

Western Society of Weed Science Operating Guide - CHAPTER 2

Revised March, 2005

DUTIES OF COMMITTEES and EDITORS

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PROGRAM COMMITTEE

The Program Committee shall develop the program for the Society Meetings. The Committee shall be composed of the President-Elect (Chair), Chair of the Research Section, and Chair of the Education-Regulatory Section. The Program Chair may delegate duties to members as he/she deems advisable (Refer to Duties of the President-Elect). The President-Elect is the Board of Directors contact for this committee.

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SITE SELECTION COMMITTEE

The Site Selection Committee is comprised of three members, and the second-year member serves as the Chair. At least one member will be a former Local Arrangements chair. All matters pertaining to reservations of facilities for future Society meetings will be handled only by or through the Site Selection Committee, with the committee chair being the designated contact person for dealing with Allen marketing and Management and/or the staff of candidate

hotels and other entities that may facilitate hotel selection. The annual Society meeting shall be held during the second full week of March each year. The President is the Board of Directors contact for this committee.

The Site Selection Committee shall:

(1) Select three suggested meeting sites (city and hotel) four years in advance to be approved by the Board of Directors at the Summer Business Meeting.

(a) WSWS members may recommend hotel sites based on their own experience or contact with local Convention Bureaus or Chambers of Commerce.

(b) After approval by the Board of Directors, AM&M shall obtain a written tentative contract or proposal reserving the meeting rooms, including the provision that the rooms will be available for exclusive use by WSWS and can only be released on written authorization of the Local Arrangements Chair.

(c) The contract shall be finalized two-three years in advance of the meeting.

(d) Send copy of the tentative contract to the President and Business Manager. It is desirable that the primary or main meeting rooms be committed to WSWS. No other conflicting conventions should be scheduled in the hotel at the same time unless they can handle both groups adequately.

(2) Consider the following items before recommending a site.

(a) Previous meeting sites. If sites have been found to be adequate in the past, it often bodes well for the future. Review meeting attendance at past conference cities with the WSWS business manager. If a past location enjoyed high attendance, it will likely be repeated in the future. The opposite is also probably true. In recent years, the annual meeting has been held at a Hawaiian location every 5-7 years. This should not be construed as a requirement, but should be a strong consideration since historical attendance increases substantially each time we meet there.

(b) Location in relationship to membership.

(c) Convenience of location: near airport with good transportation from airport to hotel; parking facilities for those who drive; alternate accommodations nearby; restaurant capacities within the hotel and alternate dining facilities nearby.

(d) Convention Rates for Rooms and Suites.

1) 150-250 rooms: 2/3 doubles and 1/3 singles. Include 20 rooms for Saturday and 40-50 for Sunday prior to the meeting. Room blocs should be adjusted based on prior 5-year history.

Sample room distribution scenario:

ROOM BLOCK - Year 2xxx

Day:	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.
Date:	03/0	03/0	03/0	03/0	03/0	03/0

Rooms: 20 50 200 200 200 30

The Site Selection committee shall maintain a 'rolling' history of room take for 10 consecutive WSWS meetings. Hotels will generally give WSWS this information since it is generally shared with other hotels. These numbers will provide an excellent starting point for negotiations with the prospective hotels.

2) Negotiate rates for rooms. If possible, request a block of rooms (50-100) at the government rate, which is generally discounted substantially.

3) Hospitality suites if necessary. Industry will make arrangements with hotel.

4) Investigate special arrangements for graduate students. Can three (3) students share for the price of a double?

5) Investigate menu prices. Hotels with excessive catering costs may impact industry support for activities.

6) Many contract items are negotiable. You will not know unless you ask. When a hotel discovers that they are in the running for our upcoming meeting, but are not competitive with another property, they will sometimes make significant concessions in sleeping room rates or services to win our business.

(e) Policy on Complimentary Rooms.

1) Hotel should provide complimentary sleeping and meeting room for the summer board meeting.

2) Usual hotel policy is one complimentary room for each 40 registered guests.

3) Society provides complimentary rooms for guest speakers at the general session and luncheon, Business Manager, and the President (President gets an executive suite). Ask for upgrades for vice president, past president and business manager..

(f) Meeting Room Facilities must be complimentary. If extra fees are requested, consider another hotel. Best arrangement is to have all rooms on one floor and close to each other.

1) Meeting room for the Board of Directors Meeting, usually held the day before the Society meeting starts-30 people.

2) General Session-350 capacity (Tuesday a.m.).

3) Luncheon-350 capacity (Wednesday).

