

NORTHEASTERN WEED SCIENCE SOCIETY

Manual of Operating Procedures



Revised January 2016

NORTHEASTERN WEED SCIENCE SOCIETY

The purpose of this Handbook is to explain the policies to be followed by the Officers of the Northeastern Weed Science Society and to outline their normal duties. This Manual includes the duties of the Officers and Committees, general schedule of meetings and work before the Annual Meeting and the general schedules and policies set up for running the Annual Meeting and other activities.

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DUTIES OF OFFICERS AND COMMITTEES

AMENDING THE MANUAL OF OPERATING PROCEDURES

Amendments/changes/additions to the MOPs can be proposed by any member of the EC. Proposals can be brought forward from the regular membership but at least one EC member must support the suggestion and present it to the board. Draft amendments must be circulated or presented to the entire EC prior to a vote. Amendments can be presented at a formal EC meeting for approval by voice vote or be circulated through email and approval achieved by electronic affirmations. If approval is achieved by electronic affirmations, all EC members shall be notified of each member's vote via email after voting is completed. If further changes to an amendment are suggested by the EC, they are to be considered and if substantial, the draft should be presented or circulated again prior to a vote. Majority approval vote is needed to accept the amendment, change, or addition of the MOPs. The Past-President will be responsible for incorporating the voted change into the MOPs.

The Executive Committee

The Executive Committee will consist of the President, President-elect, Vice-President, Treasurer and immediate Past-President. The Vice-President is elected annually and succeeds progressively and annually to President-elect and President. The Treasurer is elected every 4 years for a five-year term (year one as an apprentice, 3 years serving alone, final year training new Treasurer). The President shall make all efforts to ensure that the selection of the Committee Chairs for the Executive Committee shall include members from both the public and private sector with a goal of equal representation.

The Executive Committee 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 Bylaws/Constitution or delegated to Officers or Committees.
3. See the Bylaws for other duties.
4. Meet in March, July, and October. Meet at the next Annual Meeting site in October. The July meeting is either held at the proposed Annual Meeting site for the year after the next Annual Meeting or at the site of the Weed Contest. At the discretion of the President and with the agreement of the rest of the EC, locations of the board meetings may be changed. In recent years, the March EC meeting has been replaced with a conference call. The EC will meet at the beginning and the morning of the last day of the conference. An additional conference call meeting may be organized shortly after the annual conference to evaluate and review the conference if time does not permit on the last day of the conference.

The PRESIDENT shall:

1. Appoint members to fill vacancies for her/his Executive Committee.
 - a. Membership Committee Chair (appointed for three-year term)
 - b. Research Coordinator (Appointed for three-year term)
 - c. Sustaining Membership Committee Chair (Appointed for three-year term)

- d. Public Relations Committee Chair (Appointed for three-year term)
- e. Editor (Appointed for three-year-term)
- f. WSSA Representative (Appointed for three-year term)
- g. Graduate Student Representative (Appointed for two to three year term)
- h. CAST Representative (Appointed for three-year term)

Please note: The President-elect should fill openings that will occur at the start of an incoming president's term, after consulting with the President and obtaining the approval of the EC.

2. Prepare an agenda for five to six meetings of the Executive Committee and preside at such meetings. The meetings are 1.) short discussion the last day of the Annual Meeting; 2.) phone conference in mid-January to wrap up Annual Meeting; 3.) in March; 4.) in late July; 5.) in late October; and 6.) and the afternoon before the Annual Meeting commences. The agenda should be sent to each member of the Executive Committee at least one week before the meeting.
 - a. At each meeting, the President should call on each Executive Committee member for a report.
3. After counseling with the Treasurer, Vice-President, and President-Elect the President shall prepare a budget for the annual meeting, including catering and invited speaker costs. The budget shall be submitted to the EC for approval no later than the October EC meeting. The President shall coordinate all food functions and meeting room space with the hotel. Food functions include a President's Mixer, if held, Student Social Mixer, Past-Presidents breakfast, lunches for award winners and invited speakers, coffee breaks, and any other desired food functions.
4. Deliver the Presidential Address at the General Session. The President determines the speech content.
5. Preside over the Old Business Section of the Annual Business Meeting.
6. Develop and distribute a year-end report for distribution (either paper or electronic) at the Business Meeting consisting of the individual reports of the Executive Committee members.
7. Distribute copies of Resolutions to the appropriate persons and report at the next Annual Business Meeting.
8. Review the Manual of Operating Procedures and Bylaws/Constitution with the Executive Committee at the President's first Executive Board meeting.
9. Discuss nominees from the Northeast region for WSSA offices and the WSSA Board of Directors and have the WSSA Representative submit the list to the NEWSS Representative of the WSSA Nominating Committee in March.
10. Appoint, with the approval of the Executive Committee, the Chair and two members of the Resolutions Committee and request a report from the Resolutions Committee before the October meeting of the Executive Committee.
11. Appoint the Chair and one member of the Nominating Committee with the approval of the Executive Committee. Inform the Nominating Committee that a report, which includes a biographical sketch of the nominees, is due before

- November 1 for inclusion in the November Newsletter.
12. Keep the Executive Committee informed on all activities pertaining to the Society.
 13. Coordinate the activities of the Executive Committees. If necessary, it is the duty of the President to see that Committee Chairs do not get behind in their scheduled work to insure a smooth-running Society.
 14. Provide the President-Elect, who serves as Program Chair, with information on the hotel meeting rooms available for scheduling the program. This will occur after the President-elect becomes President because the President-elect will have negotiated the hotel contract and will be most familiar with the hotel accommodations.
 15. Arrange for hotel registration information to be disseminated to the membership for the annual meeting. Hotel information is included in the November newsletter.
 16. Invite awardees and speakers from the General Session to lunch immediately after the General Session. Coordinate this activity with the President-elect and Vice-President.
 17. Once the President assumes the role of Past-President, he/she needs to make certain that copies of the talks from the General Session speakers are obtained and given to the Editor. Once published in the following year's Proceedings, he/she needs to make certain that copies of the Proceedings are made available to those speakers.
 18. Conduct the Annual Business Meeting (see Annual Business Meeting Agenda in Addendum 8) The President-elect, will prepare this agenda.
 19. Be responsible for room reservations for Executive Committee members at all EC meetings and any invited guests or speakers for the Annual Meeting.
 20. Be responsible for coordinating the site for the following year's Collegiate Weed Contest.

The PRESIDENT-ELECT shall:

1. Be ready to perform duties of President if needed.
2. Serve as Chair of the Site Selection Committee, with the President and the Treasurer. This Committee is responsible for selecting the meeting site at least 12 months prior to the meeting. The President-elect will be responsible for contacting various hotels and convention centers to determine where the meeting could be held in the Northeastern Region. Membership surveys can be used to determine the most desirable location. The President-elect will evaluate meeting rooms, room rates (Graduate Student rates, if possible), suite policies, hotel convention policies and travel access in selecting a meeting site. The final approval of the meeting location will be by vote of the Executive Committee. The basic hotel meeting room requirements are as follows and are described in more detail in Addendum 7 ("Space and Amenity Needs for Annual Meeting").
 - a. Foyer for registration.
 - b. Meeting rooms for concurrent sessions with one room large enough for the entire membership. The Poster Session may require an additional large room or may be placed in the foyer if space is adequate.

