

Western Society of Weed Science Operating Guide - CHAPTER 1

Revised March, 2005

DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

Table of Contents:

[The Executive Committee](#)

[Officers of the Society](#)

[President](#)

[President-Elect](#)

[Secretary](#)

[Treasurer-Business Manager](#)

[Research Section Chair](#)

[Research Section Chair-Elect](#)

[Education and Regulatory Section Chair](#)

[Education and Regulatory Section Chair-Elect](#)

[WSSA Representative](#)

[Immediate Past-President](#)

[Member-At-Large](#)

[CAST Representative](#)

[Constitution & Operating Procedures Representative](#)

[Research Project Chairs](#)

[Research Project Chairs-Elect](#)

THE BOARD OF DIRECTORS

The Board of Directors shall be comprised of the President (Committee Chair), the President-Elect (Program Chair), the Secretary, the Research Section Chair, the Education-Regulatory Section Chair, the Member-at-Large, the WSSA Representative, and the Immediate Past-President. The business of the Western Society of Weed Science (hereinafter referred to as the Society) shall be conducted by the Board of Directors during the interval between General Session Business Meetings of the membership.

OFFICERS OF THE SOCIETY

[* Return to Table of Contents *](#)

PRESIDENT

The President is the top executive officer and shall:

- (1) Uphold the spirit of the Constitution and By-Laws of the Society and carry out decisions of the Board of Directors.
- (2) Serve as Chairperson of the Board of Directors.

(a) Prepare agendas for meetings of the Board of Directors and preside at such meetings; submit information to the members of the Board of Directors in advance of the meetings so that issues can be properly considered; contact the Local Arrangements Committee Chairperson to arrange facilities for the summer Board of Directors meeting.

(b) Keep the Board of Directors advised on significant issues, activities and problems of the Society and solicit their suggestions.

(c) Act as the Board of Directors contact person for the Nominations, Awards, and Site Selection committees.

(3) Make committee appointments.

(a) Members to serve on standing committees, as outlined in the By-Laws (generally the second-year member serves as chair).

(b) Members of Ad-hoc Committees as deemed necessary and designate committee chairpersons.

(c) A Local Arrangements Committee Chair for the meeting site three years in advance of meeting date. Committee members will be designated by the Local Arrangement Committee Chairperson and their names forwarded to the President and President-Elect.

(d) Submits the officer and committee membership list to the Secretary for maintenance and distributes the lists to members of the Executive, Standing, and Ad-hoc Committees. For the Annual Meeting, the President:

(i). Works closely with the Program Chair, Local Arrangements Chair, and the Treasurer-Business Manager in planning the program for the Society meeting.

(ii). Submits a list of guests to the Treasurer-Business Manager for complimentary luncheon tickets.

(iii). Submits a list of people to receive complimentary rooms to Local Arrangements Chair and the Treasurer-Business Manager.

(iv). Delivers a Presidential address during the General Session and provides a written copy of the address to the Program Chair for publication in the Proceedings.

(4) Provide communication:

(a) Maintains a close liaison with all committees of the Society and encourages and assists them in developing strong and active programs.

(b) Notifies newly elected Honorary Members and Fellows of their election at least two months before the WSWS meeting to ensure their attendance.

(c) Provides a Presidential letter to the Newsletter Editor for each newsletter (up to four times a year).

(d) Notifies the successful and unsuccessful nominees for WSSWS offices of the election results, and sends a copy of the WSSWS Operating Guide and a copy of the Constitution and By-Laws to each successful nominee.

(e) Maintains a liaison with other regional societies and organizations with related interests and objectives. Extend invitations to Presidents from other regional societies and officers of WSSA to the annual meeting.

(f) Prepares cover letters and signs as WSSWS President for resolutions passed at the business meeting and distributes resolutions as designated in resolution.

(g) Delivers copies of biographies for honorary members and fellows for inclusion in Proceedings to the Proceedings Editor.

(h) Forwards the President's files to the incoming President within six weeks after leaving office.