4) Poster Session-150 to 200 capacity (Monday p.m. through Thursday). Locate it near the registration desk.

5) Spouses-30 capacity (Tuesday through Thursday a.m.) Continental breakfast on Tuesday only.

- 6) Board of Directors Meetings-30 capacity. Usually held Thursday; noon until finished.
- 7) Graduate Breakfast-30 capacity (Tuesday and Wednesday am). Industry sponsored.
- 8) New Member/ Retiree Reception for general membership (Monday evening).
- 9) Breakout Sessions-Three rooms 150-200 capacity (Tuesday a.m. through Thursday a.m.).
- 10) Placement Service-30 capacity (Tuesday a.m. through Thursday p.m.).
- 11) Presentation loading and preview room (Monday p.m. through Thursday a.m.)
- 12) Special meeting room for committee meetings, to be scheduled through the Local Arrangements Chair.
- 13) WSWWS Breakfast and Business Meeting-300 capacity (Thursday a.m.).
- 14) Optional Industry functions as per their special request.

(g) The following restrictive policies should be checked:

- 1) Extra fees for other services.

(h) In addition to the standard boilerplate conditions, the following verbiage should be included in the hotel contract:

1) Walk Clause:

No guaranteed reservations will be walked. Any and all attendees walked are understood to be walked as a result of Hotel error and expressly not as a result of the presence of another Group. If the Hotel fails to provide a sleeping room to an attendee holding a guaranteed reservation, the Hotel shall provide to each such attendee the following, as liquidated damages and not as a penalty, for each night that the attendee is not accommodated by the Hotel:

- a. A complimentary sleeping room at a comparable property
- b. Free transportation to and from the substitute hotel, as needed
- c. Upon return to the Hotel, upgraded accommodations at the Group Rate

"Any rooms walked will be included in the Hotel's counts for complimentary room credits and will be honored by the Hotel should relocation of any attendee be inevitable. In the event of an overbook or walk situation, the Hotel will waive any and all penalties tied to this agreement, including, but not limited to attrition on sleeping and/or meeting rooms."

2) Reverse Cancellation Clause:

"In the unlikely event that The Hotel voluntarily cancels the Group Meeting, The Hotel will pay The Group the same cancellation fees as it has required of the client in the event that the client cancels. The Hotel may not cancel this meeting to accommodate another group."

- (3) Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
- (4) Report to the membership at the Society Business Meeting the site approved by the Board of Directors.
- (5) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

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LOCAL ARRANGEMENTS COMMITTEE

The Local Arrangements Committee Chair for each meeting will be appointed three years prior to the meeting for which he/she is responsible. All matters pertaining to arrangements will be handled only by or through the Local Arrangements Committee. The Chair will consult with the previous year's chair for advice and insight into the duties and responsibilities of the Local Arrangements Committee. The Chair will appoint sufficient Committee members as soon as possible to facilitate arrangements for the meeting. The Local Arrangements Committee Chair for the next year's meeting will also be a member of the current year's Committee. The President-Elect is the Board of Directors contact for this committee.

The Local Arrangements Committee shall:

- (1) Obtain a copy of contract from Site Selection Chair or Business Manager and, one year prior to the meeting, visit the hotel selected and review the following areas:
 - (a) Parking facilities for those who drive.
 - (b) Alternate accommodations nearby. Include cost and distance from meeting site.
 - (c) Alternate dining facilities nearby.
 - (d) Airport transportation arrangements.
- (2) Make arrangements for Summer Board of Directors Meeting in the summer prior to the Society meeting at the date determined by the Committee.
- (3) Review convention rates for rooms and suites (see specific requirements under Site Selection 2(d)).
 - (a) Reserve four to six suites for industry use.(It is up to the companies to schedule their own rooms)
 - (b) Confirm room rates in writing if possible.(The contract specifies the room rate in writing when the site selection committee does their work)
 - (c) Investigate special arrangement of graduate student rooms.
- (4) Review meeting room facilities (see specific requirements under Site Selection 2(f)).
- (5) Determine Policy on Complimentary Rooms -- usual hotel policy is one complimentary room for each 40 to 50 registered guests.(usually specified in the contract)
- (6) THE FOLLOWING RESTRICTIVE POLICIES SHOULD BE CHECKED:
 - (a) Limitations on our bringing in our own LCD projectors and laptops for use in the general session, project sessions, or symposia.
 - (b) Extra fees for meeting rooms or other services.
- (7) Provide the hotel toll-free number and web site information to members for making room reservations.
- (8) Make arrangements with Convention Bureau or Chamber of Commerce.
 - (a) Descriptive information about city and area (usually free).
- (9) Develop Spouse's Program as directed by Board of Directors.
- (10) Make Luncheon Arrangements.
 - (a) Select menu and price. Selection and price should be presented to summer Board of Directors Meeting.