- c. Space for registration and secure storage space for registration office supplies, computers and projection equipment.
 - d. Meeting rooms for committees.
3. Serve as Program Chair. These duties include the following:
- a. Arrange with the various Section Chairs to hold elections in their respective sessions during the current year's Annual Meeting. These elections will be for the purpose of electing Sectional Program Chairs-Elect for the following year's annual meeting. The Chairs-elect become Section Chairs following the next Annual Meeting.
 - b. Confirm that committee, section chair and chair-elect vacancies have been filled (identified during their VP term) and provide the updated list for inclusion in the April Newsletter.
 - c. Arrange for meeting rooms for any related meetings at the annual meeting. This includes NE-ASHS, Invasive Weeds groups, etc
 - d. Report on status of Section Chairs; discuss any new panels or joint session possibilities, symposia, projected needs for audio visual equipment, etc. at the July Executive Committee meeting. New sections should be developed as needed. Sections may be deleted if participation is not sufficient.
 - e. Email the session schedule to be included in the program to the Section Chairs. Work with the Section Chairs to determine the best order for papers within a Section. If Graduate Student papers are not in a separate session then they should be scheduled to permit judges to attend all Student Presentations. Cross check between Sections to be sure a person is not scheduled in two different Sections at the same time. Also, check to be sure student paper judges are not scheduled to present a paper at the same time they are judging a student presentation. If student papers are in a separate session then the Program chair will organize the session and arrange with the graduate student representative (GSR) for students to moderate the session.
 - f. Present draft of complete Program ready for the Executive Committee to review prior to the October EC meeting, including new program developments, panels, joint sessions, requirements for audio visual equipment, etc.
 - g. Submit a proposed budget for the upcoming Annual Meeting, including potential expenses for speakers for the General Session, General Symposium, or any Workshops. This is usually done in consultation with the President.
 - h. In November, coordinate room assignments to insure that adequate space and time are available for each Section and should present a room schedule to the Convention Manager showing times, seating requirements, speaker table or podium, lavalier or podium mikes, projector table, water and glasses, speaker's riser, pointers, room arrangements, light dimmer control, etc. Careful planning is required to insure that no conflicts exist for meeting times and rooms.
 - i. Contact by email in December thanking Section Chairs, and enclosing

- updated Section Chair MOP section. Remind them of the date and place to meet found in the program for a short review of the meeting with the Section Chairs and Chairs-elect.
- j. Review the final Program with the Executive Committee on the day before the Annual Meeting. The Program Chair should be available during the Annual Meeting to help set up equipment and keep in contact with the Hotel Convention Manager to be sure all rooms are set up properly and all hotel facilities are functioning. Rooms must be ready 15 minutes before the sessions start. Signs indicating the meeting session should be placed outside of the meeting room. Coordination with the Section Chairs is essential for a successful meeting.
 - k. The President-Elect/Program Chair is responsible for inviting the keynote speaker and the person doing the welcoming address during the General Session.
4. Prepare the Agenda for the Annual Business Meeting. After accepting the gavel, conduct the New Business Section of the Annual Business Meeting.
 5. Coordinate with the President, Vice-President and Past-President the Annual Awards luncheon, if to be held at the meeting.
 6. Although the President-elect does not officially become President until the January meeting, he/she should select the replacements on the Executive Committee prior to the Annual Meeting. This will enable the new President to introduce the entire Committee at the Annual Business Meeting. The new Chairs should meet and exchange information with the outgoing Chairs at the first Executive Committee meeting which should be held before the Annual Meeting ends.
 7. Serves as chair of the NEWSS Weed Science Contest. President-elect is responsible for locating a site for the following year's contest. Ideally this should be completed by November
 8. Update and revise addendum 7 "Space and Amenity Needs for Annual Meeting" based on the hotel contracts of the past 2 to 3 years.

The VICE-PRESIDENT shall:

1. Record the minutes of the Executive Committee and distribute them to the Executive Committee in a timely fashion for review prior to the next Executive Committee meeting. The VP will take the minutes at the Annual Business meeting. The President may delegate the responsibility to record the minutes to another Executive Committee member as needed.
2. Send letters in February thanking Sectional Program Chairs-Elect for acceptances.
3. During the year, gather the current list of Section Chairs, Chairs-Elect, and updated Committee List. Identify any vacancies that will need to be filled at the upcoming annual meeting. This list will be published in the April Newsletter of their President-Elect term.
4. Assist the President-Elect/Program Chair in inviting the keynote speaker and the person doing the welcoming address during the General Session.
5. Serve as Chair of the General Session and obtain information for the

introductory remarks for each speaker. Be prepared to announce special events and deliver reminders of scheduled events. A proposed outline for the General Session is as follows:

- a. Welcoming Address
 - b. Presidential Address
 - c. General Session Invited Speaker
6. Work with the Program Chair to identify topics for Symposium and Workshops
 7. Assist the Graduate Student Representative in planning the Student Workshop and Mixer, if such events are scheduled.
 8. Assist the President with arrangements for a Social Mixer on the evening of the first or second full day of the Annual Meeting
 9. A speaker's luncheon for General Symposium speakers may be held at the discretion of the Program Chair with the approval of the Executive Committee. The Symposium moderator, all Symposium speakers, the President, and Program Chair should be invited.
 10. Poll the membership concerning the date of the upcoming meeting when the date approaches January 1.
 11. The VP will be responsible for obtaining copies of the Symposium speakers' talks and forwarding them to the Editor. Once published in the following year's Proceedings, he/she needs to make certain that copies of the Proceedings are made available to those speakers.
 12. The VP will oversee the loading of presentations of students participating in the Contest and enforce the loading deadline. The VP can make reasonable concessions for this deadline if unusual circumstances develop.

The TREASURER shall:

1. Treasurer will be in charge of all finances of the Society, including, but not limited to, paying all bills as authorized by the EC. The fiscal year is from November 1 to October 31. The Treasurer must be bonded. At least one other Officer should be authorized to be a signatory on all accounts.
2. Treasurer will obtain authorization (via approval of the President's Budget by EC) or as needed by written authorization from the Officers to pay expenses on behalf of the Society.
3. Treasurer will obtain authorization via EC vote to enter into contractual agreement with 3rd party vendor for credit card purchases (i.e. ACTEVA, C-Event, Paypal).
4. Treasurer (with concurrence of the Executive Committee) selects two members to audit the books prior to the annual meeting.
5. File appropriate taxes for the Society following closing of the fiscal year. For IRS purposes, NEWSS approves the fiscal year expenses at the January business meeting and therefore is considered to be a calendar-year filer (i.e., taxes are filed by April 15).
6. Pay all expenses, including award checks, hotel contract and gratuities, if warranted, to hotel personnel for services rendered during the Annual Meeting.
7. Assist the Treasurer-Elect during his/her one-year apprenticeship prior to the Treasurer-Elect assuming full responsibilities. The Treasurer may delegate

- appropriate jobs to the Treasurer-Elect during the apprenticeship year. The Treasurer-Elect is a non-voting member of the Executive Committee.
8. Prior to the annual meeting, make provisions with the State where the meeting is to be held to file for Tax-exempt Status.
 9. Arrange for appropriate insurance for the annual meeting and other society needs.
 10. Prior to the annual meeting make arrangements with the hotel and various vendors for direct billing of annual meeting costs.
 11. Pay monies, as allotted in the budget approved by the Executive Committee, to support the travel of the WSSA Representative, CAST Representative and Director of Science Policy.
 12. Maintain current list of all vendors, with contact information to notify in case of NEWSS address change etc.
 13. Review Addendum 2 "*Dues Notice and Annual Meeting Registration*" and updated if needed. Work with Membership Chair to post revised addendum to website
 14. Assist Membership Chair with registration during the annual meeting.

Additional MOP's needed if NEWSS changes address; assuming address is associated with Treasurer (less of an issue if NEWSS establishes a "permanent" address)

The business address of Society must go with the Treasurer. The Treasurer, will email the new Membership Chairperson (formerly the Secretary) related paperwork or forward via regular mail.

- A. For IRS purposes, Treasurer must have a separate official business post office box for NEWSS – it cannot be Treasurer's home address (Treasurer can list your home address for deliveries etc. but not as official address) and it cannot be Treasurer's PO Box (i.e. if they have one for our own business and it cannot be their in house mail at work etc.)
- B. When Treasurer position changes, new Treasurer must send letter to each Vendor (Sustaining Members, Publications, Website) and to IRS changing the name of the authorized person.
- C. If there is a change to PO Box, Treasurer must also send a letter to each vendor
- D. If you change banks, Treasurer must update any accounts that have direct payment (PayPal) or direct deposit (Federal Grants) with the vendor.
- E. Vendor code with the Federal government DUNSS registry must be updated
- F. New treasurer or new post office: Treasurer must update Tax Exempt forms in all states where the NEWSS conducts business. (i.e. annual meeting; weed contest).
- G. New Treasurer must update Standing Orders contact with new address information.