(i) Sends thank you letters to all past officers and committee chairs for service to the society and to all organizations that supported the annual meeting functions and society during the year.

(j) Sends letters of congratulations and thanks to all student paper/poster contestants and winners.

The President may confer the Presidential Award of Merit if, in his/her opinion, a member of the Society has demonstrated distinguished service. The nominee for this award must be approved by a majority of the Board of Directors.

TIME LINE FOR SPECIFIC DUTIES - PRESIDENT

Prior to April 15: Prepare cover letter for resolutions and send to Secretary for mailing along with resolutions.

Prior to May 1: Appoint all members for Standing and Ad-hoc Committees. Review committee board contacts, make appropriate changes and update operating guide.

May 1: Notify Local Arrangements Chair to make reservations and arrange facilities for summer Board of Directors meeting.

May 15: Send out notice and Agenda for summer Board of Directors meeting.

July/August: Preside over summer Board of Directors meeting at hotel selected for next WSSWS meeting.

August 1: Consult with Program Chair and Research Section Chair with regard to Call for Papers. Prepare summer Presidential letter to be sent to the Newsletter Editor.

September 1: Check with all committee chairs on activities of their committee.

September 15: Notify new Honorary Members and Fellows of their election with a copy to Honorary Member and Fellows Committee.

October 1: Consult with Program Chair, Treasurer-Business Manager, and Local Arrangements Committee Chair regarding the final program, facilities, cost, and menu selection for the Society luncheon. Extend invitations to special guests.

October 15:

1. Confer with the Nominations Committee on progress of selection of nominees and preparation of ballot mailing.
2. Confer with Treasurer-Business Manager about second mailing of appropriate materials to the membership.
3. Prepare the fall Presidential letter to be sent to the Newsletter Editor.
4. Maintain close communication with Program Chair from this time until the Society meeting.
5. Ensure committee members, chair, and terms on committee are printed in program.

January 1:

1. Consult with WSSA Representative regarding items of concern for the WSSA meetings.
2. Prepare and send winter Presidential letter to the Newsletter Editor.

January 15: Notify successful and unsuccessful candidates for WSWS offices.

February 1:

1. Prepare a preliminary agenda for the Board of Directors for review and additions.
2. Contact all committee chairs about preparation of written reports on activities for the March Board of Directors and annual Business Meeting. Request updates for the operating guide.

March 1: Prepare a final agenda for the Board of Directors meeting and the annual Business Meeting; distribute it to all members of the Board of Directors and Committee Chairs required to give reports, revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative prior to the annual meeting.

During annual WSWS Meeting:

1. Preside over the WSWS Board of Directors meeting prior to the start of the annual meeting.
2. Preside over WSWS Luncheon, generally Wednesday noon:
 - a. Introduce head table.
 - b. Introduce newly-elected Officers.
 - c. Recognize WSWS Fellows, Past-Presidents, and Honorary Members.
 - d. Recognize special guests and officers of WSSA or regional societies that may be present.

- f. Recognize graduate students.
 - g. Introduce chairs of the Fellows and Honorary Members and Awards Committees for presentations of awards.
3. Preside over the WSWS Annual Business meeting, generally Thursday morning:
- a. Conduct the meeting following Robert's Rules of Order.
 - b. Allow for committee reports to the membership.
 - c. Allow for unfinished and new business.
 - d. Introduce and turn the meeting over to the new President.

Prior to April 1: Prepare appropriate letters as outlined above, forward records to the new President.

[* Return to Table of Contents *](#)

PRESIDENT-ELECT

The President-Elect:

- (1) Performs the duties of the President if he or she cannot serve.
- (2) Serves as Chair of the Program Committee and in this capacity:
 - (a) Attends as many Sessions and Project programs as possible to determine the strengths and weaknesses of the Society meetings and determine where improvement can be made to fulfill the needs of the Society.
 - (b) Confers with the Chair of the Research Section and the Chair of the Education and Regulatory Section (members of the Program Committee) in planning the programs for the Society's annual meeting. A format and theme for the program would be considered by this committee.
 - (c) Solicits symposia ideas from the membership.
 - (d) Drafts into final form a first Call for Papers and delivers the original copy to Treasurer-Business Manager by August 1.
 - (e) Ascertains that section chairs understand their responsibilities to introduce speakers and keep the Section Programs exactly on time.
 - (f) Develops the program for the General Session of the meetings.
 - (g) Arranges for luncheon speaker, if a speaker is desired. Consults with President to determine who will introduce speaker at luncheon.
 - (h) Maintains close liaison with the Public Relations Committee regarding publicity for the

meetings and advertisement of the speakers.

