised draft be re-evaluated by one or more reviewer(s).
15. The Associate Editor submits a decision through Peer Track (repeat steps 9-11).
16. Steps 12-15 will be repeated until the manuscript is deemed acceptable.
17. When the revision is judged satisfactory and no further corrections are required from the authors, the Editor releases the manuscript to the Managing Editor for production.
18. The Managing Editor checks the manuscript for proper formatting; that cited tables and figures are included; and that tables and figures are not damaged. If anything is missing or damaged, the Managing Editor contacts the author for the missing or damaged material.
19. Once everything is accounted for, the manuscript is sent to the "check in" department at Cambridge University Press. The manuscript is logged in and put on a schedule. It is then sent on for copy editing, typesetting, and proofreading. A pdf of the accepted manuscript will be pre-published and available to members and others through individual library subscribers, if the author has selected this first option. Once the accepted manuscript pdf is edited and typeset, it will replace the original version on the web.
20. The Managing Editor receives a complete set of page proofs (both paper and pdf). Electronic pdf proofs are sent to the author by email, along with author instructions, the copyright release form, and a reprint order form. Once the manuscript is copyedited and typeset it will be pre-published and available to members and others through individual library subscribers, if the author has selected this second option.
21. The authors return their corrected page proofs to the Managing Editor who, in turn, transfers the corrections onto a master set of proofs.
22. The Managing Editor, in consultation with the Editor, orders the articles and makes up the issue. Articles are generally arranged by section and by acceptance date within each section. The Managing Editor page numbers the issue and develops the table of contents.
23. The Managing Editor routes the corrected page proofs to the Account Manager who oversees the correction process.

24. A set of corrected page proofs (with the author's and Editor's corrections incorporated) are checked for accuracy by the Managing Editor and Editor. Any late corrections can be made at this point.
25. The Managing Editor routes the final proofs to the Account Manager who sees that any late corrections are incorporated, and then sends the issue to press. If there are extensive additional corrections, the Managing Editor can request to see another set of corrected proofs before sending the issue to press.

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

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

### **3.9 WSSA Newsletter Editor**

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.

### **3.10 Herbicide Handbook editor**

The *Herbicide Handbook* editor shall:

1. Be appointed by the Board of Directors to chair the *Herbicide Handbook* committee (see 3.4.5).

### **3.11 New Publication Proposals**

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.

## **4. COMMITTEES (OTHER THAN PUBLICATION COMMITTEES)**

### **4.1 Committee Membership and Guidelines**

#### **4.1.1 Committee Membership**

1. Only members of the WSSA may serve as members of WSSA committees, other than the Local Arrangements Committee, unless such members shall be specifically appointed by the Executive Committee of the Board of Directors.
2. Each committee will consist of a minimum of a chair and four other members, each appointed to a renewable 3-year term. Chairs may serve for only two consecutive terms. Where possible, committee membership will reflect the diversity of society membership.
3. An individual may be appointed as a member of more than one Committee or Special Committee.
4. Members may volunteer for committee service through the website or by contacting the committee chair and Vice-President. New committee members are appointed annually.
5. 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.

#### **4.1.2 General Guidelines for Committees**

1. Board Liaison. Each committee is assigned a Board Liaison. It is the responsibility of the Board Liaison to contact the committee chairs on a regular basis to provide guidance and receive updates on committee progress. The liaison should also be invited to attend all committee meetings and conference calls.
2. Committee Chair. The Committee Chair is responsible to organize a meeting to be held during the Annual Meeting and/or regular conference calls and other activities to accomplish the purposes of the committee. S/he should provide regular communication with all committee members and the Board Liaison assigned to the committee. In addition, the Chair should provide a written report of committee accomplishments and needs one month prior to the Annual Meeting to be reviewed by the Board of Directors.
3. Committee descriptions. Committees should review the descriptions and responsibilities in the MOP annually. Where adjustments to the description in the MOP are appropriate to better accomplish the work of the committee and the WSSA, revisions may be recommended to the Board of Directors for consideration.

#### **4.1.3 Cautionary Procedures**

1. Because names of Board Members, Committee Chairs and Committee Members are posted on the WSSA website they may become targets of financial scams. Members must not respond to any requests for information related to payments or bank account information and must immediately refer those emails to the Executive Secretary and Treasurer so appropriate steps may be taken to protect the WSSA and its members.

### **4.2 Committee Definitions**

#### **4.2.1 Standing Committees**

Committees will be created by the Board of Directors to carry out WSSA Business. Members will be appointed under the direction of the President. Such committees may be discharged by a majority of the Board of Directors (see WSSA Constitution, Article IX, Section 1).

#### **4.2.2 Special Committees**

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 (see WSSA Constitution, Article IX, Section 2).

### **4.3 Science Policy Committee (E2)**

1. The Science Policy Committee shall consist of:
  - a. the Executive Director of Science Policy and a Chair appointed by the Board of Directors;



- b. the WSSA President, President-Elect (Board liaison) , Vice President, Past President, EPA Liaison, WSSA-NIFA Fellow, and CAST representative;
  - c. the President and one other member appointed from each contributing regional weed science society and APMS; and
  - d. up to four at-large members appointed by the Chair
2. The Board of Directors shall authorize an annual budget for the Science Policy Committee. Additional funding can be requested by the DSP and/or the Chair of the SPC.
  3. Help to facilitate communication between the Executive Director of Science Policy and the WSSA, APMS, and the regional weed science societies.
  4. Be the means by which the WSSA, APMS, and the regional weed science societies interact with the Executive Director of Science Policy. Their function will be to communicate to the Executive Director of Science Policy needs and tasks desired by the contributing societies and to respond to the Director's requests for information and materials needed to accomplish those tasks. To do this, the committee will:
    - a. Establish an annual list of work priorities for the Executive Director of Science Policy.
    - b. Provide policy and decision-making guidance to the DSP, as needed.
    - c. Take part in quarterly meetings facilitated via teleconference and an in-person meeting at the WSSA annual meeting with the Executive Director of Science Policy;
    - d. Provide and continually update a rapid response list of contacts (phone tree) for the Executive Director of Science Policy;
    - e. Help develop position papers, resolutions, reports, video, expertise, and other materials to the Executive Director of Science Policy; inform the Executive Director of Science Policy of the needs of WSSA in a timely fashion;
    - f. Rapidly respond to requests from the Executive Director of Science Policy for information and resource needs; and
    - g. Help develop a work plan for the Science Policy Committee.
    - h. Review yearly the accomplishments and performance of the Executive Director of Science Policy and make recommendations to the Board of Directors for the review of the Executive Director of Science Policy at the annual WSSA meeting.

#### **4.4 Noxious and Invasive Weeds and Biocontrol Committee (E4)**

The Noxious and Invasive Weeds and Biocontrol Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. The Executive Director of Science Policy, the WSSA-NIFA Fellow, and the WSSA-APHIS TAG representative serve as ex officio members of the committee. The Board liaison is Member-at-large 1.
2. Assimilate information on:
  - a. The introduction, establishment and spread of foreign weeds in North America
  - b. Established weeds that have taken on new significance
3. Review Federal legislation as it relates to weed science activities and make recommendations regarding changes in Federal weed laws.
4. Review drafts of laws for enactment by Congress and make recommendations for strengthening preventative weed technology.
5. Serve in an advisory capacity in the development of state noxious weed programs and regulations.
6. 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.
7. Keep members of WSSA informed regarding progress of biological weed control developments.
8. Develop effective liaison relationships with entomologist working in biological weed control.

#### **4.5 Research Priorities Committee (E6)**

The Research Priorities Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. The Board liaison is the WSSWS representative. The Executive Director of Science Policy and WSSA-NIFA Fellow serve as an ex-officio members.

2. Prepare and publish a list of weed science research priorities annually to provide to the Board of Directors and funding agencies.
3. Conduct special projects assigned by the President.
4. Communicate with WSSA members 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.

#### **4.6 Environmental Aspects of Weed Management Committee (E8)**

The Environmental Aspects of Weed Management Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. Members should reflect the diversity of society membership. Members must be involved professionally in environmental quality issues and should make an effort to attend all annual meetings of the Society and the committee. The Board liaison is Member-at-large 2.
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.

#### **4.7 Herbicides for Specialty Crops Committee (E10)**

The Herbicides for Minor Uses Committee shall:

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

#### **4.8 Weed Loss Committee (E11)**

The Weed Loss Committee shall:

1. Consist of a Chair and a minimum of four members, each appointed to a renewable three-year term. The Board Liaison is SWSS Representative.
2. Determine the yield and monetary loss from weed interference of crops grown in the United States and Canada.
  - a. Obtain the average yield for crops grown within states and/or provinces.
  - b. Establish the percent yield reduction caused by weeds of crops grown within each state or province.
  - c. Obtain a market value for each crop and determine the monetary loss due to weed interference.
  - d. Compile the monetary loss by state, province, region, and country.
  - e. Publish manuscripts in Weed Technology.
  - f. Update the manuscripts when relevant based on weed shifts, evolution of herbicide-resistant weeds, significant changes in crop production practices, and the introduction of new herbicide-tolerant hybrids/cultivars.