The PAST- PRESIDENT shall:

1. Serve as Chair of the Awards Committee-determine availability of the four most recent Past-Presidents that preceded him/her to serve on the Awards Committee, giving a total of 5 on this Committee. This should be done by mid-summer.
2. Attend and participate in all Executive Committee meetings.
3. Serve as liaison between the Committee of Past-Presidents and the Executive Committee.
4. Review and revise if necessary Addendum 6, "Nomination Form".
5. Solicit nominations for the "Award of Merit", "Fellow Award", "Outstanding Educator Award", "Outstanding Researcher Award", Robert D. Sweet- Outstanding Graduate Students Awards and "M. Garry Schnappinger-Service Recognition Award". Requests for nominations should be in the April and August Newsletters. The nominations must be made by (approximately) October 15. The Awards Committee shall select the Award recipients by a vote. The nominations must be made with form (Addendum 6) that are available on the website. Preferably the completed nomination forms are submitted to the Past-President by email so these can be shared with the awards committee. Present the list of nominees to the Executive Committee at the October EC meeting for approval. A favorable vote by 3/4 of the Executive Committee present at the October meeting is necessary to approve awards.

Award Criteria

The **Fellow** award is one of the highest honors the Society presents. The purpose of this award is to recognize those members, at any point in their tenure, who have made significant contributions to the NEWSS. Criteria for eligibility are simple: the recipient must have been a member of the NEWSS and have made significant contributions to the NEWSS and to Weed Science in the Northeast.

- a. The nomination must be by letter and 2 supporting letters are required.
- b. The nominating letter should explain in general and specific terms the outstanding contributions of the nominee.
- c. The contributions must be in regards to NEWSS and weed science in the Northeast.
- d. Awards Committee members are not eligible.
- e. Award is limited to a maximum of three recipients per year.
- f. The Award is a plaque and life membership.

The **Award of Merit** recognizes career contributions to the NEWSS and weed management in the Northeast. Qualifications for the Award of Merit include: at least five years of participation at the annual meeting, service to the NEWSS on the executive committee or as a section chair, and presentation and authorship of papers at the annual meetings. The Award of Merit is normally awarded at or near an individual's retirement.

- a. At least five years attendance at the Annual Meeting
- b. A combination of two or more listed below:

1. Presented or was the author/co-author of at least two papers at the Annual Meeting, or
 2. Served the Society for at least two years on the Executive Committee, or
 3. Served the Society for at least two years as a Section Chair
- c. In case of doubt as to whether a member qualifies, the Awards Committee will decide. The Award should be flexible and the purpose or objective of the Award should be the major consideration. Has the person contributed significantly so that the recognition would be meaningful and appreciated?
 - d. A nomination letter and one supporting letter are required.
 - e. The Award is a plaque.

The **Outstanding Educator Award** was established to recognize outstanding contributions to outreach education or resident instruction in Weed Science and weed management. Accomplishments that may be considered include (but are not limited to) excellence in Cooperative Extension education, resident instruction, or other educational programs; or the development of novel and effective educational resources in Weed Science. Criteria for the award include:

- a. Significant impact of an educational program (or programs) on weed management practices in the Northeast; and / or
- b. Innovative and effective educational programs or materials which have improved or enhanced weed management systems in the Northeast (or show the potential to do so); and / or
- c. Excellence in teaching, as evidenced by innovative teaching methods or significant impact on their audiences (understanding of Weed Science and weed management).
- d. Candidates for the award must be active members of the NEWSS.
- e. Public and private sector members are eligible.
- f. A nomination letter and one supporting letter are required. In case of doubt as to whether a nominee qualifies, the Awards Committee will decide.
- g. The Award is a plaque.

The **Outstanding Researcher Award** was established to recognize NEWSS members for their outstanding research contributions, in the public or private sector, that have had (or have the potential to have) a significant impact on weed management practices in the Northeast. Criteria for the award include:

- a. Significant impact (or potential for such) of a research program or project on weed management practices in the Northeast; and/or
- b. Innovative and effective approaches to weed management research and/or
- c. Developments of novel instrumentation or devices used in weed management or weed science research in the Northeast.
- d. Candidates for the award must be active members of the NEWSS.
- e. Public and private sector members are eligible

- f. A nomination letter and one supporting letter are required. In case of doubt as to whether a nominee qualifies, the Awards Committee will decide.
- g. The Award is a plaque.

The **Robert D. Sweet - Outstanding Graduate Student Awards** were established to recognize outstanding NEWSS students at the M.S. and Ph.D. levels for their work and contributions to the field of weed science in research, teaching, extension, and to the society. Criteria for the award include:

- a. Students must be currently enrolled or have received their degrees no more than 12 months prior to the annual meeting and awards are limited to one M.S. and one Ph.D. per year.
- b. Students are judged on academic and work history, research, teaching, and outreach activities, service, and honors and awards.
- c. Awards are limited to a maximum of one M.S. and one Ph.D. level award per year, and both level awards are not required to be given in any one year.
- d. Winners are student members of NEWSS.
- e. Winners of the M.S. level award are also eligible for the award during their Ph.D. program.
- f. A nomination letter and one supporting letter are required.
- g. The Award is a plaque.

The **M. Garry Schnappinger - Service Recognition Award** was established to recognize outstanding service, above and beyond the call of duty, from someone who works in the area of weed science under the direction of university, federal, industry or private sector scientists. The nominee must demonstrate significant contributions to the field of weed science and/or to NEWSS. The nominee must be involved in the field of weed science and must have a combination of two or more listed below:

- a. Presented or was the author/co-author of a paper at the Annual Meeting, or
- b. Served the Society for at least two years as a Section Chair, or
- c. Organized or had significant input into the Collegiate Weed Contest, or
- d. Assisted a NEWSS member with other society duties, or
- e. Published a paper in other Weed Science journals, or
- f. Demonstrated other significant weed science activity (public schools or other areas).

A nomination letter and one supporting letter are required. In case of doubt as to whether a nominee qualifies, the Awards Committee will decide. The Award should be flexible and the purpose or objective of the Award should be the major consideration. The person should have contributed significantly so that the recognition would be meaningful and appreciated. The "Special Recognition Award" can be presented to service personnel who are not members of NEWSS but support members of NEWSS. The Award is a plaque.

6. The Award of Merit, Fellow, Outstanding Educator, Outstanding Researcher Award, Outstanding Graduate Student (s) and Service Recognition Award recipients should be contacted before December 1 so they may be present at the January meeting. If they cannot attend, they should be asked to indicate someone they would ask to accept the Award on their behalf; or the Award Presentation may be delayed until the person can attend. Any of the Awards may be presented posthumously.
7. Prior to the annual meeting, order Award plaques for the Award of Merit, Fellow Award, Gavel Plaque for the outgoing President, Outstanding Researcher Award, Outstanding Educator Award, Outstanding Graduate Student Award(s), and Service Recognition Award. Also order plaques for outgoing Treasurer if necessary. Currently we are having plaques made by Etch-Art Awards, 1220 N. Salisbury Blvd., Salisbury, MD 21801, (410) 742-4660. Charlie and Nancy are the contact persons at Etch-Art.
8. Responsible for organizing and printing the Awards Presentations leaflet; work with Jerry Baron and IR-4 to get the final copy prepared by approximately December 15.
9. Arrange with the Treasurer to have the checks prepared and prepare the Certificates with professional lettering and framing if necessary in conjunction with the Membership Chair .
10. Present the Awards at the Annual Meeting. The presentation of the Awards may be at the General Session and/or at the Annual Business Meeting, as determined by the scheduling constraints of any particular meeting. Recipients must be notified as to when the Awards will be presented so that they are given the opportunity to attend the ceremony.
11. Serve on Student Presentation Contest Award Committee. The Committee shall consist of the 5 most recent Past-Presidents. In the event that any of the 5 most recent Past-Presidents are not in attendance or unavailable the Chair shall enlist the assistance of other Past-Presidents in attendance. If a vacancy still remains on the judging committee, the Chair shall appoint other society members in good standing to participate on the Judging Committee.
 - a. The Chair will be second most recent Past-President.
 - b. Outstanding Student Presentation Award will be based on the quality of the presentation and the major areas of evaluation will be audio-visuals, organization and logic of data presented, and delivery. Subject matter will not be emphasized in the evaluation to permit the comparison of diverse papers such as physiological studies and applied field research.
 - c. Review "Criteria for Graduate Student Presentations" (Addendum 3). Solicit input from Student Presentation Award Committee and revise if needed. Work with Membership Chair to post revisions to website.
 - d. A Graduate (or Undergraduate) student may win (first place) this Award once per degree.
 - e. The first place Award consists of a Certificate and \$200, and second place, \$100 and a Certificate. **BASF** currently sponsors this Award. The Past-President should contact the **BASF** representative to confirm

participation and ask that the \$300 be forwarded to the NEWSS Treasurer.