(i) Consults with the President and Treasurer-Business Manager regarding funds for honorarium for special guest speakers and with the Local Arrangements Committee relative to facilities for the meetings.

(j) At the earliest possible date, advises the Local Arrangements Committee on the meeting room needs, including time of beginning and end of each function, estimated seating capacity required, visual aids, public address and other special equipment.

(k) Compiles the volunteer papers into Section meetings by general category of abstract content.

(l) Obtains from the Chair of the Research Section and Chair of the Education-Regulatory Section a final agenda to be incorporated into the printed program. This should be done by December 1.

(m) Completes the program, submits a copy to the website editor for posting, and has it printed by January 15. The programs are sent to the Treasurer-Business Manager for mailing.

(n) Mails a copy of the program and room reservation information to each guest speaker with final request to submit a complete paper for the Proceedings.

(o) Confers with President on complimentary luncheon tickets.

(p) Requests the Local Arrangements Chair to reserve sufficient rooms in the meeting facility to accommodate all guest speakers and provides the Local Arrangements Chairperson with a list of guest speaker names.

(q) Keeps all officers and members of the Program, Local Arrangements, and Public Relations Committee advised on all activities of the Program Committee.

(3) Serves as Chair of the Publications Committee.

(4) Presides at the General Session.

(5) Arranges for an invocation at beginning of the general session and the luncheon, if desired.

(6) Performs other duties delegated by the President or the Board of Directors.

(7) Communicates with the Program, Poster, Student Paper Judging, and Local Arrangements committees as the Board of Directors contact person.

(8) Organizes a brief Board of Directors meeting immediately following the annual Society meeting and consults with the incoming and outgoing Board of Directors members on needed changes and improvements in the annual meeting. Establishes a date for the summer Board of Directors meeting.

(9) Forwards the President-Elect files to the new President-Elect within six weeks after leaving office.

TIME SCHEDULE - PRESIDENT-ELECT

During the annual meeting and prior to assuming office:

(1) Confer with Local Arrangements Chair for the next annual meeting.

(2) Observe as many Section programs as possible to determine where improvements might be made in development of the next year's program.

April:

(1) Solicit members for symposia ideas in the April Newsletter and on the website.

July:

(1) Attend summer Board of Directors meeting and discuss plans for program.

(2) Confer with Local Arrangements chair regarding facilities, room names, etc., for the Society meeting.

August 1: Prepare a Call for Papers to be presented at the Society meeting and forward to the Treasurer-Business Manager.

September 1: Complete the program for the General Session.

October 1: Confer with the Chair of the Research Section and Chair of the Education-Regulatory Section on their completed programs.

December 1: Receive titles from website editor and start compiling the final program, including volunteer papers from the membership.

December 15: Confer with the Local Arrangements Committee Chair regarding the number of Section program rooms required for concurrent sessions, etc.

January 10: Compile the final program. Send the final program to the website editor for posting on the website. Inform all members that the program is available by sending a message through the list-serve. Authors can check for date, time and location of their presentations. Send each Project Chair the list of papers in their sections along with the e-mail contact information for each. Encourage them to contact the authors with specific information on how to submit their PowerPoint presentations to prior to the meeting.

January 15: Print the program and send the programs to Treasurer-Business Manager.

March 1: Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative prior to the annual meeting.

During the annual WSWS meeting:

(1) Preside at the general session.

(2) Monitor the progress of the meeting, coordinating with the Local Arrangements Committee to ensure that all is going smoothly. Note areas for possible future improvement.

