

**NORTHEASTERN WEED SCIENCE SOCIETY**

# **Manual of Operating Procedures**



**Revised January 4, 2021**

## NORTHEASTERN WEED SCIENCE SOCIETY

The purpose of this Handbook is to explain the policies to be followed by the Board of Directors 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**

### **1. Amending the Manual of Operating Procedures (MOP)**

Amendments/changes/additions to this Manual of Operating Procedures (MOP) can be proposed by any member of the Board of Directors (approximately 13 people). Proposals can be brought forward from the regular Society membership but at least one Board member must support the suggestion and present it to the board. Draft amendments must be circulated or presented to the entire Board prior to a vote. Amendments can be presented at a formal Board 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 Board 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 Board, 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 MOP. The Past-President will be responsible for incorporating the voted change into the MOP.

### **2. The Board of Directors (Board)**

The Board shall consist of the following positions: President, President-elect, Vice President, Treasurer, immediate Past President, Membership Committee Chairperson, Research and Education Committee Chairperson, Sustaining Membership Committee Chairperson, Public Relations Committee Chairperson, Editor, WSSA Representative, Graduate Student Representative, and CAST Representative. When there is a Treasurer-elect, they shall be voting members of the Board, and non-voting members of the Executive Committee (see "The Executive Committee" below).

The Board 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 during the society's annual meeting as well as in March, July, and October. The Meeting in October is at the next Annual Meeting site. The July meeting is generally held at the site of the annual Weed Contest. At the discretion of the President and with the agreement of the rest of the Board, locations of the board meetings may be changed. In recent years, the March Board meeting has been conducted as a conference/web meeting call. During the Annual Meeting, the Board will meet at the beginning and on the morning of the last day, after the Presidential transition. An additional conference call meeting may be organized shortly after the annual meeting if the last-day Board meeting did not provide time for adequate review and establish of action items for the March meeting.

### **3. The Executive Committee (EC)**

The Executive Committee is elected by the Society, rather than appointed by the

President.

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 four years for a five-year term (year one as in an apprentice role as Treasurer-elect, three years serving alone, final year training Treasurer-elect).

The Treasurer-elect is selected by the Nominations Committee and presented at the annual Society Business Meeting, as is the Vice President.

The President shall make all efforts to ensure that all Committee Chairs are filled.

#### **4. Annual Meeting**

The Society has held an annual meeting since its founding in 1947, now typically the first full week of January. The Society occasionally convenes this meeting with other societies to promote collaboration, as well as pragmatic concerns such as increasing attendance to increase selection of host venues. Since 2016, the Society has conducted its annual meeting as part of the Northeastern Plant, Pest, and Soils Conference, or NEPPSC.

#### **5. The PRESIDENT shall:**

1. Appoint members to fill vacancies for the positions below on the Board.
  - a. Membership Committee Chair (three-year term)
  - b. Research Coordinator (three-year term)
  - c. Sustaining Membership Committee Chair (three-year term)
  - d. Public Relations Committee Chair (three-year term)
  - e. Editor (three-year term)
  - f. WSSA Representative (three-year term)
  - g. Graduate Student Representative (two-year term, first as "elect")
  - h. CAST Representative (three-year term)

Please note: The incoming President should confirm candidates for position vacancies while still President-elect, after consulting with the current President and obtaining the approval of the EC, see item 6 under the duties of the President-elect.

2. Prepare an agenda for all meetings of the Board as noted above and preside at such meetings. The agenda should be sent to each member of the Board 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 function examples 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 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 fall newsletter.
16. If warranted, 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, they need to consider items to be added to the Archives (see Archivist, item 1 section below) and consider information to be included in the Proceedings from the annual meeting, such as copies of the talks from the General Session speakers, Symposia abstracts etc. that can be given to the Editor.
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.