12. Notify Poster Award Committee of their responsibilities.
 - a. This Committee consists of a Chair and 4 members. A yearly election to replace 1 new member per year is made by the Committee at the end of the Annual Meeting. As the Chair rotates off, the member of the Committee with the highest years of service on the Committee becomes Chair. In this fashion, members serve 5-year tenure on the Committee.
 - b. Members of the Committee that need to be replaced due to job transfers, etc., will be made by the Chair in consultation with Committee members and the current President. If there is the need for the replacement of the Chair due to job transfer or other unforeseen circumstance, this decision will also be the responsibility of the President.
 - c. Review "Instructions for Research Poster Presentations" (Addendum 4). Solicit input from Poster Award Committee and revise if needed. Work with Membership Chair to post revisions to website.
 - d. The NEWSS finances these awards. The first place Award consists of a Certificate and \$200; the second place, \$100 and a Certificate.
13. Notify the Photo Judging Committee of their responsibilities.
 - a. This committee consists of a Chair and 5 members. Two new members will be selected every year. One of the two members with the most seniority will be selected as Chair.
 - b. Members of the Committee that need to be replaced due to job transfers, etc., will be made by the Chair in consultation with Committee members and the President.
 - c. The Past-President needs to work with the Vice President/Program Chairman to obtain a room for judging during the first evening of the meeting.
 - d. All photographic media, slides, print and electronic, will be judged as a group.
 - e. Review "Rules for the NEWSS Photo Contest" (Addendum 5). Solicit input from Photo Judging Committee and revise if needed. Work with Membership Chair to post revisions to website.
 - f. Prizes are certificates and awards of \$100 for 1st, \$50 for 2nd, and \$25 for 3rd place entries. The NEWSS Society finances these awards. These Awards do not have to be made each year. All prizes may or may not be awarded depending upon number of entries, quality, etc.
14. Review and update, if necessary, the Manual of Operating Procedures and distribute at the Annual Business Meeting. Be responsible for having copies of the NEWSS Bylaws/Constitution at the Annual Business Meeting.
15. Collect archival materials for the year the Past-President served as President and forward these materials to the Society Archivist by the end of her/his term as Past-President. The following items are to be compiled by the following years' annual meeting:
 - a. MINUTES of Executive Committee Meetings from the previous year (the EC meeting the last day of the Annual Meeting and EC meetings #2

- through #5).
- b. Agendas for ALL EC MEETINGS.
 - c. Executive Committee Member Reports for all EC members.
 - d. Annual Business Meeting minutes.
 - e. Signed financial statement (original plus 3 copies).
 - f. Newsletter (one copy of the original and all inserts)
 - g. Programs from the Annual Meeting.
 - h. Awards Brochure.
 - i. That year's Society Letterhead.
 - j. Copy of the Proceedings.
 - k. Signed submitted IRS Form 990 EZ.

The Membership Committee Chairperson shall:

1. Membership Chair's main focus is list-serve, directory, name tags, and registration package.
2. Membership Chair will work with the Public Relations Chair to insure that the April, August, and November newsletters are distributed to all paid members. The November newsletter is also mailed to invited speakers, guests, and to anyone presenting a paper who is not currently a member.
3. Distribute the Program, hotel reservation information, and Preregistration forms (Addendum 2) to all members and attendees within the last three years.
4. Maintain an electronic and postal address file of all paid members and all that have been members within the previous three years.
5. Make arrangements with hotel, in cooperation with the President-elect for space for registration and storage before the meeting. Assistance maybe solicited from the NEWSS membership or other responsible parties. Secretary is expected to assist with registration at NEWSS annual meeting
6. Prepare award certificates for those winning awards to be presented at the Awards Ceremony by the Awards Committee Chair.
7. Send a copy of the Proceedings containing their paper to all General Session, Symposium, and Workshop Speakers who submitted their presentations in writing. Work with the previous meeting's President and Vice President to make certain that speakers get copies of the Proceedings.
8. Present Necrology Report at Annual Business Meeting

The RESEARCH AND EDUCATION COMMITTEE CHAIRPERSON shall:

1. As deemed necessary, appoint additional members to serve on the committee.
2. Provide leadership in developing outreach education programs for the Northeastern Weed Science Society. Outreach education to be loosely defined to include both member and non-member education as deemed appropriate.
3. Develop and maintain an inventory of weed management outreach educational resources available in the Northeast. Develop policies and procedures to ensure that this information is available to appropriate membership and interested stakeholders.

4. Facilitate the development of Workshops or Symposia at the Annual Meeting, focusing on both member and non-member (outreach) education.
5. Identify areas of opportunity and need, related to weed management educational resource development in the Northeast.
6. Evaluate the continued utility of the World Wide Web home page for the Northeastern Weed Science Society.
7. Develop and prepare for publication any Special Reports concerning research on weed science in the Northeast.
8. Coordinate the Weed Science Field Day Schedule.
9. For the annual meeting and special workshops: Coordinate pesticide re-certification credits for states (various categories including category 10); certified crop advisor (CCA) continuing education units (CEU's); and other appropriate professional certification continuing education credits.
General guidelines for administering the pesticide recertification and CCA-CEU program.
 - a. Create program summary for state agencies, and copy program to send.
 - b. Insure letters of notification are sent to state agencies for re-certification.
 - c. Notification from agencies prior to the annual meeting (letter, phone, or e-mail), to determine credit assignments and tracking procedures.
 - d. Print appropriate materials for meeting - attendance rosters, attendance slips for participants, etc.
 - e. Create packets for session chairpersons to use for their sessions.
 - f. Police the sessions to be sure people are not signing in for more than one session.
 - g. Within 10 days of the conference, photocopy and send all paperwork back to the states/agencies for certification credits.
10. Network with the WSSA Director of Education as appropriate.
11. Evaluate the duties and responsibilities of this position and report back to the Executive Committee any recommendations for change.
12. The Research and Education Committee Chairperson oversees the website and is the point person to work with the webmaster. The Chairperson works with others on the Executive Committee and within the membership to post relevant materials on the website for the benefit of NEWSS members. Where applicable, certain content for the website may require majority approval from the Executive Committee prior to posting by the Research and Education Committee Chairperson and the webmaster. The latitude of content posted on the website, while directed by the Research and Education Committee Chairperson, remains solely at the discretion of the Executive Committee.

The SUSTAINING MEMBERSHIP COMMITTEE CHAIRPERSON shall:

1. Offer Industry members of the Society the opportunity to financially assist in sustaining the activities of the Society.
 - a. Send letter by October 1 - write and send a letter (e-mail is acceptable) to everyone on the current Sustaining Member list inviting them to continue their support. Set a deadline for the date to have their checks to the

Treasurer to enable the Editor to include their Company name in the Program Guide and the Proceedings.

- b. Seek new members - check the Registration List in the Supplement to the Proceedings. Any Company who had been represented at the Annual Meeting, but is not now a contributing Sustaining Member is a potential member. Write a letter or call. Solicit mailing lists from other Organizations.
- c. One solicitation per year according to the following tiered structure:

Level	Total Contribution	Complimentary Meeting Registration(s)	Weed Contest Support*
PLATINUM	\$2000	2	\$1000
GOLD	\$1000	1	\$500
SILVER	\$500	none	none
BRONZE	\$250	none	none

*Silver and Bronze members can contribute separately to the Weed Contest.

- d. Deadline November 1 - those who have not responded by November
 - e. 1 should be contacted by letter or a phone call. Provide a list of current Sustaining Members to the Editor for inclusion in the Program, Proceedings and Supplement by November 1.
 - f. If no contact prior to printing of Proceedings/Program from the previous year's sponsors, retain them on the list until confirmation is received.
 - g. After the annual meeting send out hard copy thank you letters on NEWSS letterhead to those who have contributed. Query EC members for other groups or individuals who have made non-financial contributions and send letters. This could include "in-kind" sustaining support as currently contributed by IR-4 for the Awards Brochure. Notify owner of the Proceedings to send a free copy of the Proceedings to all current Sustaining members.
2. Offer a job placement service at the Annual Meeting.
- a. Review "Position Desired" and "Position Available" forms (Addendums 10 & 11) and revise if needed. Work with Membership Chair to post revisions to website.
 - b. Have the Public Relations/newsletter editor include information on "Positions Desired" and "Positions Available" in the fall Newsletter. Submit a newsletter item soliciting job announcements (hard copy) to the Annual Meeting. Announcements will be displayed near the Registration Desk.
 - c. Have the Public Relations/newsletter editor include information for positions desired in the fall newsletter. Encourage students to bring resume briefs to the annual meeting (hard copy). Prepare a three ring binder on display at the Registration Desk for students to place their resumes.
 - d. Send all completed Forms to the WSSA Placement Committee Chairperson. Check with the NEWSS representative to the WSSA to find out who the person is who should receive these Forms and display them at the WSSA meeting.