(3) Consult with the Board of Directors to establish a date for the summer Executive

Committee meeting.

April 1: forward records to the new President-elect.

[* Return to Table of Contents *](#)

SECRETARY

The Secretary:

- (1) Serves as Chair of the Board of Directors meeting in the absence of both the President and President-Elect.
- (2) Records, prepares, and distributes minutes of all meetings of the Board of Directors within one month after meetings and forwards the minutes to the Web Editor and the Proceedings Editor for publication.
- (3) Records and prepares minutes of all Board of Director telephone conferences and email discussions and votes and enters these minutes into the record for approval at the following board meeting. These minutes will be forwarded with the Board of Directors minutes to the Web Editor and Proceedings Editor for publication.
- (4) Records, prepares, and distributes minutes of the Society's Business Meetings to the Board of Directors. These minutes shall be forwarded immediately to the Proceedings Editor for inclusion in the Proceedings and the Web Editor for posting on the Web Site.
- (5) Distributes to designated recipients the Resolutions received from the Resolution Committee with appropriate cover letters prepared by the President. Copies shall be sent to Presidents, Presidents-Elect, Secretaries and WSSA Representatives of other regional societies as well as the President of WSSA.
- (6) Upon receipt from the President, maintains a current list of officers and committee members.
- (7) Maintains a list of Honorary and Fellow Members and past officers of the Society. The list shall be sent to the President-Elect for publication in the WSWS Program.
- (8) Performs other duties delegated by the President or the Board of Directors.
- (9) Forwards the Secretary's files to the new Secretary within six weeks after leaving office.
- (10) Communicates with the Necrology and Finance committees as the Board of Directors contact person.

TIME SCHEDULE - SECRETARY

Prior to May 1: Mail resolutions to designated recipients.

April 1-March 1: Work with officers and public relations Committee on publicity releases. Summer Board of Directors Meeting:

Record the minutes and distribute to Board of Directors within one month after the meeting. Once the minutes are approved, forward a copy to the proceedings editor for inclusion in the proceedings and to the web editor for immediate posting on the web site.

March 1: Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative.

During Society meeting:

- (1) Record the minutes of the Board of Directors meetings.
- (2) Record minutes of the Society Business meeting.

Within two weeks:

- (1) Prepare and distribute minutes of the Society meeting and Board of Directors Meeting to members of the Board of Directors including incoming and outgoing members, the proceedings editor and the web editor.
- (2) Prepare a complete set of minutes of the Society Business Meeting and forward to the Proceedings Editor for the inclusion in the Proceedings and to the web editor for posting on the web site.

April 1 at the end of the term of office: forward records to the new Secretary.

[* Return to Table of Contents *](#)

TREASURER-BUSINESS MANAGER

The Treasurer-Business Manager:

- (1) Receives, manages, and disperses the monies of the Society in accordance with prescribed policies. Manages Certificates of Deposit, savings and other financial reserves of the Society in consultation with the Finance Committee and Executive Board. An approval of the President and/or Executive Board is obtained on all expenditures in excess of \$500.00. This includes handling all income and expenses for the Noxious Weed Control Short Course and the Weeds of the West Publication.
- (2) Maintains financial records and records of property.
- (3) Prepares financial records and records of property for annual audit by the Finance Committee as well as filing annual Tax Returns with the State and IRS.
- (4) Maintains records of all Contracts and/or Agreements.
- (5) Maintains membership lists.
- (6) Receives and fills orders for Proceedings and Research Progress Reports from WSWS membership as well as those on Standing Order List. Sends complimentary copies to appropriate libraries and other Societies. Makes sure a copy of Proceedings, Research Report and current program is mailed to WSSA to be filed in the Archives.
- (7) Arranges for storage of all Business Records and Publications.
- (8) Works with the newsletter and website editors as well as program chair, President and others involved to assure that the Call for Papers, newsletters, programs, and other conference information are provided to the membership in an appropriate time frame.