#### **4.9 Herbicide Resistant Plants Committee (E12a)**

The Herbicide Resistant Plants Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. The Board Liaison is Member-at-large 2.
2. Recommend research and education on the topic of herbicide resistance and resistance management in weeds. Provide leadership in research directions.

3. Serve as an information resource for scientists and practitioners in the areas of confirmation, identification, and management of herbicide resistant weeds.
4. Develop a list of scientists who will serve as corresponding members of this committee to aid in confirmation of the distribution of herbicide resistance.
5. Establish recommendations on herbicide resistance terminology, and methods for confirmation, prevention, and management of herbicide resistant weeds.

#### **4.10 Herbicide Resistance Education (E12b)**

The Herbicide Resistance Education Committee shall:

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

#### **4.11 Public Awareness Committee (E13)**

The Public Awareness committee shall:

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

#### **4.12 Website Committee (E14)**

The Website Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. Members are to be selected from industry, academia, and governmental weed science programs. Ideally there will be a member from each regional weed science society plus APMS and CWSS. Ex-officio members of the website committee include the Director of Publications, Public Awareness Committee, Executive Director of Science Policy, and Graduate Student Organization Social Media chair. The Board Liaison is Member-at-large 1.
2. The technical webmaster and the Website Content Manager will report to the Website committee. Requests for additions or changes to the WSSA website and all comments on the website should be sent to the Website Content Manager. The technical webmaster and content manager 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 changes to the WSSA website and present that report to the WSSA board in January of each year.
4. The Website Committee will periodically review the information and links on the Society website and inform the web content manager of errors and outdated information to be corrected.
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.

##### **4.12.1 Website Content Editor**

The Website Content Editor will ensure that the WSSA website provides members with up-to-date information about WSSA activities, and develop the WSSA website as a public resource for information about weeds and weed science.

1. Collect regular updates including: WSSA committee activities, regional society news, annual meeting information, and changes to the WSSA board and committee memberships.
2. Obtain authorization from the WSSA President or delegated person when necessary for non-routine or significant website content changes.
3. Write brief descriptions for posting to the WSSA website summarizing the content of more extensive posted items (such as the herbicide resistance educational modules).
4. Work as facilitator with various WSSA committee members to generate time-sensitive new web content, including press releases and news items, and to ensure that online reports of committee activity are regularly updated.
5. Work with the Web Manager to ensure that outdated website postings are removed and archived.
6. Work with the Web Manager, Cambridge University Press and the WSSA Director of Publications and WSSA journal editors to ensure that a) the interface between WSSA website and journal sites functions smoothly; b) links to journal pages are appropriately displayed on WSSA website; c) that new journal content is regularly showcased on the WSSA website.
7. Develop an Operating Manual/Calendar of Operations detailing routine website updates and procedures for future holders of the position.
8. The WSSA Website Content Manager will not update website content directly, but will actively assemble, vet and edit information for the Web Manager to upload.
9. The initial appointment will be one year, renewable by the WSSA Board of Directors for two-year terms based on performance and progress.

#### **4.13 Finance Committee (F2)**

The Finance Committee shall:

1. Consist of the Treasurer as Chair (and Board Liaison), who serves for a three-year term, the past-Treasurer, who serves for a three-year term, the Executive Secretary, and minimum of four other members, appointed for a renewable three-year term. Completion dates of terms should be staggered among committee members. The Chairs of Sustaining Membership and next year's Local Arrangement Committees shall serve as ex-officio members.
2. Analyze the financial situation of the Society and develop or revise, as needed, a long-range financial plan for sound and orderly growth of the Society.

3. Provide oversight of the finances of the Society. One member of the WSSA shall be appointed the Audit Chair for two years. The Audit Chair is recognized by the WSSA Board of Directors as a qualified auditor and will conduct an annual audit. The Audit Chair will also match monthly deposited checks to the appropriate monthly statements, and confirm that all expenditures were for WSSA-related activities. The current and past-treasurer cannot serve as the Audit Chair. The Finance Committee will contract with a Certified Public Accountant to conduct a review or an audit on a three year cycle (review in 2020, audit in 2023, review in 2026 . . .)
4. Develop recommendations for the budget, financial reserves, investments, and active, associate, and sustaining membership dues.
  - a. The WSSA fiscal year is December 1 to November 30. Committee reports are due December 15. The Board of Directors meets at the annual meetings in February and in the summer, typically in July.
  - b. Committees will submit all requests for funds to the Finance Committee by December 15 or June 1. The Chair of the Finance Committee will circulate these to the Finance Committee for comments.
  - c. The Finance Committee will meet with the Executive Secretary prior to the Board of Directors meeting at the annual meeting to review budget requests and make recommendations to the Board of Directors.
  - d. The Board of Directors or Executive Committee will act on the budget requests.
  - e. The Finance Committee will meet after the first WSSA Board of Directors meeting with the Executive Secretary and prepare a budget for presentation at the second Board of Directors meeting. The Board of Directors will act on the budget which will be retroactive to December 1 of the preceding year.
  - f. New Budget items developed in the second WSSA Board of Directors meeting each year are to be referred to the Finance Committee. The Finance Committee will develop recommendations on these items by correspondence and make its recommendations to the Executive Committee for action at the July meeting.
  - g. Requests submitted for consideration at the summer Board of Directors Committee meeting normally will not be funded until December 1.
  - h. All requests for funds should come with a budget, a complete description, and justification.
5. Recommend policies regarding meeting registration fees and membership dues.
6. Prepare a report of the committee's activities and recommendations to be presented to the Board of Directors at the annual meeting and the summer board meeting.

#### **4.14 Endowment Fund Committee (F3)**

The Endowment Fund Committee shall:

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

#### **4.15 Professional Development, Membership and Affiliation Committee (F4)**

The Professional Development Membership and Affiliation Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. The Chairs of the Sustaining Membership Committee, Public Awareness Committee, the President and Vice-President of the Graduate Student Organization, and the Executive Secretary shall serve as ex-officio members of the Committee. The Board Liaison is the WSSA Secretary.
2. Develop strategies to maintain or increase WSSA membership.

3. Keep the Board of Directors informed of the professional development needs and priorities of the membership within the broad discipline of weed science.
4. Provide WSSA membership with professional development activities and information designed to enhance the career and work/life experiences of weed scientists.
5. Administer, advertise, and coordinate the graduate student travel award to the WSSA annual meeting.
6. Administer, advertise, and coordinate the graduate student Travel Enrichment Experience.
7. Conduct special projects assigned by the President.

#### **4.16 Sustaining Membership Committee (F5)**

The Sustaining Membership Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. The Chair shall be an ex-officio member of the Professional Development and Finance Committees. The Treasurer and the Executive Secretary shall serve as ex-officio members. The Board Liaison is SWSS representative.
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.

#### **4.17.1 Terminology Committee – Herbicide Nomenclature (P22)**

The Herbicide Nomenclature Terminology Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. Appointments to subcommittees will be made as needed. The Herbicide Handbook Editor and Terminology Committee – Standardized Plant Names Chair shall be an ex-officio member. The Board Liaison is APMS representative.
2. Standardize and coordinate terminology in weed science including herbicide names, adjuvants, 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.

#### **4.17.2 Terminology Committee – Standardized Plant Names (P23)**

The Standardized Plant Names Terminology Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. Additional members will be appointed based upon the workload of the committee. Appointment of member representatives from various regional groups (NE, NC, S, W, and Canada) is encouraged, but not mandatory. Terminology Subcommittee – Herbicide Nomenclature Chair shall be an ex-officio member. The Board Liaison is an APMS

representative. Committee affiliates (e.g. USDA NRCS) input and cooperation will be paramount.

2. Standardize and coordinate botanical nomenclature including plant scientific and common names, species codes, and definitions for botanical terms related to the discipline of weed science.
3. Encourage uniformity and consistency in botanical nomenclature by:
  - a. Maintaining a list of WSSA-sanctioned scientific and common names and associated European and Plant Protection Organization (EPPO) Global Database (<https://gd.eppo.int/>) plant codes. The botanical nomenclature database will be published on the WSSA website.
  - b. Conduct periodic reviews of scientific and common names. Reference accepted nomenclature published by USDA Plants (<https://plants.usda.gov/>), which is the taxonomic authority for the Cambridge weeds journals, as indicated in instructions for authors (<https://www.cambridge.org/core/journals/weed-science/information/instructions-for-authors>). Common names may be maintained or adopted based upon cultural acceptance within WSSA, rather than adoption of the accepted nomenclature of other associations.
  - c. Communicate with WSSA members to gather information regarding geographic distributions of weed species as needed.
  - d. Conduct periodic reviews of other terms and concepts related to botanical nomenclature.