3. Serve on the Annual Northeastern Collegiate Weed Science Contest Planning Committee and act as a liaison with the Executive Committee.
4. Coordinate Sustaining Member Display at the annual meeting. Have the newsletter editor include a notice in the fall newsletter informing the Sustaining Members that they may have a display at the annual meeting. Provide instructions for contacting the chairperson to assure booth space and shipping instructions for the hotel.
5. Coordinate with Sustaining Members, the Editor and Research & Education Coordinator a current list of approved common and trade names of herbicides and other materials listed in the annual Program Guide and Proceedings.

The EDITOR shall:

Summer Meeting

1. Obtain an estimate of printing costs for Proceedings, Program, and Supplement
2. Work with Program Chair to establish a deadline for Title Submission and Abstract Submission
3. Review and revise Title Submission, Instruction to Contributors, Keyword Submission and supply to Public Relations (Newsletter)
4. Work with Webmaster to ensure electronic submission of Titles is functional
5. Review page charges and policy
6. Review Addendum 1 "Submitting Titles and Abstracts" and updated if needed. Work with Membership Chair to post revised addendum to website.

Fall Meeting

1. Update herbicide indexes for program (with assistance from Sustaining Membership)
2. Assist with editing program if necessary
3. Facilitate submitting program between Program Chair and printer
4. Determine color of program and proceeding covers In consultation as needed, determine number of Programs, Proceedings, and Cumulative Index
5. Work with Webmaster to ensure electronic submission of Abstracts/Papers and Keywords is functional

November

1. Obtain current membership listing and mailing print labels
2. Receive final copy of Program from printer and mail via first class to membership (include closing tab on program prior to mailing)
3. Update Proceedings Appendices (i.e. sustaining membership, previous year's award winners, membership list)
4. Review abstracts and papers. Reject papers that do not meet the objectives of the Society
5. Prepare indexes from authors' key word submissions
6. Assemble and print the Proceedings with all appropriate indexes
7. Assemble and print Cumulative Index if appropriate

December

1. Ensure Proceedings are delivered to Society meeting

January

1. Editor Report to include number of abstracts and papers, number of pages in Proceedings, cost of proceedings, policy changes etc.
2. Collect papers from General Session, Symposium, and other speakers who did not submit them prior to the meeting for the supplement for the following year's Proceedings
3. Update Cumulative Indexes
4. Review and update MOP for editor section

Spring Meeting

1. Discuss potential changes to abstract and paper policies
2. Discuss submission procedure for Titles and Abstracts/Papers
3. Review page charges for papers
4. Discuss new publication

Editor's Term of Office is three years but may be continued at one-year intervals upon agreement between the Editor and the remainder of the Executive Committee.

The PUBLIC RELATIONS COMMITTEE CHAIRPERSON shall:

1. Serve as editor of NEWSS NEWS, the Society newsletter. Prepare three Newsletters per year (April, August, and November) for electronic publication to the website, www.newss.org; for members without internet access, the representative will print and mail them a hard copy within two weeks of electronic publication. The following items should be featured in each newsletter: April - report and photos from Annual Meeting, weed contest announcement; August - call for paper titles and abstracts, instructions for authors, and photos of the collegiate weed contest; November – Annual Meeting registration and hotel reservation information, travel directions to the Annual Meeting site, Board nominee photos and biographies (if appropriate), and a condensed meeting program. Each edition should include additional articles as needed.
2. Photograph events at the Annual Meeting (Poster Session, General Session and Symposium, other symposia, workshops, award winners, Past-Presidents, and the new Executive Committee); include these photographs with any accompanying reports in the April edition of the NEWSS News.
3. Prepare a brief summary of the Annual Meeting including highlights of the General Session, symposia, workshops, and the general size of the Sections and Proceedings (number of papers, etc.), election of officers, etc. for publication in the WSSA Newsletter.
4. Prepare general news releases on Society activities and accomplishments. Meet with the NEWSS Program Committee and President for special news on speakers. Meet with the Membership Committee Chair and Editor concerning web publications.
5. Assist Membership Chair on updating the NEWSS web site, particularly posting newsletters, Provide assistance to the Membership Committee Chair with

maintenance of the on-line membership database, in particular, keeping track of incorrect email addresses.

6. Prepare announcements about upcoming Annual Meetings for publication on the NEWSS web site and for distribution via e-mail; target both members and nonmembers.
7. Provide coverage of the annual NEWSS Collegiate Weed Contest. Include a report and photographs in the August or November newsletter, and send the report and selected photos to the editor of the WSSA newsletter and the SWSS newsletter.
8. Arrange for newspaper, magazine, radio, and possible TV coverage at the Annual Meeting, if warranted.

The WSSA REPRESENTATIVE shall:

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. Although NEWSS may opt to support a portion of travel costs in a given year, the Representative is ultimately responsible for finding funds to support travel. 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 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.

The GRADUATE STUDENT REPRESENTATIVE (GSR) shall:

1. Compile a resource list containing advisor and student information from information obtained at the annual meeting. This resource list should contain:
2. Advisor names, addresses, telephone numbers, major areas of research, available assistantships, and other useful information.
3. Student names, addresses, telephone numbers, degrees sought, expected graduation dates, research interests, and other useful information.
4. Organize (in conjunction with the President) a Workshop and Mixer for the students attending the Annual Meeting. These events are usually scheduled for the evening before the opening of the Annual Meeting. The Mixer is immediately followed by a Workshop on Career opportunities, interview techniques, presentation skills or any other topic of interest to the Graduate/Undergraduate students. The same topic should preferably not be repeated in two consecutive years.
5. Provide input in the judging criteria for both the Student Research Presentations and Student Posters
6. Assist in organizing the Annual Northeastern Collegiate Weed Science Contest.
7. Provide information, including rules for the Student Contest, to Graduate students through periodic Newsletter articles, direct electronic mailings, and questionnaires and serve as student representation on the Executive Committee and the weed contest committee.
8. GSR Tenure – The GSR should commit to a minimum of two years on the board, with a maximum of three consecutive years.
 - a. MARCH
 - i. Spring Executive Committee Meeting - Present results of Annual Meeting student questionnaire. Suggest topics, format and scheduling for the next Workshop and Mixer.
 - b. JULY
 - i. Summer Executive Committee Meeting - Finalize names of speakers for Workshop.
 - c. AUGUST
 - i. Summer Newsletter - Submit articles on upcoming compilation of resource lists and on the Graduate Student Presentation Contest (mention title submission deadline).
 - ii. Advisor Mailing - Compile student and advisor resource lists from information obtained at the collegiate weed contest.
 - iii. Assist or compete in the Collegiate Weed Science Contest.
 - d. SEPTEMBER
 - i. Student Mailing - One month prior to title submission deadline, send electronic mail detailing Graduate Student Presentation Contest rules and eligibility. Include "Submitting Titles and Abstracts" (Addendum 1) and "Criteria for Graduate Student Presentation " (Addendum 3). Also detail information about cost-sharing for students who participate in the paper or poster

competitions.

e. OCTOBER

- i. Fall Executive Committee Meeting - Check and finalize all arrangements for Mixer and Workshop. Check schedule for Graduate Student Presentation Contest for accuracy, conflicts or omissions.

f. NOVEMBER

- i. Fall Newsletter - Submit article on schedule of student activities at Annual Meeting.
- ii. Workshop Speakers - Mail reminder notice including audience profile and suggestions for Presentation Topics.

g. DECEMBER

- i. Student Mailing - Send electronic mail including schedule of student activities at Annual Meeting, cost-sharing information and/or registration fees, and include "Criteria for Student Presentations" and "Instructions for Research Poster Presentations" (Addendums 3 & 4) and "Job Placement Forms" (Addendum s10 & 11) and a copy of the student and advisor resource lists (??).