## 6. 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. Secure storage space for registration office supplies, computers and projection equipment.
  - d. Meeting rooms for committees.
  - e. Include considerations for the Joint NEPPSC meeting and other society business meetings.
3. Serve as Program Chair. These duties include the following:
  - a. In association with the other NEPPSC societies, 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 Spring Newsletter.
  - c. Arrange for meeting rooms for any related meetings at the annual meeting. For Example, the NEIPM center would have a meeting during the NEPPSC meetings.
  - 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 Board meeting. New sections should be developed as needed. Sections may be deleted or combined with other sections 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 and other NEPPSC Society Presidents to review prior to the October Board meeting, including new program developments, panels, joint sessions, requirements for audio visual equipment, etc.
- g. Once approved, provide NEPPSC program to Education and Research Committee chair for posting to the two websites.
- h. 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.
- i. 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 ensure that no conflicts exist for meeting times and rooms.
- j. Contact by email in December thanking Section Chairs and Chairs-elect, 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 their duties for the annual meeting.
- k. 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/NEPPSC meeting manager to be sure all rooms are set up properly and all hotel facilities are functioning. Rooms must be ready at least 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.
- l. The President-elect/Program Chair is responsible for inviting the keynote speaker and/or the person doing the welcoming address during the General Session.
- m. 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:
  - i. Welcoming Address
  - ii. Presidential Address
  - iii. General Session Invited Speaker

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/session, 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.

## **7. The VICE PRESIDENT (VP) shall:**

1. Record the minutes of the Executive Committee/Board meetings and distribute them to the Executive Committee/Board 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 and the Chairs-elect for acceptances. Request them to provide the newly elected Chair-elect for the next meeting.
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/or the person doing the welcoming address during the General Session.
5. Work with the Program Chair to identify topics for Symposium and Workshops
6. Assist the Graduate Student Representative in planning the Student Workshop and Mixer, if such events are scheduled.
7. Assist the President with arrangements for a Social Mixer on the evening of the first or second full day of the Annual Meeting
8. 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.
9. Poll the membership concerning the date of the next meeting when January 1 falls on a Sunday or Monday. The current meeting format spans four calendar days and is usually conducted Monday to Thursday.

10. 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.
11. The VP will oversee the uploading of presentations of students participating in the Contest and enforce the uploading to the <http://www.weedscimeetingabstracts.com/> website (or other) by the deadline. The VP can make reasonable concessions for this deadline if unusual circumstances develop.
12. The VP will serve 2 years (one year overlap with next VP) as the NEWSS representative on the Public Relations Committee of the Weed Science Society of America (WSSA).

#### **8. The TREASURER shall:**

1. 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. 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. Will obtain authorization via EC vote to enter into contractual agreement with 3<sup>rd</sup> party vendor for credit card purchases (i.e., ACTEVA, Cvent, Paypal, etc.).
4. With concurrence of the Executive Committee, select two Society 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, invited speakers, 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 EC, but is a voting member of the Board.
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 Board, 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.
15. The Treasurer will be responsible for recording all donations and making deposits into the NEWSS Endowment Fund account. In addition, a letter will be drafted by the Treasurer or by those authorized by the Treasurer to thank individuals or groups who have donated to the NEWSS Endowment Fund. Thank you letters will also contain documents or other associated instructions to assist donors in tax related issues associated with their donation.

***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. The Treasurer will maintain a post office box or other address for NEWSS-related mail documents. 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, the new Treasurer will work with the previous Treasurer to ensure the necessary organizations have been notified of this change (i.e., Sustaining Members, publications, website, IRS). .
- C. If there is a change to PO Box, Treasurer must also notify Vendors or other required parties.
- D. If there is a change of financial institutions, Treasurer must update any accounts that have direct payment (PayPal) or direct deposit (Federal Grants) with the vendor.
- E. 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).

## 9. The PAST PRESIDENT shall:

1. Serve as Chair of the Awards Committee-determine availability of the four most recent Past-Presidents that preceded them to serve on the Awards Committee, giving a total of five on this Committee. This should be done by mid-summer.
2. Serve as liaison between the Committee of Past-Presidents and the Executive Committee.
3. Review and revise if necessary MOP-Addendum 6, "Nomination Form".
4. Solicit nominations for the "Award of Merit", "Fellow Award", "Outstanding Educator Award", "Outstanding Researcher Award", Robert D. Sweet Outstanding Graduate Student 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 (MOP 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 Board meeting or by conference call for approval. A favorable vote by 3/4 of the Board 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 with two supporting letters.
- 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 science in the Northeast. Qualifications for the Award of Merit are noted below, and 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/coauthor 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 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 science 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.
- 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 were members of the NEWSS during that time.
- 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 of the M.S. level award are also eligible for the award during their Ph.D. program.
- e. A nomination letter and one supporting letter are required.
- f. 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/coauthor 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.