#### **4.18 Program Committee (W1)**

The Program Committee shall:

1. Consist of a Chair who is the President-Elect, the Vice-Chair who is the Vice-President, Sectional Chairs and Chair-Elects. The Local Arrangements Chair and Executive Secretary shall serve as ex-officio members. For additional duties of the President-Elect and the Vice-President, see their respective office.
2. Develop the program for the annual meeting of the Society within a budget of \$4,000 for half day and \$5,000 for full day symposiums and a total budget of \$20,000.
  - a. Solicit suggestions for symposia and workshops from the membership by placing a notice of request in the April Newsletter one year before the annual meeting for which the Program Committee is preparing.
  - b. Contact the Section Chairs for the previous meeting to obtain their records of past sectional meeting attendance, suggestions for symposia, name of sectional Chair-Elect, and recommendations for improvement of sectional program and meeting sessions.
  - c. Meet as a group during the annual conference and before the Thursday Board of Directors meeting to exchange and discuss ideas for the next year's program and to discuss and establish the deadline for submission of volunteered titles and abstracts.
  - d. Circulate by June 15th a list of proposed Symposia or Workshops with brief outline of each to the Board of Directors for their relative rankings and approval.
  - e. Notify organizers of approved Symposia or Workshops immediately following the summer board meeting so they can begin arrangements.
  - f. Organize, within individual sections, titles and authors of volunteered papers. A computer listing of titles and authors should be available for section chairs. Chairs are responsible for accuracy of the list and for arranging papers to fit time frames for each section meeting.
3. Sectional Program Chairs shall not issue invitations to potential speakers who are not members of WSSA without prior consultation with the Program Chair.
4. Each Sectional Program Chair shall include, in the program schedule to be submitted to the Chair of the Program Committee, a short business meeting to elect a new Chair-Elect who will become Sectional Chair following the next annual meeting. Results of the election will be reported in writing to the Chair of the Program Committee prior to departure from the site of the annual meeting.

##### **4.18.1 Duties of Section Chairs:**

1. During the WSSA meeting, they should attend section sessions and note audience size, procedures used in sessions, and note any particular problems.
2. Visit with members at meetings to get ideas for symposia.
3. Encourage individuals to prepare proposals for symposia.
4. 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.
5. Arrange papers in a logical sequence. Note that each half-day session can have a maximum of 15 papers (14 if a business meeting is included). Presentations are 15 minutes long. Usually, sessions run between 8:00 and noon and 1:00 and 5:00 p.m. A 15-minute mid-morning or mid-afternoon break in each half-day session must be included. If possible, schedule discussion periods at end of session. A business meeting must be scheduled to elect a new chair-elect. This would be a good time to discuss topics for possible symposia for the next WSSA meeting. Select moderator for each half-day session.
6. Section Chairs are responsible for supplying the laptops, preloaded with the presentations prior to the beginning of each session. Section chairs may serve as moderator for the sessions or select other individuals to serve as moderator – particularly if their section has multiple sessions. Section Chairs are responsible for selecting operators of projectors and lights for each session of their section. This takes two people for each half-day session.

#### **4.18.2 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

#### **4.19 Local Arrangements Committee (W2)**

1. A local arrangements committee chair is selected by the Vice-President at least one year before the meeting. The Board Liaison is the WSSA President-Elect.
2. Activities of the committee will be guided by the President, President-elect (Program Chair), and Executive Secretary.
3. The local arrangements committee will assist the Program Chair in obtaining projection equipment, inviting special guests (if needed), arranging local tours (if desired), and assisting with on-site meeting coordination.

#### **4.20 Awards Committee (W3)**

The Awards Committee shall:

1. Consist of a Chair, appointed for a renewable three-year term, and sixteen members, who shall each chair one subcommittee. The Board Liaison is Chair, Constitution and Operating Procedures. The subcommittees are:
  - 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 Paper in Invasive Plant Science and Management;



- h. Outstanding Graduate Student Award;
  - i. Early Career Outstanding Scientist;
  - j. Outstanding Industry Award;
  - k. Photo Contest;
  - l. John Jachetta Undergraduate Research Award;
  - m. Outstanding Reviewer Award;
  - n. Public Service Award
  - o. Excellence in Journalism Award
  - p. US-HRAC Herbicide Resistance Management Award
2. Subcommittees shall consist of a subcommittee chair and four members, each appointed to a renewable three-year term. Terms should be appointed so that not all subcommittee members complete their terms the same year. The five members will be selected so that each regional society (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.
  3. The subcommittee for the Outstanding Reviewer Awards (one for each journal) will consist of the editors of *Weed Science*, *Weed Technology*, and *Invasive Plant Science and Management*, and the WSSA Director of Publications.
  4. Members of the Board of Directors are eligible to serve as Chairs of the Awards committee or on one of its subcommittees.
  5. Members of subcommittees are not eligible to nominate for or receive the award for which their subcommittee is responsible.
  6. Prepare a report prior to the Annual Meeting summarizing the activities of the committee and all subcommittees.

#### **4.20.1 General Eligibility Criteria**

1. An individual may not a) receive more than one award in one year, nor b) repeat as an award recipient, for the following categories: Teacher, Extension, Research, Early Career Weed Scientist, Public Service Award, Graduate Student Award, and John Jachetta Undergraduate Research Award.
2. Individuals serving as President, Past President, President-Elect and Vice-President may not be recommended to receive the following awards during their term of office: Fellow, Public Service, Extension, Researcher, Teacher, and Young Weed Scientist. Members of the Presidential rotation are eligible for Outstanding Paper, Outstanding Reviewer, and Photography Awards.
3. The senior author of an Outstanding Paper will not be eligible to repeat as outstanding senior author within a three-year period.

#### **4.20.2 Criteria for Award Subcommittees**

1. Fellows and Honorary Members. Select and recommend Fellows and Honorary Members according to the criteria in the Constitution (see Article III, Section 5 and Article IV).
2. Outstanding Extension Award. Select and recommend a WSSA member who has demonstrated excellence in and made significant contributions to Weed Science Extension. Nominees must have been active in extension work 4 out of the past 5 years with a minimum of 75 percent of his/her extension work involved in weed science.
3. Outstanding Research Award. Select and recommend a WSSA member who has demonstrated creative and innovative research with significant impact on the scientific concepts or practices of weed science in both applied and basic Weed Science research.
4. Outstanding Teacher Award. Select and recommend a WSSA member who has taught a weed science course(s) at least five times or have served as major professor for at least five students who have received advanced degrees and whose research was in Weed Science.
5. Outstanding Paper. Select one paper each from *Weed Science*, *Weed Technology*, and *Invasive Plant Science and Management* which are judged to be the outstanding contribution in the available issues not previously considered.

6. Outstanding Graduate Student. Select and recommend one (or two) WSSA member(s) who has demonstrated excellence in his/her role as a graduate student(s). Nominees are eligible for this award up through the first WSSA annual meeting past their date of graduation.
7. Early Career Outstanding Scientist. Select and recommend an early career WSSA member (no more than ten years since completion of his/her terminal degree) who has demonstrated originality and creativity and has made notable contribution to weed science and has potential for continued excellence.
8. Outstanding Industry Award. Select and recommend a WSSA member who is employed in private industry at the time of nomination and who has demonstrated excellence and been actively engaged in weed science activities as part of his/her career.
9. Photos. Select award recipients from WSSA members who submitted outstanding photographs related to weed science in the divisions of 1) flowers and other reproductive structures, 2) vegetative growth and structures, and 3) weeds in the landscape.
10. John Jachetta Undergraduate Research Award. Select and recommend undergraduate students to receive cash awards to conduct proposed research projects
11. Outstanding Reviewer Award. Select and recommend one Outstanding Reviewer for each of *Weed Science*, *Weed Technology*, and *Invasive Plant Science and Management* using electronic Associate Editor rankings compiled by Cambridge University Press.

The award winners will be determined as follows: A combined score will be calculated by Cambridge University Press for each reviewer, totaling all of the reviews that individual prepared for *Weed Science*, *Weed Technology* or *Invasive Plant Science and Management* for the period from October 1 through September 30. A numerical score for review quality (A = 5 points, B = 2 points, C = 1 point, D or F = 0 points.) will be assigned to each review conducted. A numerical score for time required to review each paper (0-21 days = 2 points, 22-35 days = 1 points, over 35 days = 0 points) will be calculated for each review. The final score for each reviewer will be: total letter grade scores + total review time scores. In that manner, the quality of the reviews will have greater weight than the time to review. Cambridge University Press will send to the award subcommittee a printout showing the top ten reviewer scores for each journal by December 1 of each year. Awards will be presented to the reviewers with the highest scores at the following WSSA Annual Meeting. The subcommittee will decide how to handle any ties. An individual may receive the award only once every four years. Each award recipient will receive a certificate plus a check for \$250.