If there is no Graduate Student Representative, the second most recent Past President needs to inform students participating in the Contest about the Society's cost-sharing and/or registration fees policy. This can be done during the Annual Meeting.

- ii. Annual Report - Submit a report on the past year's activities to be included in the membership packet distributed at the Annual Meeting.

h. JANUARY

- i. Annual Meeting - Confirm arrangements, through the Program Chair, for the Workshop and Mixer with the hotel. Supervise student activities. Hand out questionnaire asking for student feedback on the Annual Meeting and student activities. Pass out information form to new students to update the student resource list.
- ii. Student Mailing - Send reminder to return questionnaire and, if possible, include the completed "Judges Worksheets" from the Graduate Student Presentation Contest (handled in conjunction with the second most recent Past-President).

If the Society has no Graduate Student Representative, the responsibility for mailing the Judges' Worksheets back to the students falls upon the second most recent Past-President whom presided over the Contest during the Annual Meeting.

- iii. Workshop Speakers - Mail thank you letters to speakers.

The Graduate Student Representative, in cooperation with the Treasurer, is responsible

for communicating the written policy concerning cost-sharing and/or registration fees for students entered in the Contest. The Graduate Student Representative is also responsible for returning the Judges' Worksheets back to the students that competed in the Contest. If there is no Graduate Student Representative to the Executive Committee, these responsibilities fall upon the Chair of the Student Presentation Contest Award Committee.

The CAST REPRESENTATIVE shall:

1. Attend all CAST meetings (travel expenses provided by CAST and/or NEWSS) and represent the NEWSS.
2. Present the views and concerns of the NEWSS membership to the CAST Board of Directors. Represent NEWSS scientists that can provide technical assistance in the preparation of CAST Reports.
3. Maintain a liaison from CAST to NEWSS by presenting Reports to the Executive Committee and the membership at the Annual Business Meeting.
4. CAST Representative serves for three years.

The NOMINATING COMMITTEE CHAIR shall:

1. The Nominating Committee Chair is appointed by the President. The President also appoints one other member. The other three members of this Committee are selected and voted on during the Annual Business Meeting.
2. Solicit suggestions for Vice President (and Treasurer if required) from the membership. Review the qualifications of the nominees as specified in the Bylaws and select at least one candidate, but no more than two. As a general rule, in every other year, the candidates are selected from members who are engaged in Industrial careers, and in alternate years, from members in Academic or Governmental careers.
3. Notify the President of the Committee's recommended candidate(s) before the October EC meeting.
4. Provide a short biographical sketch of each candidate to the Public Relations Chair for publication in the November Newsletter. This should be available by November 1.
5. Under New Business at the Annual Business Meeting, report the status of nominations. Other nominations may be made from the floor, provided the nominees are qualified.
6. Be responsible for ballot papers necessary for the election at the Annual Business Meeting.

The RESOLUTIONS COMMITTEE CHAIR shall:

1. The Resolutions Committee Chair is appointed by the President.
2. The President selects two other Committee members.
3. Be responsible for developing and editing resolutions for the NEWSS. All resolutions from the Resolutions Committee must be approved by the Executive

Committee.

4. Request for suggestions from the membership will be made in the Newsletter.
5. Be responsible for accepting any resolution(s) submitted at the Annual Business Meeting. The resolution(s) must be distributed to the members at the Annual Business Meeting.

The COMMITTEE OF PAST PRESIDENTS shall:

1. Meet annually at the Society Conference. Meeting space, coffee and donuts will be provided by the Society.
2. Serve as an advisory and service Committee to the Executive Committee.
3. Be structured as the Committee desires with the immediate Past President serving as the liaison with the Executive Committee.

The ARCHIVIST shall:

Maintain the archives of the Society as follows:

1. By Presidential term as provided by the Past President each year after the annual meeting:
 - a. Correspondence between President/Officers regarding:
 - i. Meeting site
 - ii. Program development
 - iii. Special events
 - iv. Guests
 - v. Special issues, CAST, WSSA
 - vi. Minutes of all Executive Committee Meetings
 - b. Business meeting
 - i. Minutes
 - ii. Resolutions
 - iii. Budgets
 - iv. Ad Hoc and Special Committee reports
 - v. Photographs (of Executive Committee, etc., with people identified)
 - vi. Resolutions (unless part of business meeting minutes)
 - vii. Copies of Bylaws/Constitution. (Dated)
2. By Sets: all years
 - a. Proceedings and supplements
 - c. Newsletters
 - d. Programs - for each year's meeting
 - e. Award brochures
 - f. Northeastern Collegiate Weed Contest - programs and awards
3. Archives will be stored at IR-4 Headquarters, Rutgers University.

The SECTION CHAIRS Shall:

1. Solicit Titles of Papers
The Call for Papers is issued by the Executive Committee in the August

Newsletter. The section chair should refer to past programs and the most recent membership directory to contact past participants in the section, as well as others who may be interested in presenting a paper in that section. Members should be directed to the August newsletter and the www.newss.org website for details on submitting titles and abstracts. The authors will submit the title of the paper, names of author and co-author, affiliation of authors to the www.newss.org website. The deadline for receiving this information has been the Friday of the first full week in September. The Program Chair will send the sequence of papers to the section chair for review prior to review of the full program by the executive committee, which will take place the third week of October.

2. Program Committee Meeting

Section Chairs should be available to attend the program committee meeting which takes place the evening of the first meeting day. The purpose of the meeting is to review responsibilities of the Program Chair and chair elect and to be aware of any program changes that occur.

3. Selection of Presiding Chair

The Section Chair usually presides at all meetings of his/her Section. If you are unable to preside over any of the sessions then make arrangement directly with the people whom you wish to preside over the Sessions and notify the Program Chair of their acceptance.

4. Facilities

The section chair will get the power point presentations from the registration desk to load on a laptop for use at the session. The Section Chair will be responsible for checking projectors, screens, pointers, microphones, blackboards, lights, etc., prior to each Section meeting. It is suggested that the Section Chair arrive at the meeting twenty to thirty minutes prior to the beginning of each Session. If any problem arises, he/she should contact the Program Chair. All personal or NEWSS equipment must be removed at the end of the day's Sessions and locked up either in the press room, store room, or in your room. Arrange for projectionists and lighting assistants in advance of the Sessions.

5. Chairing the Session

If more than one author is listed for a paper, check ahead of time to confirm that the author marked with the * in the program will make the presentation. It is important to keep speakers on a strict schedule. This means the Section should neither be ahead of schedule nor behind schedule. It is the Session Chair's responsibility to enforce time restrictions. If a paper is canceled after the Program Guide is printed, do not advance the schedule, but recess or hold a discussion/question period and resume the schedule as outlined in the published program. Brief your Presiding Chair on all meeting procedures. In case of emergencies, contact the Program Chair through the Registration Desk. The Section and Presiding Chairs should count attendance. Figures could be jotted down in an extra Program Guide and forwarded to the Program Chair after the Meeting to aid in room size determinations for next year. At end of Session Section, Chairs are responsible for electing a Chair-Elect for the following year.

The SECTION CHAIRS-ELECT Shall:

1. Serve one-year apprenticeship with the Section Chair and assist the Chair as requested.
2. Become Acting Section Chair if Section Chair cannot serve for any reason.
3. Coordinate Re-certification efforts in their Section, as required by certain States, after consultation with the Research Coordinator.

DIRECTOR OF SCIENCE POLICY

In an effort to further the educational goals of the Society, the Northeastern Weed Science Society has entered into a cooperative agreement with the other regional weed science societies and the Weed Science Society of America (WSSA). Pursuant to this agreement, the Society provides a contribution each year, payable to the WSSA, to support the educational efforts of the WSSA Director of Science Policy. Although NEWSS is committed to provide travel monies in any given year, the DSP is ultimately responsible for finding funds to support travel to the annual NEWSS meeting.

SCHEDULE OF WORK IN PREPARATION FOR THE ANNUAL MEETING

JANUARY

1. President should review space needs, attendance, and room nights and revise Addendum 7 ("Space and Amenity Needs for Annual Meeting") if needed.