(9) Purchases and has inscribed a plaque for the President ending the term of office, currently elected Honorary and Fellow members, Presidential Award, Distinguished Achievement Awards and others as requested by the Executive Board.

(10) Prepares pre-registration packets and registration receipts; maintain registration desk during the annual meeting.

(11) Works closely with WSWS Proceedings and Research Progress Report Editors and fills all orders for the publications in a timely manner.

(12) Performs all of the necessary daily business operations of the Society.

TIME SCHEDULE - TREASURER-BUSINESS MANAGER

March 31: Send letter requesting membership dues to all members not attending current annual meeting.

May 15: Mail Spring Newsletter to membership.

September 1: Mail the Summer Newsletter, Call for Papers, Editorial Guidelines and Call for Nominations of Outstanding Weed Scientist.

November 1: Mail the Fall Newsletter, registration information, hotel reservation cards and voting ballot for incoming officers to the membership.

February 1: Mail the Winter Newsletter and Program to the membership.

March 1: Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative.

June 1 or Before: Mail the Society Proceedings to those ordering copies. Research Progress Reports are distributed at annual meeting and/or mailed shortly after the meeting ends.

[* Return to Table of Contents *](#)

RESEARCH SECTION CHAIR

The Chair of the Research Section:

(1) Serves on the Program Committee, helps the Program Chair as needed, and coordinates the six Project Chairs.

(2) Maintains close liaison with the six (6) Project Chairs throughout the year and sends the Research Chair-Elect copies of all correspondence relative to activities.

(3) Attends the Summer Board of Directors Meeting and discusses ideas for the annual meeting.

(4) Reports program activities at the Society Business Meeting.

(5) Forwards records of the office and recommendations to the new Research Section Chair within six weeks after the annual meeting.

(6) Requests that each Project Chair develop discussion topics for their session by December 1 and forwards the discussion section topics to the Program Chairperson.

(7) Reminds Project Chairs of duties that must be discharged during the meetings. The duties of the Project Chairs include moderating the oral paper and discussion sessions for their project, chairing the project business meeting, which involves election of a chair-elect, and summarizing the discussion for publication in the proceedings.

(8) Collects written reports of project meetings from the six Project Chairs and sends the reports to the Proceedings Editor within two weeks after the annual meeting.

(9) Communicates with the Placement committee as the Board of Directors contact person.

TIME SCHEDULE - RESEARCH SECTION CHAIR

June: Prepare the Research section report and attend the Summer Business Meeting. The report will include a list of the Chairs and Chairs-elect (addresses, phone numbers, etc.) for the six projects.

July-August: Send a memo to the Project Chairs and Chairs-elect outlining general responsibilities and containing information to aid planning the discussion sessions for the annual meeting. Also inform the chairs that the discussion topic outlines must be forwarded to the Research Section Chair before December 1.

October-November: Send a memo to the Project Chairs and Chairs-elect describing their duties and include the deadline for submitting discussion topics for the annual meeting program.

December 1: Send discussion topics for the annual meeting program to the Program Chair.

January: Send a memo to the Project Chairs and Chairs-elect outlining their duties at the annual meeting.

March 1: Send a reminder to the Project Chairs of their duties at the annual meeting. Forward changes to the operating guide for Research Section Chair and Project Chair duties to the Constitution and Operating Guide Representative.

March (late): At the conclusion of the annual meeting, send a reminder to outgoing Project Chairs to complete and forward a copy of the Project Discussion Summaries for the Proceedings.

April: Forward the project summaries to the Proceedings Editor. Forward records to the new Research Section Chair.

** [Return](#) [to](#) [Table](#) [of](#) [Contents](#) **

RESEARCH SECTION CHAIR-ELECT

The Chair-Elect of the Research Section:

(1) Assists the Chair of the Research Section in developing programs for the Society Meetings.

(2) Maintains a close liaison with the Chair of the Research Section and observes the duties of the Chair.