12. Public Service Award. Select and recommend a WSSA member for accomplishments in advancing public understanding of the scientific principles of Weed Science.
13. Excellence in Journalism Award. Select and recommend an individual for excellence in journalistic coverage that increases public understanding of science-based information related to weeds and fosters awareness of weeds and their impacts on managed and natural ecosystems.
14. US-HRAC Herbicide Resistance Management Award. Select and recommend individuals or teams for accomplishments in research/extension with significant impacts addressing herbicide resistance issues. At least one member of the group, initiative, or the individual nominee must be a member of the WSSA.
15. Select and recommend recipients of other awards that may be approved by the Board of Directors. Special recognition awards may originate from individuals, committees, or from the Board of Directors, but the Awards Committee must be informed and the awards must be approved by the Board of Directors.

#### **4.20.3 Approval and Notification of Award Winners**

1. The names of individuals recommended for awards must be kept confidential until they have been approved by the Board of Directors and the award recipients have been notified by the President.
2. The Awards Committee Chair 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.

3. Each award recipient, including Fellows, will be informed officially by the President of his/her selection for the respective award 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.
4. Six weeks prior to presentation of all awards, the Awards Committee Chair requests the Executive Secretary to prepare certificates or plaques for all the award recipients.
5. Six weeks prior to presentation of all awards, the Executive Secretary shall consult with the Director of Publications on the awarding of plaques to retiring associate journal editors who have served at least 2 ½ years.
6. When the Awards Committee Chair notifies award recipients of details regarding the presentation of award, he or she shall request names and addresses of individuals (such as Chairs, Deans, Supervisors, etc.) or media organizations (newspapers) who should be notified of the award. After the Annual Meeting, the Chair shall send those individuals and media organizations identified a copy of the Awards Program and the award winner's biographical
7. The Awards Committee Chair shall prepare the Awards Program and associated biographies for inclusion in Annual Meeting app.

#### **4.20.4 Sponsorship of Awards and Recognition of Award Winner**

1. The WSSA Foundation sponsors the John Jachetta Undergraduate Research Award.
2. The WSSA sponsors the Outstanding Industry Award, and Excellence in Journalism.
3. Cambridge University Press sponsors the Outstanding Paper awards.

#### **4.21 Nominating Committee (W6)**

The Nominating Committee shall:

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

##### **4.21.1 Nominating Timeline**

The year listed is the Annual Meeting year when the elected candidate begins term of service. The election will take place in the fall of the preceding year.

Vice President – Each year

Secretary – 2021, 2024, 2027, 2030

Treasurer – 2021, 2024, 2027, 2030

Member-at-large 1 – 2022, 2026, 2030

Member-at-large 2 – 2020, 2024, 2028, 2032

Director of Publications – 2020, 2023, 2026, 2029

Chair, Constitution and Operating Procedures – 2020, 2023, 2026, 2029

#### **4.22 In Memoriam Committee (W9)**

The Necrology Committee shall:

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

#### **4.23 Constitution and Operating Procedures Committee (W10)**

The Constitution and Operating Procedures Committee shall:

1. Consist of a Chair (and Board Liaison) appointed by the Board of Directors to a three-year, renewable term (WSSA Constitution-Chapter 1, Article VI, Section 2) and four other members, each appointed to a renewable three-year term.
2. Review the Constitution and Manual of Operating Procedures and develop recommendations for improvements to the Board of Directors.
3. The Chair shall be parliamentarian on behalf of the President and shall serve as a member of the Board of Directors and the Executive Committee.
4. Receive copies of correspondence of the officers and committee chairs which relate to the Constitution and Operating Procedures.

#### **4.24 Extension Committee (W11)**

The Extension Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. The Chair shall be appointed from current committee members. The Board Liaison is NCWSS representative.
2. Maintain a current list of extension specialists working in weed science.
3. Discuss current weed science issues and provide suggestions for symposia, public awareness, press releases, working groups, and other collaborations.

#### **4.25 Formulation, Adjuvant, and Application Technology Committee (W15)**

The Formulation, Adjuvant, and Application Technology Committee shall:

1. Consist of a Chair and a minimum of four other members, each appointed to a renewable three-year term. The Board Liaison is NCWSS representative.
2. Solicit and maintain current technical information related to application of herbicides.
3. Encourage agricultural engineering research and education programs on herbicide application for WSSA meetings
4. Promote public understanding of the benefits and risks of existing and proposed technology for herbicide application.
5. Facilitate communication with other pest control disciplines regarding technology for herbicide application.

### **5. GENERAL POLICIES**

#### **5.1 Board of Directors Voting Policies**

##### **5.1.1 Quorum**

A quorum is defined as: The minimum number of members of an assembly that must be present to make a meeting valid. The WSSA BOD has defined a quorum as a minimum presence of 50% of the voting board members AND a minimum of 50% the Executive Board. For an electronic vote, quorum is met with 50% (or more) response to a vote by the board AND 50% or more response by the Executive Board. In this example, if 17 votes could be cast, then 9 votes would be needed to meet a quorum count. And if ten members are Executive Directors of the Board, then 5 of those votes must come from the Executive Directors of the Board.

##### **5.1.2 Voting rules**

All motions entertained by the Board of Directors must be approved by a simple majority of the total number eligible voting members present at the meeting (in person or by video or phone conference). Motions that do not receive a majority affirmative vote fail. For example, if there are 15 voting members present (meeting the quorum requirement), and there are 6 affirmative votes, 4 negative votes, and 5 abstentions, the motion fails.

### **5.1.3 Executive Session**

An executive session may be used to discuss matters such as personnel evaluations, Society and Meeting Management contract reviews, or disciplinary issues. The following guidelines must be followed:

1. A member must move that the Board of Directors enter an executive session for consideration of a certain topic (e.g., personnel evaluation).
2. The motion must be seconded and discussed.
3. The motion must be approved by a majority of the eligible voting members present.
4. Non-voting members may be invited to attend to provide needed context or perspective.
5. Minutes of the executive discussion (e.g., a record of actions taken) may be made public only by majority vote of the Board of Directors in a future executive session. Discussion that takes place in an executive session should always be kept confidential.
6. A member must move that the Board of Directors end the executive session. The motion must be seconded, discussed, and approved by a majority of the eligible voting members present.

### **5.1.4 Electronic Voting**

The Board may use electronic (e-mail) exchanges to conduct the business of the Society between meetings of the Board.

1. Topics of business may be brought up at any time by any Board member or the President. All members of the Board (including the Executive Secretary) must be included on all communications. Each Board member should ensure that their e-mail server has been instructed to not block any message originating from the President's or the Executive Secretary's e-mail address.
2. A motion may be made by any member of the Board and must be seconded within seven (7) days, otherwise the motion dies. The President will transmit the motion with second to the Board within a short period of time. The motion will be open for discussion for seven (7) business days. Those that do not confirm receipt may be contacted by the President via telephone prior to expiration of the discussion period. After the discussion period has elapsed or after a call for a vote by a majority of the voting Board members, whichever comes first, the President will call for a vote to approve or disapprove the motion. Members will vote using a link provided by the Executive Secretary. Voting Board members will have seven (7) days to respond. The President will report the result of the vote with how each member voted after the voting period has elapsed.
3. Under situations where a vote of the Board is necessary in less time than provided above, the President can reduce the discussion and voting time limits as needed. This procedure should be used only when the motion involves matters of urgency and time is of the essence. The President and the President-Elect will determine when this procedure is appropriate. Members will vote using a link provided by the Executive Secretary. Once a majority of the Board has voted to approve or disapprove the motion, the results will be determined to be final.
4. The Secretary will record minutes related to each motion, discussion, and vote in the same manner as at a regular meeting of the Board. A copy of Society business conducted by electronic exchange will be presented by the Secretary at the beginning of each regular (summer and annual) meeting of the Board. These minutes will be published in the annual Proceedings.

### **5.1.5 Selection Process for Positions Not Elected by the General Membership**

The process employed by the Board of Directors for selecting the Director of Publications, Chair of the Constitution and Operating Procedures Committee, Executive Director of Science Policy, WSSA-EPA Liaison, WSSA-NIFA Fellow, CAST Representative, APHIS-TAG representative, and the Website Content Editor is:

1. The WSSA President will appoint a selection committee. The committee will develop a position description, advertise the position to WSSA membership, review and rank the applicants and make a recommendation to the WSSA Board of Directors.