MARCH

1. The second Executive Committee is called in early March. Treasurer brings the new Executive Committee up-to-date on the financial position of the Society. General discussion is usually called for on the last Annual Meeting. Any complaints or mistakes are discussed for correction before the next Annual Meeting.
2. Next meeting site should be selected and contract should be discussed so President-elect could negotiate a deal with the hotel. However, a new site should be reviewed by the Executive Committee in July before a contract is signed.
3. General Session Speakers should be suggested so President or Vice President could write each individual a personal letter of invitation to speak to our Annual Meeting.
4. The list of Sectional Program Chairs will be reviewed and approved.
5. Discuss possibility of a Public Relations Program for summer.
6. Discuss contents of Newsletter that will be sent out in April.

JULY/AUGUST

1. At the third meeting for the Executive Committee, the Treasurer should bring the Committee up-to-date on finances and any other business he/she attended to since the first meeting in March.
2. A tentative schedule should be set up for revising all addendums, notices to be

sent to members regarding call for papers, instructions to authors, program, ballot, and room reservation cards and public relations information on the meeting site.

3. Sectional Program Chairs should have been finalized and instructed as to their responsibilities.
4. The guest Speaker(s) for the General Session should have been finalized and the decision on expenses should be finalized if needed.
5. Public Relations Chair should be organized as to what mediums he/she will use since Public Relations should start in September. Plans should be made for the August Newsletter.
6. Sustaining Membership list should have been compiled and any other names should be given to the Chair. First letter should go out in September.

OCTOBER/NOVEMBER

1. The fourth Executive Committee meeting should report on the Executive Committee's progress for the year.
2. President should preside over the meeting and bring his/her Executive Committee up-to-date on any subjects that were referred to him/her since the last meeting.
3. President presents their budget. NEWSS fiscal year is November 1 to October 31.
4. The Membership Chair should have all final arrangements for registration facilities and help needed at registration.
5. Program Chair should have a final draft of the program and discuss thoroughly room assignments, times of meetings, etc. He/she should be well aware of lighting facilities, AV needs, and seating capacities of each room.
6. Public Relations Chair should report on plans for the November Newsletter and plans on future publicity in December.
7. Sustaining Membership Chair should have the sustaining membership list for the current year and coffee break sponsors for the up-coming annual meeting ready for the annual program. Also, be ready to send out a follow-up letter to his/her potential Sustaining Members that have not responded to his/her first letter. He/she must be ready to make phone calls to companies we know to be Sustaining Members but for some reason have not answered the letters. Follow-up is very important.
8. President should report on meeting rooms, rooms for the Executive Committee, and general information on hotel's cooperation and assistance for the meeting.
9. Editor should review the format of the Proceedings and the Program Guide.
10. Research Coordinating Chair should review Special Projects for the Annual Meeting and Awards associated with his/her Committee.
11. Awards Chair should report on progress he/she has made on the Awards of Merit and Fellow Award. Also, should discuss ordering plaques and other awards. Also discuss printing awards brochure
12. Graduate Student Representative should review the plans for the Workshop and Student Mixer.
13. The EC will inform the membership in the November newsletter as to reimbursement policy for members who register for the Annual meeting but are unable to attend. The current policy is "Cancellations received prior to the first

day of the meeting will receive a full refund minus a \$25 processing fee. Cancellation of registration made once the meeting has started will not be refunded. Substitutions of registrants is permitted."

JANUARY

1. The day before the Annual Meeting commences, the Executive Committee meets to make final plans to be assured that each Committee Chair knows his/her responsibility and make sure "**no stone is unturned.**"

NEWSS COLLEGIATE WEED SCIENCE CONTEST-Rules & Regulations

PURPOSE - The purpose of the Northeastern Collegiate Weed Science Contest is to provide an educational experience for students at northeastern colleges and universities to broaden their applied knowledge and skills in weed science. The contest provides an opportunity for students to meet and visit with each other, interact with researchers from other universities and industry, and apply what they have learned in preparation for the contest. It is also hoped that the contest will increase the visibility of Weed Science and intensify the participants' interest in the discipline of Weed Science.

ELIGIBILITY- Any undergraduate or graduate student enrolled in a degree program is eligible to participate in the contest. All students will compete in the same contest, but separate awards will be given to graduate and undergraduate contestants. Students from a college or university can compete as a team or teams of three or four members, or as individuals. A team may be composed of all graduate students, all undergraduate students, or a combination of graduates and undergraduates. A combination team must compete in the graduate division, but any undergraduate members on the team will be eligible for individual awards in the undergraduate division. A team of two members will only be allowed if no more than two students are participating from the same school.

A student can compete in the undergraduate division if they are currently enrolled in an undergraduate studies program or if they earned a B.A. or B.S. degree no more than 6 months prior to the contest. A student is eligible to participate a maximum of three times in the undergraduate division, and a maximum of four times in the graduate division.

EVENTS-The contest will consist of four events. Each of these events will be worth 100 points for a total of 400 possible points. See Addendum 9 for lists.

1. WEED IDENTIFICATION - A weed identification list will be sent to the coach or contact person for each participating college or university. The list will contain the accepted common and scientific names of each species according to *Composite List of Weeds* (Weed Science Society of America, 1989). Students will be responsible for correctly spelling the common names and scientific names of the weeds on this list.

Twenty-five weeds will be presented in identifiable condition for the contest. Weeds

may be presented in any stage of growth or development (seeds, seedlings, mature weeds or plant parts). No more than five specimens shall consist of weed seeds only. Broadleaf seedlings with four true leaves or less need to be identified by genus only. For example, a smooth pigweed seedling with four or fewer leaves can be identified only as pigweed or *Amaranthus*. Grass seedlings must be identified to species (i.e. giant foxtail or *Setaria faberi*).

Students must identify 20 weeds by either common name or scientific name (either will be accepted). Five other weeds (clearly marked "scientific name only") must be identified by genus and species. The correct identification of each weed is worth 3 points. One (1) point will be deducted for a slight misspelling of the common or scientific name (such as incorrect capitalization, a one-letter error, or "*arvensis*" instead of "*arvense*"). Two (2) or more points will be deducted for a more serious misspelling, an incomplete name, or the incorrect choice of closely related weeds (i.e. green foxtail instead of yellow foxtail).

In addition, students must choose a biological characteristic for each weed from a list of four, only one of which is correct. These could include growth habit, reproduction, habitat, seed dispersal mechanism, native origin, leaf shape, etc. Choice of the correct characteristic will be worth 1 point. Correct identification and choice of the correct biological characteristic will be worth a total of 4 points. In the example below, for common lambsquarters, 3 points would be awarded for the correct identification and 1 point for choosing "summer annual."

	Name (3 points)	Circle the correct characteristic for each weed (1 point)			
1	common lambsquarters	summer annual	herbaceous perennial	monocot	forms stolons

Contest organizers may also include up to ten weeds of local importance on the weed list, of which a maximum of two may be included in the actual contest. Organizers must inform the coaches of the additional weeds in their weed list sent to the coaches.

At the discretion of the contest organizers, one of the specimens may not be included on the weed identification list. If so, the botanical key pages contained in the book *Weeds of the Northeast* (R.H. Uva, J.C. Neal and J.M. DiTomaso, 1997) will be available to the students. This book is published by Comstock Publishing Associates, a division of Cornell University Press.

2. APPLICATION TECHNOLOGY-Each component of the application technology event will be worth 50 points.

A. Written Test on Sprayer Calibration - Ten written questions (each worth 5 points) will cover all aspects of sprayer calibration, such as volume of spray needed, amount of herbicide needed per gallon or liter, etc. The major reference will be the TeeJet Agricultural Spray Products Catalog from Spraying Systems Company, but other

sources may be used. One of these questions will be used for the sprayer calibration part of the application technology section. Test information should be provided in both English and metric units. A 30-minute time limit will be imposed for the written test.

B. Sprayer Calibration - Each student will calibrate a CO₂ backpack sprayer based on one of the problems selected from the written test on calibration. No additional calculations will be necessary to perform this calibration. If the individual answered the written test question incorrectly, the correct answer will be given so the calibration can be performed. All sprayer components will be provided. Sprayers should consist of a four-nozzle boom. Contestants **MUST** provide a stopwatch and non-programmable calculator for their own use. Each person must choose the appropriate nozzle tips, pressure and speed for accurate calibration and application. Nozzle tips, strainers, and a Tee Jet Agricultural Spray Products catalog will be provided to assist in accurate calibration.