[* Return to Table of Contents *](#)

EDUCATION AND REGULATORY SECTION CHAIR

The Chair of the Education and Regulatory Section:

- (1) Maintains a close liaison with the Program Chair and Chair of the Research Section in developing a program for the Education and Regulatory Section at the annual meeting. Reports ideas and suggestions for annual Society meeting at the Summer Board of Directors meeting.
- (2) Contacts speakers for Section meeting.
- (3) Acts as chair of the Section meeting, collects complete papers of the presentations and forwards the manuscripts to the Proceedings Editor for inclusion in the Society Proceedings.
- (4) Reports activities at the annual Society Business Meeting.
- (5) Keeps the Chair-Elect advised and sends copies of correspondence on all activities relative to the Education and Regulatory Section.
- (6) Forwards all records of office to the chair-elect within six weeks after annual meeting.
- (7) Communicates with the Public Relations and Education committees as the Board of Directors contact person.

TIME SCHEDULE - EDUCATION AND REGULATORY CHAIR

June-July: Attend the Summer Board of Directors Meeting. Prepare suggestions for the next annual meeting.

August: Prepare a preliminary program for the Education -Regulatory Section and contact speakers.

October 1:

- (1) Confer with the Program Chair on the finalized program
- (2) Work with the Program Chair on the Society Meetings Program.

December 15:

Send a copy of finalized Section program to the Program Chair

February 1:

- (1) Mail hotel reservation information to Section invited speakers.
- (2) Mail printed program to invited speakers.

March 1:

Prepare a report for the Board of Directors and Business Meetings. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative.

April 1: forward records to the new Education and Regulatory Section Chair.

[* Return to Table of Contents *](#)

EDUCATION AND REGULATORY SECTION CHAIR-ELECT

The Chair-Elect of the Education and Regulatory Section:

- (1) Assists the Chair of the Education and Regulatory Section in developing a program for the Society Meeting.
- (2) Maintains a close liaison with the Chair of the Education and Regulatory Section and observes the duties of the chair.
- (3) Aids the Chair in conducting the Section meeting and in editing manuscripts for the Proceedings.

[* Return to Table of Contents *](#)

WSSA REPRESENTATIVE

The WSSA Representative:

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

[* Return to Table of Contents *](#)

IMMEDIATE PAST-PRESIDENT

The Immediate Past-President:

- (1) Prepares a cover letter to be sent to Secretary thanking Program Chair, Local Arrangements Chair, and the hotel for the facilities.
- (2) Serves on the Board of Directors during the year immediately following the term as President.
- (3) Hosts the member's welcome reception and retirees' reception.
- (4) Maintains a close liaison with the President in an advisory capacity.
- (5) Performs other duties delegated by the President or the Board of Directors.
- (6) Serves as the Board of Directors contact person for the Fellows and Honorary Members and Sustaining Members committees.

[* Return to Table of Contents *](#)

MEMBER-AT-LARGE

The two Members-at-Large will serve staggered two-year terms by appointment in alternate years. Each incoming President-Elect is responsible for appointing one individual, making sure that both private and public sectors are represented, to serve as Member-at-Large for the subsequent two years. Each Member-at-Large serves a two year term, and:

- (1) Maintains a close liaison with the President and other officers of the Society.
- (2) Makes an effort to represent the viewpoint of all sectors of the Society including industry, universities, state, and federal agencies.
- (3) Brings to the attention of the Board of Directors the various concerns of the unrepresented groups.
- (4) Performs other duties delegated by the President or the Board of Directors.
- (5) Communicates with the Student Educational Enhancement Program, Herbicide Resistance, and Resolutions committees as the Board of Directors contact person.

[* Return to Table of Contents *](#)

CAST REPRESENTATIVE

The CAST Representative is appointed by the Board of Directors, serves a three-year term, and:

- (1) Represents WSSS and presents ideas and proposals from WSSS for CAST activities.

- (2) Participates in the governance of CAST and guidance of CAST activities at the semi-annual meetings of its Board of Directors.
- (3) Recommends persons from WSWS for participation in CAST activities.
- (4) Reports orally and in writing CAST activities at annual meetings of WSWS or at other times as appropriate.
- (5) Forwards to the CAST office, for subsequent distribution to the Members of the Board, announcements of new publications regarding Weed Science in the Western Region or other information of interest to the Board.
- (6) Comments at any time to CAST officers and directors, as appropriate, regarding CAST policies and activities.