2. The Board of Directors will vote upon the recommendation. The successful candidate will be notified by the President.

#### **5.1.6 Selection Process for Editor Positions**

The process employed by the Board of Directors for selecting the Editor of *Weed Science*, the Editor of *Weed Technology*, the Editor of *Invasive Plant Science and Management*, the Editor of the *Herbicide Handbook*, and the Editor of the *WSSA Newsletter*.

1. A committee chaired by the Director of Publications will develop a position description, advertise the position to WSSA membership, review and rank the applicants and make a recommendation to the WSSA Board of Directors.
2. The Board of Directors will vote upon the recommendation. The successful candidate will be notified by the President.

## **5.2 Annual Meetings**

### **5.2.1 Time and Location of Annual Meeting**

The preferred time for holding the Annual Meeting shall be the middle of February. Exceptions may include scheduling to facilitate joint meetings with related societies or to secure venues with favorable financial conditions. General publicity on dates of the Society meetings shall include only days on which the general session, general committee meetings, and sectional programs are held and shall not include days on which only the Board of Directors meet. It shall be normal for at least one day to be devoted to meetings of the Board of Directors before the Annual Meeting begins.

### **5.2.2 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.

### **5.2.3 Expenses of General Session Speakers**

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 guest (defined as not a member of the WSSA) speakers invited to appear on the general session program. Complimentary registration also may be provided for nonmember general session speakers.

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

Gratuitous registration at annual WSSA meetings will be provided for general session and symposium speakers who are not WSSA members; such registration entitles the individual to an identification badge and admission to all regular sessions of that meeting. Complimentary registrations will be provided for emeritus and retired fellows and for Honorary Members. A newly selected honorary member may

receive up to \$1,000 to compensate for travel expenses to the meeting where he or she receives the award, and a complimentary lifetime membership in the Society. Journalists may receive a gratuitous registration to attend and report on an Annual Meeting. Gratuitous registrations not enumerated above must be approved by the Board of Directors.

### **5.2.5 Disposition of Papers Presented by General Session Speakers**

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

### **5.2.6 Guidelines for Symposium Proposals and Expenses**

The Board will evaluate symposium proposals based on how well they are justified, the target audience, and the completeness of the proposed agenda and budget. Proposed symposium budgets should represent judicious use of WSSA Funds.

Symposia organizers are strongly urged to consider publication of symposium papers. If published, symposium papers must appear in *Weed Science*, *Weed Technology* or *Invasive Plant Science and Management*. Proposed budgets shall include likely costs associated with publishing the symposium proceedings in a WSSA journal.

Funds may be used for expenses incurred in securing guest speakers. Symposia chairs should determine the financial needs of guest speakers and incorporate that information into the proposed budget. Meeting registration (see 5.2.4) and reimbursement of some or all travel expenses (see 5.6) may be offered to guest speakers on the basis of need, availability of funds, and the value of the speaker to the program. Members of the WSSA who agree to present symposia papers will not be offered travel funds, except in dire emergencies to be determined and approved by the Program Chair. An example of such an emergency would be a WSSA member who is a renowned expert in the field of the symposium topic but who has no source of funds to attend the WSSA meeting in question.

Symposium proposals must be submitted to the Program Chair by the deadline published in the *WSSA Newsletter*. After the Board of Directors selects the successful proposals and approves the proposed budgets, the Program Chair will inform symposium organizers. Symposium organizers of approved symposia may then proceed to offer the approved funding to guest speakers. In no event should symposium organizers make commitments for more funding from WSSA than has been approved. Symposium organizers may seek for and obtain alternate funding sources if the maximum approved budgets will not cover all expenses for guest speakers.

### **5.2.7 No-show Authors**

The consequence for corresponding authors who submit abstracts but who fail to attend the Annual Meeting and present the poster or paper submitted are:

1. The abstract will be removed by the Program Chair from the published Proceedings of the Annual Meeting and the electronic meeting application.
2. Titles and abstracts submitted by the corresponding author in subsequent years will not be accepted unless a non-refundable registration is paid in full.

## **5.3 Membership**

### **5.3.1 Member Organizations**

A Society Member (see WSSA Constitution, Article III, Section 1 and Section 8) 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. Society Members may be referred to as regional society or regional members within the Manual of Operating Procedures, and historically were referred to as regional conference or conference member.

### 5.3.2 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.

APMS – 2022, 2025  
CWSS – 2021, 2024  
NCWSS – 2021, 2024  
NEWSS – 2020, 2023  
SWSS – 2020, 2023  
WSWS – 2021, 2024

### 5.3.3 Sustaining membership benefits

**Eligibility:** Sustaining Membership is for any business firm interested supporting the objectives of the Weed Science Society of America.

**Representative:** Sustaining Member firms designate a representative who will be the primary contact for WSSA. This person will receive all benefits of WSSA membership received by individual members (subscriptions to the journals *Weed Science*, *Weed Technology*, and *Invasive Plant Science Management* plus WSSA Conference mailings, and access to the online membership directory).

**Annual Conference:** Sustaining Members receive free exhibit space and one free meeting registration for the WSSA Conference each year. The area for Sustaining Member exhibits is in same room as the poster sessions, and also where the coffee breaks are located each morning and afternoon. Attendance at the WSSA Conference ranges from 400 to 800.

**Visibility:** Sustaining Members are listed prominently in each issue of the journals, the inside covers of the annual conference program booklet and the annual awards program booklet.

**Dues:** The four levels of Sustaining Membership available are:

- Presidential
- Leader
- Patron
- Contributor

It is anticipated that each level of Sustaining Membership will consist of peers in the industry, with the larger business and industry leaders participating at the higher membership levels.

As a general guide, the suggested membership levels for various types of businesses are:

Presidential: major manufacturers and marketers of proprietary herbicides who are among the top 15 companies in sales and R&D expenditures.

Leaders: manufacturers and marketers of proprietary herbicides who are not among the top 15 companies in sales, large distributors of herbicides and major support industries (e.g., equipment manufacturers, seed companies, formulators).

Patrons: dealers and small to medium distributors of herbicides and large R&D and retail firms.

Contributors: small to medium R&D and retail companies where weed control is an important component of their business, and manufacturers of equipment used in weed science R&D.

### 5.3.4 Graduate Student Membership Dues

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



### **5.3.5 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 complimentary lifetime membership. 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 is considered equivalent to that associated with being designated as an Honorary Member, but without the benefit of complimentary lifetime membership.

Beginning in 1974, the Society initiated the practice of 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".

## **5.4 Student Contests**

### **5.4.1 Eligibility**

1. Any student who is a WSSA member and has registered to attend the current WSSA annual meeting is eligible to compete in the poster or oral presentation contest.
2. Students are eligible for participation in the Student Poster Contest and Oral Presentation Contest multiple times during a M.S. program and a Ph.D. program; however, a student cannot participate in both the oral presentation contest and poster presentation contest during the same annual meeting.
3. A student can only win 1<sup>st</sup> place in the poster or oral presentation contest once per degree program. Once a student places 1<sup>st</sup> in a given contest (i.e. oral or poster presentation contest), they are no longer eligible to compete in said contest during the course of their current degree program. A student may win 1<sup>st</sup> place in the poster presentation contest and 1<sup>st</sup> place in the oral presentation contest while in a M.S. or Ph.D. program; however, a student may not enter both contests at the same annual meeting. A student may win 1<sup>st</sup> place in the poster or oral presentation contest in the M.S. degree program and then compete and win 1<sup>st</sup> place for an oral or poster presentation while in a Ph.D. degree program.

### **5.4.2 Rules and Procedures**

1. Notice of the contests will be included with the Call for Papers.
2. A contestant may enter the poster or oral presentation contest multiple years per degree program. Persons who have graduated from a degree program (M.S. or Ph.D.) and are actively pursuing an additional degree may only enter the contest for that degree program during the first annual meeting following graduation.
3. Contestants will indicate in the title submission that they wish to enter either the poster or oral presentation contest. Title and contest declaration must be turned in by the deadline that title submissions are due. If a contestant does not turn in a title and contest declaration by the time that title submissions are due, they will be ineligible for the contest unless the Student Program Chairperson declares the student eligible based on student's situation. ABSTRACTS FOR CONTEST PRESENTATIONS must be submitted electronically by the deadline identified for each meeting. This allows time for the committee to prepare copies or e-mail abstracts to the appropriate judges prior to the contest.
4. Evaluation forms are to be posted to the WSSA Annual Meeting website.

## **5.5 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 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.

## **5.6 WSSA Travel Reimbursement policy**

The information below outlines acceptable use of WSSA funds for travel expenses.