5. In cases of doubt as to whether a nominee qualifies, the Awards Committee will ultimately decide and make a final decision.
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 EtchArt Awards, 1220 N. Salisbury Blvd., Salisbury, MD 21801, (410) 7424660. Charlie and Nancy are the contact persons at EtchArt.
8. Responsible for organizing and printing the Awards Presentations leaflet.
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 five most recent Past Presidents. In the event that any of the five 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 audiovisuals, 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" (MOP Addendum 3). Solicit input from Student Presentation Award Committee and revise if needed. Work with Membership Chair to post revisions to website.
  - d. Any active student (undergraduate, masters, doctorate) registered for the annual conference is eligible to compete in the Student Presentation Contest. First and second place are awarded to the contestant pool, not by degree level. Any entered student is eligible to win.
  - 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 four members. A yearly election to replace one 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 five-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" (MOP 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 five 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 Chair 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" (MOP 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 (formerly described as the 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 Board Meetings from the previous year (the EC meeting the last day of the Annual Meeting and Board meetings #2 through #5).
  - b. Agendas for All Board Meetings.
  - c. Executive Committee Member Reports for all Board 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.

**10. The MEMBERSHIP COMMITTEE CHAIR shall:**

- 1. Focus primarily on the Society listserv, directory, name tags, and registration package;
- 2. Assume responsibility for updating the NEWSS letterhead;
- 3. Work with the Public Relations Chair to ensure that the newsletters are distributed to all paid members. The fall newsletter is also mailed/emailed to invited speakers, guests, and to anyone presenting a paper who is not currently a member.
- 4. Distribute the Program, hotel reservation information, and Preregistration forms (MOP Addendum 2) to all members and attendees within the last three years.
- 5. Maintain an electronic/postal address file of all paid members and all that have been members within the previous three years.
- 6. Make arrangements with hotel, in cooperation with the President-elect for space for registration and storage before the meeting. Assistance may be solicited from the NEWSS membership or other responsible parties. Treasurer is expected to assist with registration at NEWSS annual meeting
- 7. Prepare award certificates for those winning awards to be presented at the Awards Ceremony by the Awards Committee Chair.
- 8. Inform all General Session, Symposium, and Workshop that their presentations may be posted in the Proceedings at the NEWSS website.
- 9. Present Necrology Report at Annual Business Meeting

**11. The RESEARCH AND EDUCATION COMMITTEE CHAIR 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 nonmember 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 nonmember (outreach) education.
- 5. Identify areas of opportunity and need, related to weed management educational resource development in the Northeast.

6. Evaluate and update the home page for the Northeastern Weed Science Society and the Northeastern Plant Pest and Soils Conference.
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 recertification 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. Ensure letters of notification are sent to state agencies for recertification.
  - c. Notification from agencies prior to the annual meeting (letter, phone, or email), 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 as needed 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/Board 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.

**12. The SUSTAINING MEMBERSHIP COMMITTEE CHAIR 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(email is acceptable) to everyone on the current Sustaining Member list and any potential new members 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. Copy the Treasurer on these letters/emails.

- 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	Minimum Total Contribution	Complimentary Meeting Registration(s)	Weed Contest Support*
PLATINUM	\$3000	3	\$1000
GOLD	\$2000	2	\$500
SILVER	\$1000	1	none
BRONZE	\$500	none	none

\*Platinum and Gold members automatically contribute to the Weed Contest.

- d. Deadline November 1-those who have not responded by November 1 should be contacted by a follow-up letter/email or a phone call. Provide a list of current Sustaining Members to the Editor for inclusion in the Program and Proceedings by November 1.
  - e. If no contact prior to printing of Proceedings/Program from the previous year's sponsors, retain them on the list until confirmation is received.
  - f. After the annual meeting send out hard copy or electronic Thank You letters on NEWSS letterhead to those who have contributed. Query EC members for other groups or individuals who have made nonfinancial 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. Serve on the Annual Northeastern Collegiate Weed Science Contest Planning Committee and act as a liaison with the Executive Committee.
  3. Coordinate Sustaining Member Displays 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.
  4. Coordinate with Sustaining Members, the Editor and Research & Education Chair a current list of approved common and trade names of herbicides and other materials listed in the annual Program Guide and Proceedings.

**13. The EDITOR shall:**

**Summer Meeting**

1. Obtain an estimate of printing costs for the annual meeting program.
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 the webmaster or liaison at <http://www.weedscimeetingabstracts.com> to ensure electronic submission of titles, abstracts, and uploading of presentations is functional
5. Review MOP Addendum 1 “Submitting Titles and Abstracts” and update if needed.