The student must apply a designated number of gallons/acre (liters/hectare) that will be determined by the output of each spray tip and the required amount based on the intended combination of tip selection, pressure and speed. Speed will be timed over a measured course. Spray pattern and proper boom height will also be evaluated by the judges. Scoring will be based on the accuracy of the calibration and application. Each person will be allotted 15 minutes to complete the calibration. For each minute over 15 min, one (1) point will be deducted from a possible 20 points. Help will be available to assist the student in collecting output from nozzles during calibration.

When the student is satisfied that the sprayer is prepared properly, he or she should notify the judge, and time will be stopped. No further adjustments can then be made to the sprayer. The calibration will be checked with the judge watching for correct boom height (3 points), uniformity of spray pattern (3 points), and speed (4 points). Each nozzle will then be checked for accurate output. Variation in nozzle output of up to +/- 10% will be accepted. As an example, if the correct nozzle output is 90 ml/min, the acceptable range will be 81 to 99 ml/min. For each ml of inaccuracy outside this range, one (1) point will be deducted up to a possible 5 points per nozzle. Obtaining the correct output from all four nozzles is worth 20 points. If the spray boom does not contain four nozzles, the 20 points possible will be distributed evenly among the number of nozzles used.

3. IDENTIFICATION OF UNKNOWN HERBICIDES - Contestants will be provided with lists of crops and weeds to be planted, as well as herbicides and their approved common names, herbicide families and modes of action. These crops and weeds will be planted in rows at the contest site approximately 1 month before the contest. Herbicides will be applied to plots containing all crops and weeds. The application timing (preemergence or postemergence) for each herbicide will be according to the timing specified in the list provided to the contestants. Herbicide plots may be duplicated. Any untreated plot or plots must be identified as controls. Based on visual symptoms on crops and weeds, students will attempt to identify the herbicides applied to ten (10) plots selected by the contest organizers. Each plot will be worth 10 points:

4 points for identification of the herbicide mode of action, 2 points for the herbicide family, and 3 points for the specific herbicide by approved common name, and 1 point for choosing a correct characteristic from a list of three provided for each herbicides. Characteristics could include symptom response, systemicity, soil interactions, chemistry, etc. For example, for 2,4-D, the student would circle “causes epinastic response” for 1 point.

	Mode of action (5 pts)	Herbicide family (2 pts)	Common name (2 pts)	Circle correct characteristic (1 pt)		
1	plant growth regulator	phenoxy	2,4-D	contact only	low water solubility	causes epinastic response

4. PROBLEM SOLVING AND RECOMMENDATIONS - All contestants will be provided at least 3 weeks in advance with a list of crops involved in the grower problems planned by the contest organizers. Turf, landscape or ornamental problems may be identified only by these broad designations. Students will not know in advance which problems they will be assigned to at the contest.

This event is to be presented and handled in a "role play" situation. Students will be asked to assume the roles of extension, sales, or research professionals when talking to the grower. Each student will be assigned two problems in field or office situations. The goal is to determine the cause or causes of each problem and to recommend an effective and reasonable course of action. Recommendations must comply with accepted agricultural practices. Students should consider all factors that influence plant growth and development. There may be more than one appropriate recommendation for the grower's situation.

For each problem, a judge will be assigned to evaluate student performance. Points will be assigned in the following categories by the judge in consultation with the grower.

- (20 points) How the student interacted with the grower.
- (40 points) Method of assessing the problem.
- (20 points) Determining the cause of the problem.
- (20 points) Recommendation - now and next year.

Contest organizers should divide the problems into two groups: those deemed "more difficult" and those deemed "less difficult" to solve. Each student should be assigned to one problem from both of these groups. Alternatively, a student can be assigned to one problem within the student's discipline and one outside his or her area of concentration.

If possible, members of the same team should not be assigned to the same problems. The total possible score is 100 points (average score for the two problems).

SCORING - An advisory panel consisting of five members will be responsible for scoring the contest. The panel will be the final authority for all questions regarding scores. People from the host location and contest volunteers from other locations can serve on the advisory panel. Individuals from the host location will be the authority for questions relating to the field portions of the contest.

AWARDS - Separate awards will be presented for graduate and undergraduate divisions.

- **Individual Awards** - The highest combined score from all four events will determine the individual winners in the graduate and undergraduate divisions. Awards will be presented to the top three graduate individuals and to the top three undergraduate individuals. For each of the four events, the graduate student and the undergraduate student who earned the highest score will be recognized at the banquet.
- **Team Awards** - For each event, the team score will equal the average of the individual scores among team members. The sum of these four average scores will equal the total team score. Awards will be presented to the top three graduate teams and to the top three undergraduate teams.

WEED CONTEST COMMITTEE - A committee of at least seven people will be responsible for periodically reviewing the rules and procedures for the contest, and proposing and voting on possible changes to the contest rules and/or procedures. The committee will also be responsible for any revisions to the weed identification list and the list of herbicides used in the contest (Addendum 9). Any changes must be approved by a majority of the committee members and be reported to the current year's contest organizer by March 31. Any revised or updated rules need to be posted to the NEWSS website by March 31.

The committee will consist of contest organizers from the current year and previous three contests, the current President and President-elect of the Northeastern Weed Science Society (NEWSS), the NEWSS Graduate Student Representative, and the Sustaining Membership Chair.. In addition, the committee may choose to include other members, such as experienced contest volunteers or a representative from the Northeast Aquatic Plant Management Society. The committee will be chaired by the President-Elect

Preparations for the Collegiate Weed Contest

1. The President-elect is responsible for locating a site for the following year's contest. Ideally this should be completed by November.
2. After the site and host has been determined, the membership should be informed of the contest dates and location at the January meeting.
3. The contest host will meet with the weed contest committee at the annual meeting. The previous year's host will pass on the notebook containing all correspondence and tasks completed to the current host.
4. NEWSS website should be updated with revised rules, weed/crop/herbicide lists

- by March 31.
5. The sustaining membership chair in cooperation with the contest host will solicit donations for the contest by letter in March.
 6. The host will locate a hotel for the contest by March. The host will prepare an article for the April newsletter that contains the hotel location and phone number, room rate, and driving directions.
 7. The host will identify volunteers to help with the contest in April. The host may decide to assign other individuals to be in charge of specific sections of the contest (weed identification, herbicide identification, grower problems, sprayer calibration). Total number of volunteers needed are: weed identification 2 to 3, sprayer calibration 8 to 10, herbicide ID 2 to 3, grower problems 16 (2 per problem), scoring 2 to 3, photography 1, general assistance 2 to 3.
 8. By May, the host will have identified a caterer for the meal functions. Typically the hotel will have a continental breakfast, which would cover the two breakfasts. The host is responsible for the dinner prior to the contest, the lunch during the contest, and the awards dinner after the contest.
 9. Coaches at the schools across the northeast, along with adjacent states (Michigan, Ohio, Tennessee, North Carolina, etc.), should be sent a packet with contest rules and driving directions by May.
 10. Coaches need to inform the host by early June as to the names of their undergraduate and graduate teams and individuals.
 11. The host will order plaques for first and second place individual undergraduate and graduate, as well as plaques for first and second place teams in the undergraduate and graduate divisions, by May.
 12. The host needs to locate at least 5 backpack sprayers, spray tips, CO₂ cylinders, measuring pitchers, stop watches, and other items needed for sprayer calibration by June.
 13. Establish ten to fifteen grower problems in May through July.
 14. At least 4 weeks prior to the contest, the herbicide ID plots should be seeded, and the preemergence treatments applied.
 15. At least 1 week prior to the contest, the postemergence treatments should be applied for the herbicide ID section.
 16. The afternoon prior to the contest, all volunteers will meet at the contest site. The 8 grower problems will be selected and judges assigned.
 17. During the dinner prior to the contest, the host will distribute the contest schedule and will explain any rule changes.
 18. Photographs of the host, volunteers, and contest winners need to be taken for the newsletter.

SPONSORSHIP OF SPECIAL EVENTS

The Society may opt to sponsor special events from time to time, such as the Noxious and Invasive Management Short Course. A presentation by the person or persons wishing to conduct the special event should be made in writing or orally to the Executive Committee at least 3 months prior to beginning of the special event. The EC must have enough time to consider the appropriateness and budget of the proposed event prior to

the beginning of the special event. A majority of the EC must vote to support the budget commitment that will be borne by the Society. The person or persons who proposed the special event should provide a report (written or oral) to apprise the EC on the outcome(s) of the special event. The EC can use this information to support or deny future requests for sponsorship of a special event.