### **5.6.1 Travel Arrangements and Reservations**

WSSA delegates and representatives and speakers are responsible for making their own reservations and should always attempt to secure the most reasonable rates.

### **5.6.2 Reimbursable Expenses**

Generally, the WSSA travel stipend covers all or a portion of expenses for airfare, lodging, airport parking and ground transportation.

1. Air Transportation – Air Transportation will be by coach or equivalent. No upgrades will be reimbursed by the WSSA.
2. Lodging – Always try to obtain the most reasonable rates on hotel rooms. When traveling to the Annual Meeting only lodging at the host hotel will be reimbursed. Companions may travel with the WSSA delegate; however, any increase in the room rate of hotel and/or meals for companions must be paid by the member.
3. Airport Parking – Parking at the airport is reimbursable and must be substantiated with a receipt. Airport valet parking or parking in lots with unreasonable charges (e.g. “short-term” lots for “long term” parking) will not be reimbursed.
4. Ground Transportation – Shuttle service, taxi, bus, rail or subway transportation to and from the airport and/or hotel is eligible for reimbursement with receipt. Delegates will not be reimbursed for limo or town car service.
5. Meals – In general, the cost of meals should be reasonable and not lavish or extravagant and should not exceed \$36 per day.
6. Mileage – Reasonable mileage charges will be reimbursed at the current year IRS rate.

### **5.6.3 Non-Reimbursable Expenses**

The following is a partial list of items that will not be paid for by the Society:

1. Cigarettes/Cigars
2. Personal entertainment (e.g., hotel honor bar, in-room movies)
3. Newspapers and magazines
4. Traffic and parking fines
5. Hotel health club or spa fees
6. Hotel safe warranty fee
7. Hotel telephone and wireless charges
8. Airline executive club memberships
9. Laundry/dry cleaning
10. Limo/town car service
11. Valet parking at airport

### **5.6.4 Reimbursement Procedure**

1. Reimbursement for travel will be made by completing and submitting the Reimbursement form to the Executive Treasurer. Receipts must also accompany the form.
2. For full reimbursement, expenses must be within the guidelines given in this document and must be submitted within 90 days after the expense has been incurred.
3. WSSA has the right to decline payment of any unreasonable or unusual expenditure.

## **5.7 Code of Ethics**

The WSSA Code of Ethics defines professional conduct binding on all members of the Society. Members should recognize that this code of ethics and conduct signifies a voluntary assumption of the obligation of self-discipline and members should strive to uphold and maintain the honor and dignity of the Society.

The following rules and standards of conduct have been developed for the safe and efficient operation of the WSSA and for the benefit and protection of the rights and safety of all. WSSA members are expected to observe the highest standards of professional conduct at all times, while at work or engaged in Society business.

**1. Obey all laws, rules and regulations governing our business.** The WSSA is subject to applicable federal laws in the state or country of the meeting or event. It is the policy of the WSSA that all laws, rules and regulations are complied with fully and completely. If it is unclear whether an action or activity is a legal or ethical violation, contact the WSSA President and/or Executive Secretary immediately for advice. Any incident or situation that violates the law or this policy should be immediately reported to the President and/or Executive Secretary; in person or via this contact information: [info@wssa.net](mailto:info@wssa.net) or 720-445-4789.

**2. Be honest, truthful, fair and trustworthy in all WSSA activities and relationships.** The WSSA expects each member to treat members with respect and honesty. This includes providing information that is accurate, complete, objective, timely, relevant and understandable.

**3. Respect and protect WSSA assets.** Assets are anything of value owned by the WSSA. All WSSA members are expected to be the custodian of those assets. Members are responsible to maintain Society assets in good condition and to protect them from loss. This includes, but is not limited to, real assets and equipment as well as “soft assets” such as intellectual property, member lists, and other confidential information owned by the Society. WSSA assets of any kind should not be used for personal benefit.

**4. Avoid all conflicts of interest between Society business and personal affairs.** All WSSA members are expected to act with total objectivity with regard to WSSA business. Accordingly, it is improper for a WSSA member to be in a position where their personal interests conflict, or appears to conflict, with WSSA interests. WSSA members should not use their position with the WSSA to influence WSSA members or others for their personal benefit. If a member believes that a conflict of interest has developed or may develop, it should be promptly reported to the WSSA President or Executive Secretary. The Society’s Conflict of Interest Policy is outlined in Manual of Operating Procedure section 5.8.

**5. Promote a culture of respect for all WSSA members.** The WSSA supports and adheres to laws and regulations dealing with fair member practices. Membership discrimination in our Society based on sex, race, age, religion, national origin, or sexual preference will not be tolerated. Sexual harassment will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual’s membership in the society, unreasonably interferes with an individual’s activities within the society, or creates an intimidating, hostile or offensive society environment. This also includes inappropriate use of nudity and/or sexual images in public spaces (including within visual presentations, Twitter, and other online media); deliberate intimidation, stalking, or unwelcome following; harassing photography or recording; and sustained disruption of talks or other events.

**6. Use your best efforts to maintain a safe environment and protect the Society.** The WSSA believes in and supports the laws designated to keep our Society safe and designed to protect the environment. If you believe that an unsafe condition exists in our Society, bring it immediately to the attention of the President, a member of the Board, or Executive Secretary. If an accident takes place, report it pursuant to policy and immediately take action to address the problem. Any incident or situation that violates the law or this policy should be immediately reported to the President and/or Executive Secretary; in person or via this contact information: [info@wssa.net](mailto:info@wssa.net) or 720-445-4789.

**7. Promote an ethical culture for all WSSA members.** The WSSA always expects all of its members to conduct themselves ethically and to encourage and support that behavior in their fellow members. Members exercise integrity in scientific research activities and in the reporting of the results.

**8. Relation of professionals to the public.** Members shall not knowingly permit the publication of reports or other documents for any unsound or illegitimate undertaking.

**9. Respect fellow WSSA members.** Members shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and written communication, and not knowingly accept credit rightfully due another person.

**10. Reporting alleged violations.** Violation of the WSSA Code of Ethics and Conduct may subject a member to disciplinary action up to and including membership revocation. At the annual conference, when "Safe WSSA" members become aware of a complaint, they will seek out the alleged victim(s) and offender(s) separately and gather facts. Immediate response at the conference may range from warning a harasser to cease his or her behavior immediately, to ending a speaker's talk early if the speaker uses inappropriate language or images, to requiring a harasser to leave the conference immediately with no refund, to banning a harasser from future events "either indefinitely or for a certain time period." Law enforcement may be engaged if circumstances require.

### **5.8 Conflict of Interest Policy**

No individual who serves in a capacity to represent the Weed Science Society of America (hereafter referred to as WSSA) shall engage in any activity that in any way conflicts with the duties and responsibilities of the WSSA. Responsibility for assurance and compliance of this policy rests with the President and WSSA Board of Directors (BOD). Individuals most affected by this policy include all members of the WSSA BOD as well as the EPA Liaison, NIFA Fellow, CAST representative, APHIS TAG representative (hereafter referred to as Liaisons) and other paid or volunteer Board or Committee members. Any individual affected by this policy shall disclose any potential conflict of interest related to WSSA business or affairs to the President and Executive Secretary of the WSSA, who will then raise the issue with the rest of the BOD.

A WSSA member who is uncertain as to whether he/she may have a conflict should ask members of the WSSA BOD Executive Committee for an opinion. The WSSA BOD will review each case and vote on whether a conflict exists. When a conflict is deemed to exist, the President shall issue a written opinion. Opinions shall, to the extent possible, avoid the disclosure of personal information while at the same time disclosing the basis for the opinion. Copies of all opinions shall be retained by the WSSA Executive Secretary and made available to the BOD upon request to permit and encourage consistency.

After identifying the issue, matter or transaction with respect to which a conflict exists, the WSSA member with a conflict shall withdraw from any further involvement in that issue, matter, or transaction unless a majority of the disinterested BOD members shall determine that the conflict is (i) immaterial or not adverse to the interests of the Weed Science Society of America or (ii) the benefits of allowing the person with the conflict to participate in the discussion or consideration, but not the final decision, outweigh the dangers; in which case the person may participate in the discussion, study or consideration of the issue, matter or transaction, but not the final discussion or decision.

The minutes of the meeting at which the disclosure of any conflict is made shall reflect that the disclosure was made and whether the person with the conflict withdrew, after making full disclosure of the matter in question and the conflict, and was not present for the final discussion of the matter and any vote thereon.

A conflict of interest exists when:

(1) any BOD, Liaison, or Board or Committee member or close relative of a BOD, Liaison or Board or Committee member or the employer of either of the foregoing has an interest in an issue, matter or transaction in which the WSSA has an interest; or

(2) when any BOD, Liaison, or Board or Committee member or a close relative of the BOD, Liaison, or Board or Committee member acts as an agent, representative or spokesperson for any person, business, group or organization, in order to influence the WSSA on any issue, matter or transaction.