### **Fall Meeting**

1. Assist with editing the annual meeting program if necessary.
2. Facilitate submitting program between Program Chair and printer.
3. Determine color of program and proceeding covers in consultation as needed, determine number of Programs.
4. Work with Webmaster to ensure electronic submission of Abstracts/Papers and Keywords is functional.

### **November**

1. Receive final copy of Program from printer and provide to the membership at the annual meeting
2. Review abstracts and papers. Reject papers that do not meet the objectives of the Society
3. Prepare indexes from authors’ key word submissions
4. Assemble and print the Proceedings with all appropriate indexes on request. Page charges apply.
5. Assemble and print Cumulative Index if appropriate

### **December**

1. Ensure Programs 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 inclusion in the 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 if appropriate
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.

#### **14. The PUBLIC RELATIONS COMMITTEE CHAIR shall:**

1. Serve as editor of NEWSSletter, the Society newsletter. Prepare a minimum of three newsletters per year, targeting April 1, August 1, and November 1. (winter/spring, preferably just after the annual meeting and summer fall to provide information from the weed contest and Annual meeting. The April edition recaps the annual meeting; the August edition recaps the weed science contest and provides preliminary information for the annual meeting, and the November edition provide details of the annual meeting. The newsletter is prepared for electronic publication to the NEWSS website. The following items should be featured in each newsletter: Report and photos from Annual Meeting, weed contest announcement, call for paper titles and abstracts, instructions for authors, and photos of the collegiate weed contest, 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, such as reports from Board members.
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 NEWSSletter.
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 website, particularly posting newsletters, and maintenance of the online membership database.
6. Prepare announcements about upcoming Annual Meetings for publication on the NEWSS web site and for distribution via email; target both members and nonmembers.
7. Provide coverage of the annual NEWSS Collegiate Weed Contest. Include a report and photographs in the August newsletter, and send the report and selected photos to the editor of the WSSA and regional weed science society newsletters.
8. Arrange for newspaper, magazine, radio, and possible TV coverage at the Annual Meeting, if warranted.
9. Explore use of other media such as Twitter, LinkedIn, Facebook, Instagram, etc.

**15. The WSSA REPRESENTATIVE shall:**

1. Be responsible for coordinating the activities and projects of the NEWSS with the other regional weed science societies and the WSSA.
2. Attend the Annual Meetings of the WSSA Board of Directors, which are held during the WSSA Annual Meeting and summer. Although the Representative is ultimately responsible for finding funds to support travel, they may request NEWSS for travel funds if needed. 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/Board of the NEWSS concerning the policies, activities, Officers, Committee appointments, future meeting sites, etc., of the regional weed science 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.

**16. 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: Advisor names, addresses, telephone numbers, major areas of research, available assistantships, and other useful information.
2. Student names (both NEWSS and NEPPSC), email, telephone numbers, degrees sought, expected graduation dates, and research interests.
3. Organize (in conjunction with the President) a Workshop/Symposia and Mixer for the students attending the Annual Meeting.
4. Provide input in the judging criteria for both the Student Research Presentations and Student Posters
5. Assist in organizing the Annual Northeastern Collegiate Weed Science Contest.

6. 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.
7. GSR Tenure – The GSR will serve two years, the first as GSR-elect, to shadow the current GSR and assist with the responsibilities.
  - a. MARCH
    - i. Spring Executive Committee/Board Meeting Present results of Annual Meeting student questionnaire. Summer contest discussions. Suggest topics, format and scheduling for the next Workshop and Mixer. Possible newsletter article\*.
  - b. JULY
    - i. Summer Executive Committee Meeting/Board – Report on overall student feedback from the contest. 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/Board 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).

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.

\*Newsletter publications vary year to year. The Graduate student rep should consider submitting articles to keep their colleagues well informed and can use the membership notices to send out updates as well.

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.

### **17. 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/Board and the membership at the Annual Business Meeting.

4. CAST Representative serves for three years.

### **18. The NOMINATING COMMITTEE CHAIR:**

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 by the membership during the Annual Business Meeting.
2. Solicit suggestions for Vice President (and Treasurer-elect when 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.

### **19. The RESOLUTIONS COMMITTEE CHAIR:**

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.

### **20. The COMMITTEE OF PAST PRESIDENTS shall:**

1. Meet annually at the Society Conference. Meeting space and breakfast 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.