[* Return to Table of Contents *](#)

CONSTITUTION & OPERATING PROCEDURES REPRESENTATIVE

The Constitution and Operating Procedures Representative is appointed by the President with the consent of the Board of Directors, serves a five year term, and:

- (1) Serves as parliamentarian on behalf of the President.
- (2) Participates in Board meetings as a non-voting member of the Board of Directors provided that (s)he is not concurrently serving as a duly elected member of that body.
- (3) Maintains a current copy of the Constitution, By-laws and Operating Guide of the society, reviews and updates it annually, makes recommendations for improvement to the Board of Directors, and ensures that all proposed changes are approved by the Board of Directors. Changes to the Constitution and By-Laws should also be approved by the membership.
- (4) Reviews the minutes of the society to help Board of Directors keep track of past activities and actions.
- (5) Reminds the Board of Directors and committee chairs to review and propose revisions to the Operating Guide prior to the annual meeting.
- (6) Provides an electronic copy of the Constitution and By-Laws and Operating Guide to the Web-editor, all Board of Directors members, Committee Chairs, and Research Project Chairs each year within a month after the annual meeting.

[* Return to Table of Contents *](#)

RESEARCH PROJECT CHAIRS

The Research Section is separated into six (6) Projects as follows:

- Project 1-Weeds of Range and Forest;
- Project 2-Weeds of Horticultural Crops;
- Project 3-Weeds of Agronomic Crops;
- Project 4-Teaching and Technology;
- Project 5-Weeds of Wetlands and Wildlands; and
- Project 6-Basic Sciences: Ecology, Biology, Physiology, Genetics.

The Chair of each Research Project:

- (1) Organizes Project meetings (discussion sessions) for the Society membership to exchange information and ideas and for improvement of weed science. May wish to solicit ideas for sessions from the membership.
- (2) Plans, initiates, and finalizes a program for the Project (discussion) meeting and forwards the program to the Research Section Chair by December 1. The Chair-elect of the Project should be involved in the program planning.
- (3) Mails subsequent requests for Call for Papers and Call for Research Progress Reports (after original Call) to individual Society members or non-members if, in the opinion of the Project Chair, such requests would strengthen the participation in that Project.
- (4) Conducts the Research Project (discussion) meeting at the annual Society meetings, including:
 - (a) Chairs the meeting of the Research Project.

- (b) Obtains the names and complete mailing addresses of those in attendance at the Research Project Meeting from the past Project Chair. Mails a copy of this list to the new Project Chair within two (2) weeks after the meeting.
- (5) Submits a written summary report of the highlights from the Research Project (discussion) session to the Chair of the Research Section within ten (10) days after the Society meeting.
- (6) Forwards the files for this office to the new chair within six weeks after the annual meeting.
- (7) Conducts the Research Section (paper) session(s) at the Annual Meeting, including:
 - (a) Provides a laptop computer with all oral paper presentations loaded and an LCD projector.
 - (b) Moderates, or arranges for a moderator(s), to introduce speakers and keep the paper session(s) running on time.
 - (b) Arranges for people to operate the room lights and the projection equipment during the paper session(s).
- (c) Conducts a Business Meeting at the conclusion of the Project meeting to elect a new Chair-Elect. Assures that willing members are nominated by arranging for candidates prior to the meeting.

[* Return to Table of Contents *](#)

RESEARCH PROJECT CHAIR-ELECT

The Research Project Chair-Elect:

- (1) Actively participates with the Project Chair in planning, initiating and finalizing the program for the Project meeting.
- (2) Acts as Recording Secretary during the Project meeting so that the Chair can conduct the meeting.
- (3) Makes efforts to represent the views of all sectors of the Society including industry, universities, state, and federal agencies.
- (4) Performs other duties delegated by the President or the Board of Directors.

[* Return to Table of Contents *](#)