An individual or organization has an interest for purposes of this policy if he, she, or it: (1) is an agent for a person or organization with an identified goal of influencing a decision by the WSSA; and (2) would experience a material economic gain or loss from a decision by the WSSA on an issue, matter or transaction identifiably different from the economic gain or loss that would be experienced by (a) a member of the general public, (b) the holder of less than five percent (5%) or the equity in any business entity, or (c) a nonexempt employee of the WSSA.

Someone is a close relative if they are a spouse, a child, natural or adoptive parent, grandparent, grandchild, brother or sister whether natural, adoptive or by marriage of a BOD, Liaison, or Board or Committee member. The term also includes any other family member who resides in the same household or shares living quarters with a BOD, Liaison, or Board or Committee member under circumstances that closely resemble a marital relationship.

In addition to the foregoing, BOD, Liaison, or Board or Committee members should not:

a. Use insider information – i.e., information made available to them because of their position as a BOD, Liaison, or Board or Committee member which is proprietary or confidential or otherwise not generally known to the public—for their personal advantage.

b. Accept any service, discount, concession, fee for advice or service or thing of value from any person or organization with an interest in an issue, matter or transaction in which the WSSA also has an economic or programmatic interest under circumstances that would suggest an obligation on the part of the BOD, Liaison, or Board or Committee member to exert any influence on the WSSA to enter into a transaction or adopt, alter or abolish any policy or position.

New BOD, Liaison, or Board or Committee members will be given a copy of this policy and specifically asked to read and understand the document. *In addition, WSSA BOD members and Liaisons, shall be asked to sign the document upon his or her appointment or reappointment.*

For WSSA BOD and Liaison members:

I have read and agree to abide by the WSSA Conflict of Interest Policy.

Name: \_\_\_\_\_

Date: \_\_\_\_\_, 20XX

WSSA Position: \_\_\_\_\_

Signature: \_\_\_\_\_

### **5.9 Whistle-Blower Policy (Sarbanes Oxley Act)**

In the spirit of the Sarbanes Oxley Act of 2002, it is the responsibility of all members of the WSSA to comply with the Code of Ethics. All Board members are encouraged to report violations in accordance with this Whistleblower Policy.

1. A whistleblower is defined by this policy as any member of the WSSA who reports an activity that he/she considers illegal or violates the code of ethics. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

2. If a member has knowledge of or a concern of illegal activity or violations of the code of ethics, the member is to contact a board member not involved in the illegal or dishonest activity (a "Safe WSSA")

member). The member must exercise sound judgment to avoid baseless allegations. Anyone who intentionally files a false report of wrongdoing will be subject to discipline.

3. Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The WSSA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action. Any whistleblower who believes he/she is being retaliated against must contact a “safe” member of the Board immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

4. All reports of illegal and dishonest activities will be promptly submitted to the WSSA President and/or outside counsel who is responsible to investigate and coordinate the corrective action. If the activity in question is of a financial nature, the activity should be reported to the Society’s outside counsel.

#### **5.10 Record Retention**

The purpose of this policy statement is to allow the WSSA to identify, retain, store, and dispose of the Society’s records in an appropriate, legally sound, and orderly manner.

1. Except as otherwise indicated, documents shall be retained for the number of years indicated in Appendix A.

2. Irrespective of the retention periods specified in Appendix A, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the Society, or (iii) learning of circumstances likely to give rise to such an action, proceeding or investigation, all documents in any way relating to such matter shall be preserved and safeguarded.

3. No officer, director, or member of the Society shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter.

4. Officers are expected to utilize documentation practices as trained and are required to comply with the documentation standards outlined in this policy. Failure to do so could result in disciplinary action, up to and including termination of the office. Questions about this policy should consult with management or seek legal advice.

5. The Executive Secretary will maintain complete, accurate, and high-quality records electronically or in local, damage-proof storage for the duration of the time periods provided for in this policy. Once any such time period is complete, the records are to be destroyed.

6. The Executive Secretary and Secretary shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy. Destruction of paper files and electronic media will be performed by shredding and disposal. Disposal of records or electronic media into our general trash service is strictly prohibited.

#### **5.11 Nonprofit Status**

No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the Constitution, Article II. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the Corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws and/or Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried

on a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

## **6. CHANGES TO THE MANUAL OF OPERATING PROCEDURES**

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.

## **APPENDIX A – RECORD RETENTION GUIDELINES**

### **1. General Corporate Records**

<b>Type of Record</b>	<b>Retention Period</b>
Articles of Incorporation and Amendments Thereto	Permanently
Bylaws	Permanently
Meeting Minutes	Permanently
Patents, Trademark Registrations, Copyright Registrations	Permanently
Property Records (leases, deeds, easements, rights of way, appraisals, costs, depreciation reserves, blueprints, plans, end of year trial balances, tax records)	Permanently
Correspondence Relating to Member Discipline Matters	Membership term, plus 5 years
Contracts (not otherwise specified herein)	5 years

### **2. Accounting, Finance and Tax Records**

<b>Type of Record</b>	<b>Retention Period</b>
Income Tax Returns and Filings	Permanently
Audit Reports of Accountants	Permanently
Cash Books	Permanently
Charts of Accounts	Permanently
Federal and State Tax Bills and Statements	7 years
Schedules, Ledgers and Other Supporting Documentation for Financial Statements and Tax Returns	7 years
Bank Records (including bank reconciliations, deposit and withdrawal records, bank account statements, cancelled checks, check register)	6 years; 1 year for check register
Accounts Payable and Receivable	7 years
End of Year Financial Statements	Permanently
Budget Data	At least 3 years, but consider retaining for 7 years

Expense Accounts, Approvals, Petty Cash Records, Sales Commission Records	7 years
Invoices to Members, Customers, Vendors	7 years



**WEED SCIENCE SOCIETY OF AMERICA GRADUATE STUDENT  
ORGANIZATION**

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# **Constitution**

## **Weed Science Society of America Graduate Student Organization**

*Modified pursuant to Graduate Student Organization vote to Amend the Constitution – March 2020*

### **Preamble**

The Graduate Student Organization is established to bring together graduate students actively pursuing degrees related to Weed Science in the United States of America, Canada, and other countries. The primary purpose of the Graduate Student Organization is to represent graduate student interests and needs within the WSSA, and to facilitate professional development and networking among graduate students.

### **Article I-Name**

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

### **Article II – Membership**

Membership in the organization shall be open to all dues-paying graduate student members of the Weed Science Society of America (WSSA) as outlined by Article III, Section 3 of the WSSA Constitution.

### **Article III - Officers and Executive Board**

Section 1 The officers of this organization shall be President, Vice-President, Secretary, and Social Media Chair. The Executive Board will include these officers and one representative from each member society (Western Society for Weed Science, Southern Weed Science Society, Northeastern Weed Science Society, North Central Weed Science Society, Canadian Weed Science Society, and Aquatic Plant Management Society) that holds an election for a representative to the WSSA GSO.

Section 2 The Vice-President shall be elected to serve a one year term beginning with the close of the Annual Business Meeting after his/her election and ending with the close of the next Annual Business Meeting. Following this one year term, he/she will assume the role of President.

The Secretary and Social Media Chair shall be elected to serve one year terms beginning with the close of the Annual Business Meeting after their election and ending with the close of the next Annual Business Meeting.

Regional/Member Society Representatives shall be elected to serve a one year terms. Elections should occur at each respective societies' annual meeting.

Section 3 Except for President, vacancies occurring during a term of office by members of the Executive Board shall be filled by a majority vote of the Executive Board. Those individuals elected to a vacant office shall serve the remainder of the unexpired term of office or until the next Annual Business Meeting, at which time a new member will be elected. If a vacancy occurs in the office of President, the Vice-President shall succeed to the office of President, and the Secretary shall succeed to the office of Vice-President. At this time, the Executive Board will elect a new Secretary from within the Executive Board members.

#### **Article IV Nominations for Office**

Section 1 Officer elections will be held during the Annual Business Meeting, usually conducted concurrent with the Graduate Student Luncheon, at each Annual Meeting of the Weed Science Society of America. All graduate students who are members of the Weed Science Society of America are eligible to hold office. A majority vote of Graduate Student Organization members present is required to elect each officer. Nominations for officers shall begin with the Vice President position and continue to Secretary, followed by Social Media Chair.

Section 2 Nominees may address the members of the Graduate Student Organization via a short (less than one minute) speech regarding their qualifications for office and his/her vision and priorities for the Organization. Once all nominees have completed their remarks, nominees will be asked to leave the meeting room, at which point a vote shall take place.