## **21. 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 Pennsylvania State University, the archivist will provide a report each year.

## **22. 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 NEWSS or NEPPSC websites for details on submitting titles and abstracts. The authors will submit the title of the paper, names of author and coauthor, affiliation of authors to the <http://www.weedscimeetingabstracts.com/> (or the one being used). 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 their 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 download the power point presentations from the website <http://www.weedscimeetingabstracts.com/> to load on a laptop for use at the session. The Section Chair will be responsible for checking projectors(bring their own), screens, pointers (NEWSS provides), microphones, blackboards, lights, etc. as needed, 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, they should contact the Program Chair. All personal or NEWSS equipment must be removed at the end of the day's sessions for safe storage. 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 asterisk 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.

The Section and Presiding Chairs should count attendance and report to the Program Chair for room-size planning for subsequent meetings. At end the conclusion of the Section, Chairs are responsible for electing a Chair-elect for the following year.

**23. 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 recertification efforts in their Section, as required by certain states, after consultation with the Research and Education Chair.

## **24. 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) to fund the Director of Science Policy position. Pursuant to this agreement, the Society provides a financial contribution each year, payable to the WSSA, to support the 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. See WSSA MOP 1.18 for additional information.

## **25. 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.
2. Discuss contents of the April NEWSS letter.

### **MARCH**

1. The second Executive Board meeting is called in early March. Treasurer brings the new Executive Committee up to date on the financial position of the Society. General discussion regarding the last Annual Meeting is presented. Any complaints or mistakes are discussed for correction before the next Annual Meeting.
2. Meeting site for two meetings hence should be discussed so new President-elect can 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 Section Chairs will be confirmed.
5. Discuss possibility of a Public Relations Program for summer.
6. Finalize Board assignments for the upcoming NEWSS letter.

### **JULY/AUGUST**

1. At the third meeting for the Executive Committee/Board meeting, the Treasurer should bring the Committee up to date on finances and any other business they 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 media they will use since Public Relations should start in September. Assignments should be made for the

August NEWSS letter.

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/Board meeting should report on the Executive Committee's progress for the year.
2. President should preside over the meeting and bring the Executive Committee up to date on any subjects that were referred to them since the last meeting.
3. President presents their budget for the upcoming annual meeting. 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. There will be a joint program planning session with the presidents of the other societies participating in the NEPPSC Conference.
6. Program Chair should have a final draft of the program and detail room assignments and meeting times, and account for lighting facilities, AV needs, and seating capacities of each room.
7. Public Relations Chair should report on plans for the November NEWSS letter and plans on future publicity in December.
8. Sustaining Membership Chair should have the sustaining membership list for the current year and coffee break sponsors for the upcoming annual meeting ready for the annual program. Also, be ready to send out a follow up letter to the potential Sustaining Members that have not responded to their first letter. They 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.
9. President should report on meeting rooms, rooms for the Executive Board, and general information on hotel's cooperation and assistance for the meeting.
10. Editor should review the format of the Proceedings and the Program Guide.
11. Research and Education Chair should review recertification activities for the upcoming annual meeting.
12. Awards Chair should report on status of Society Awards. Also, should discuss ordering plaques and other awards. Also discuss printing awards brochure
13. Graduate Student Representative should review the plans for the Workshop and Student Mixer.
14. 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 their responsibility and make sure all are prepared for the meeting.
2. Review program with other NEPPSC Society Chairs.

## **26. NEWSS COLLEGIATE WEED SCIENCE CONTEST**

**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 six 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 for individual scores and 500 total points for team scores. See Addendum 9 for lists.

**1. WEED IDENTIFICATION** At least three months prior to the contest, 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 (e.g., 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 from an appropriate flora manual (Weeds of the Northeast, Weeds of the Northern U.S. and Canada, Manual of the Vascular Flora of the Carolinas) will be available to the students.