Section 3 Nominees who are not elected to a position may run for subsequent positions without re-nomination, if they so wish.

#### **Article V - Meetings**

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

Section 2 The business matters of the Graduate Student Organization shall be handled during one of the following meetings: 1) a meeting of the Executive Board prior to the beginning of the annual business meeting; 2) the Annual Business Meeting held during the WSSA Annual Meeting; 3) a meeting of the Executive Board at the close of the annual meeting; or 4) other meetings held year through electronic means as deemed necessary by the President.

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

Section 4 At the Annual Business Meeting, the members present will act on all reports submitted by the Executive Board. No matter shall be voted on at this meeting that has not first been considered by the Executive Board.

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

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

### **Article VI Parliamentary Authority**

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

### **Article VII Amendment**

Section 1 Amendments to this Constitution may be proposed by any member of the Graduate Student Organization. The Executive Committee shall consider such proposed amendments and submit them to the members with their recommendations at the annual Graduate Student business meeting. A majority of the Executive Board may also initiate amendments to be voted on in the same way.

Section 2 Adoption of a proposed amendment shall require a two-thirds majority affirmative vote of those voting on the amendment.

# **OPERATING PROCEDURES OF THE WEED SCIENCE SOCIETY OF AMERICA GRADUATE STUDENT ORGANIZATION (GSO)**

## **1. Executive Board Responsibilities**

- 1) Conduct an Executive Board meeting prior to the student organization meeting.
- 2) Conduct the Annual Business Meeting for all graduate students attending the Annual Meeting of the Weed Science Society of America. This meeting is usually held concurrent with the Graduate Student luncheon.
- 3) Conduct an Executive Board meeting immediately following the Annual Business Meeting to discuss plans for future GSO initiatives.
- 4) Actively solicit input from graduate students at the Weed Science Society of America meetings on issues affecting students in the Weed Science Society of America so this information can be passed on to Weed Science Society of America Board of Directors.
- 5) Be responsible for changes in the Manual of Operating Procedures (other than the Constitution) after study and recommendations by the Graduate Student Executive Board.

## **2. Officer Responsibilities**

### **2.1 President**

The Graduate Student Organization Executive Board President shall:

- 1) Serve as Chairperson of the Executive Board and prepare an agenda for meetings of the Executive Board. The President shall submit the proposed agenda to the members of the Executive Board in advance of the meetings so that issues can be properly considered.
- 2) Represent the WSSA Graduate Student Organization on the Board of Directors of the WSSA. The President shall attend all meetings deemed necessary by the Weed Science Society of America Board of Directors through his/her term of service, beginning with the WSSA Board of Directors Meeting that occurs at the conclusion of the Annual Meeting where he/she was elected. In addition, the president shall participate in electronic communication (email) with the WSSA Board. The President will give an update to the Weed Science Society of America Board of Directors on events and issues related to the Graduate Student Organization at each WSSA Board of Directors Meeting.
- 3) Be responsible for determining that the decisions of the GSO Executive Board are

correctly enforced within the framework of the GSO Constitution and Manual of Operating Procedures (MOP).

- 4) Following the summer Weed Science Society of America board meeting, work in coordination with the Social Media Chair to announce upcoming dates for the annual meeting, as well as any new developments pertaining to members of the Graduate Student Organization.
- 5) Actively solicit input from students within the Weed Science Society of America Graduate Student Organization regarding issues affecting students in the Weed Science Society of America so this information can be communicated to the Weed Science Society of America Board of Directors.
- 6) At the annual WSSA meeting, organize and conduct a Graduate Student meeting with the Local Arrangements Committee chairperson and arrange for appropriate professional development events, including guest speakers. He/she shall also write letters of thanks to guest speakers and others who supported GSO activities.
- 7) Serve on the WSSA Professional Development Committee and Public Awareness Committee.

## 2.2 Vice President

The Graduate Student Organization Vice-President shall:

- 1) Perform the duties of the President if he/she cannot serve.
- 2) Attend all Graduate Student Organization Executive Board meetings.
- 3) Assist the President in organizing Executive Board meetings and the Annual Business Meeting and Graduate Student luncheon.
- 4) Perform other duties delegated by the President or Executive Board.
- 5) Serve as President the following year.

## 2.3 Secretary

The Graduate Student Organization Secretary shall:

- 1) Record minutes at all meetings of the Graduate Student Organization, including the Executive Board meeting, the Annual Business Meeting, and the closing meeting after the annual meeting, and any other meeting called to order by the President. All minutes shall be supplied to the members of the Executive Board

via email and to members of the Graduate Student Organization through posting on the WSSA website.

- 2) Present the Secretary's report at the annual business meeting.
- 3) Distribute pertinent information to the member society representatives for distribution to graduate student members within the member societies.
- 4) Perform other duties delegated by the President or the Executive Board.
- 5) Advance to the office of Vice-President if s/he cannot serve.

#### 2.4 Social Media Chair

The Graduate Student Organization Social Media Chair shall:

- 1) Maintain the social media pages (Facebook, Twitter, Instagram, etc.) of the Organization in an effort to increase engagement among student members, improve awareness of WSSA and GSO events and resources, and promote appropriate weed science announcements and information.

#### 2.5 Society Member Representatives

The Member Representative from each Society shall:

- 1) Attend the Executive Board meeting of the Graduate Student Organization held prior to the start of the Weed Science Society of America's Annual Meeting.
- 2) Report to the President any questions or concerns that graduate students from his/her society may have so that the President can disclose these concerns to the Executive Board of the Graduate Student Organization and/or Weed Science Society of America Board of Directors.
- 3) Actively participate in the Executive Board so as to keep his/her Society aware of the activities of the Graduate Student Organization.
- 4) Perform other duties delegated by the President or the Executive Board.
- 5) Organize the election for his/her successor at the annual meeting of the member society he/she represents at the conclusion of his/her term.

### **3. CONDUCTING BUSINESS**

#### 3.1 Quorum

A quorum is defined as: The minimum number of members of an assembly that must be present to make a meeting valid. The GSO has defined a quorum as a minimum presence of 50% of the duly-elected board members. For an electronic vote, quorum is met with 50% (or more) response to a vote.

### 3.1.2 Voting rules

All motions entertained by the Executive Board must be approved by a simple majority of the total number eligible voting members present at the meeting (in person or by video or phone conference). Motions that do not receive a majority affirmative vote fail. For example, if there are 7 voting members present (meeting the quorum requirement), and there are 3 affirmative votes, 2 negative votes, and 2 abstentions, the motion fails.

## **4. CHANGES IN OPERATING PROCEDURE**

Section 1. The GSO Constitution and Manual of Operating Procedures will be maintained as an Appendix to the WSSA Manual of Operating Procedures.

Section 2. The Manual of Operating Procedures may be amended by a majority vote of the Executive Board.



**Past Presidents WSSA Graduate Student Organization**

<b>President</b>	<b>Term</b>	<b>Institution</b>
<b>Cody Gray</b>	<b>2004-2005</b>	<b>Mississippi State</b>
<b>Whitney Barker Askew</b>	<b>2005-2006</b>	<b>NC State</b>
<b>John Willis</b>	<b>2006-2007</b>	<b>VA Tech</b>
<b>Wade Givens</b>	<b>2007-2008</b>	<b>Mississippi State</b>
<b>Vince Davis</b>	<b>2008-2009</b>	<b>Purdue</b>
<b>Jason Weirich</b>	<b>2009-2010</b>	<b>Mississippi State</b>
<b>Sarah True Meadows</b>	<b>2010-2011</b>	<b>NC State</b>
<b>George S. Cutts III (Trey)</b>	<b>2011-2012</b>	<b>Texas A&amp;M</b>
<b>Rachel Bethke*</b>	<b>2012</b>	<b>Auburn</b>
<b>Kurt Vollmer</b>	<b>2012-2013</b>	<b>VA Tech</b>
<b>Alexandra Knight</b>	<b>2013-2014</b>	<b>NC State</b>
<b>Kate Venner</b>	<b>2014-2015</b>	<b>VA Tech</b>
<b>Rand Merchant</b>	<b>2015-2016</b>	<b>Texas Tech</b>
<b>Nick Basinger</b>	<b>2016-2017</b>	<b>NC State</b>
<b>Chase Samples</b>	<b>2017-2018</b>	<b>Mississippi State</b>
<b>Jess Bunchek</b>	<b>2018-2019</b>	<b>Penn State</b>
<b>Nick Steppig</b>	<b>2019-2020</b>	<b>Purdue</b>
<b>Wykle Greene</b>	<b>2020-2021</b>	<b>Virginia Tech</b>

**\*Resigned position before the completion of their term.**