**2. APPLICATION TECHNOLOGY** Each component of the application technology event will be worth 100 points.

**A. Written Test on Sprayer Calibration** Questions will cover all aspects of sprayer calibration, such as volume of spray needed, amount of herbicide needed per gallon or liter, nozzle nomenclature and selection, sprayer pressure, droplet size, boom height, drift reduction techniques, etc. The test will be composed of multiple choice, short answer, and written calculation questions. The major reference will be the most current TeeJet Agricultural Spray Products Catalog from Spraying Systems Company, but other sources may be used. Test information should be provided in both English and metric units. Correct answers will be accepted in both English and metric units. A 30-minute time limit will be imposed for the written test. This will be the first event of the contest

and all participants will take the test during this time period

**B. Sprayer Calibration** Each team will calibrate a CO<sub>2</sub>-powered backpack sprayer based on a basic written problem that will be calculated during this session. If the team answered the written test question incorrectly, the correct answer will be given so the calibration can be performed, however, 10 points will be deducted from the event score. Each team will be given a set of conditions upon which a CO<sub>2</sub>-powered backpack sprayer with a four-nozzle boom is to be calibrated based upon the application of an herbicide mixture. Nozzle tips, strainers, and a TeeJet Agricultural Spray Products catalog will be provided to assist in accurate calibration. Calculators and stopwatches will be provided. Use of personal calculators will not be permitted. Each team will be expected to choose the appropriate nozzle tips, speed, pressure, and amount of herbicide for accurate calibration and application. Each team will be asked to deliver a designated number of gallons/acre or liters/hectare over a given area. Scoring will be based on accuracy of elapsed time, application and calibration. A 15-minute time limit will be given to solve the problem and calibrate the sprayer. Time will start when the team approaches the spray table. For every 15 seconds over the 15-minute allotment, one point will be deducted from a possible 20 points. When the team is satisfied that the sprayer is prepared properly, they 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 (5 points), uniformity of spray pattern (5 points), and speed (7 points) over a measured course. Each nozzle will then be checked for accurate output. Points for correct nozzle output will be as follows: 8 points/nozzle plus 8 additional points awarded if all four nozzles are correct; no additional points awarded if any of the four nozzles are incorrect. Variation in nozzle output of up to +/- 3% will be accepted. As an example, if the correct nozzle output is 90 ml/min, the acceptable range will be 87 to 93 ml/min. For each ml of inaccuracy outside the range, two (2) points will be deducted up to, but not exceed, 8 points per nozzle. Also, each team member must contribute a critical service during this event (i.e., one or two team members should not dominate all aspects); up to 5 team participation points may be awarded. Scoring breakdown summary (100 points total):

1. Correct problem calculation (10 points)
2. Elapsed time (20 points)
3. Boom height (5 points)
4. Spray pattern quality (5 points)
5. Walking speed (7 points)
6. Correct screens/check valves (8 points)
7. Nozzle selection and output (8 points/nozzle for correct output = 32 points plus additional 8 points if all selected nozzles are correct; 40 points total)
8. Participation of each team member (5 points)

The team portion will not be used in calculating individual scores, but will be used to calculate team scores only. Those participants competing as "individuals" will not be required to complete the sprayer calibration portion of the contest.

**3. IDENTIFICATION OF UNKNOWN HERBICIDES – At least three months prior to the contest,** 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 one 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: 2 points for identification of the herbicide mode of action, 2 points for herbicide site of action, 2 points for the herbicide family, and 3 points for the specific herbicide by approved common name, and 1 point for including the correct WSSA Herbicide Group number.

	<b>Mode of Action (2 points)</b>	<b>Site of Action (2 points)</b>	<b>Herbicide Family (2 points)</b>	<b>Common Name (3 points)</b>	<b>WSSA Herbicide Group Number (1 point)</b>
1	Plant growth regulator	TIR1 auxin receptor	phenoxy	2,4-D	4

**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 each of these groups. Alternatively, a student can be assigned to one problem within their discipline and one outside their specialty.

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 (excluding sprayer calibration) 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 plus the hands-on team calibration 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 to be used for that year's contest.

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, CO<sub>2</sub> 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 four 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 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.

## 27. 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 Board at least 3 months prior to beginning of the special event. The Board 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 Board 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 Board on the outcome(s) of the special event. The Board can use this information to support or deny future requests for sponsorship of a special event.

## 28. Revision History of the Manual of Operating Procedures

The NEWSS MOP is a living document, and will undergo continual revision as procedures evolve, new initiatives arise, and previous activities are discontinued. This particular section was added January 2021, to capture changes moving forward. Past revision details will be added as they are confirmed from the archives.

<i>Date Revision Approved</i>	<i>Brief Summary of Revisions</i>
January 6, 2020	Under Section 9 Past President, remove language prohibiting contestants in Student Presentation Contest from winning more than once.
January 4, 2021	Extensive formatting changes since 2016 revision. Clarify Treasurer-elect as non-voting EC, but voting Board member.