(b) Determine if the hotel will collect tickets and how.
(c) Arrange for head table to include those individuals named by the President, generally the awards chairs, recipients, and spouses.

(10) Make arrangement for coffee breaks and billing procedures.

(11) Make specific Committee member appointments to complete the following tasks:

(a) Room arrangements.

- 1) Signs and easels to indicate meeting in session.
- 2) Proper arrangement of speakers and podium.
- 3) Water at speaker's table.
- 4) Microphones adequate for nature of meetings.
- 5) Have extra microphones readily available in case of malfunction.
- 6) PA system volume control.
- 7) Heat and ventilation control.
- 8) Lighting.
- 9) Know hotel contact person in case of problems.
- 10) Be sure section chair knows who you are and where you can be reached if

problems occur.

(b) Visual Aids.

1) work with Research Project Chair and individual project chairs to make sure sufficient computers and LCD projectors are available for all the sessions. Project chairs are to provide a laptop computer and LCD projector for their sessions; contact them to determine whether they are able to meet this requirement.. Be sure projectors are in rooms when needed and secured after use. Have backup equipment available (two or three LCD projectors and laptops should be sufficient).

- 2) Extension cords and projector tables in each room: Hotel employees will normally do this if arrangements are made in advance.
- 3) Spare projector bulbs.
- 4) Screens-insure that screens are large enough for slides to be easily seen by audience members. The General Session will normally require two screens and two LCD projectors connected to a single laptop computer. Room size will dictate other needs.
- 6) Laser pointers with extra batteries
- 7) Other possible needs.

(a) Overhead projector, slide projector and carousel

(b) TV/VCR/Projection equipment

(12) Ensure that an adequate area is available for registration.

(a) The Treasurer-Business Manager will provide the following: name badges; registration forms; luncheon tickets; cash box and change; receipt books; and will assist with registration and handle all cash.

(b) Locate and set up registration desk in well-lighted, easily accessible area. Have adequate table (16' length) and assistants (6).

(c) Blackboard, chalk and eraser for messages.

(d) Provide personnel to assist:

- 1) Two persons at peak times (first night and first morning).
- 2) One person at all times.

(e) Local area literature: restaurants; scenic attractions; city maps

(13) Revise the Operating Guide, if needed, and forward changes to the Constitution and Operating Guide Representative before the annual meeting.

- (14) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

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FINANCE COMMITTEE

The Finance Committee is comprised of three members and the second-year member will be Chair.

One of the Members-at-Large is the Board of Directors contact for this committee.

The Finance Committee shall:

- (1) Audit the financial records and records of property of the Society each year.
- (2) Act in an advisory capacity of the Board of Directors on matters of unusual expenditure.
- (3) Analyze the financial situation of the Society and develop a long-range financial plan.
- (4) Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
- (5) Report the results of the audit and financial status of the Society at the Business Meeting and include a written report in the Society Proceedings.
- (6) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

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NOMINATIONS COMMITTEE

The Nominations Committee is comprised of three members and the second-year member will be the Chair. The Past-President serves as an ad-hoc member of the committee and is the Board of Directors contact for this committee.

The Nominations Committee shall:

- (1) Present a slate of nominees from the active membership of the Society for the offices of President-Elect, Secretary, Chair-Elect of the Research Section, Chair-Elect of the Education-Regulatory Section, and the WSSA Representative (on appropriate years) to the Board of Directors for their approval at the Summer Business Meeting.
- (2) Contact the approved nominees regarding their willingness to serve and obtain a written resume of the candidate's employment, title, educational activities, and awards.
- (3) Compile the list of nominees in ballot form and resumes and it forward to the Treasurer-Business Manager for mailing to the membership by October 15. The ballot should contain Committee Chair's address for return mailing. Ballots are due at the discretion of the Chair, generally by January 15.
- (4) The Committee Chair will tabulate the ballots and present the results to the Board of Directors.
- (5) Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
- (6) Report the successful nominees to the membership at the Society Business Meeting and include a brief written report in the Society Proceedings.
- (7) Forward records, including the Operating Guide, to new chair within six weeks after annual meeting.

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FELLOWS AND HONORARY MEMBERS COMMITTEE

The Fellows and Honorary Members Committee is comprised of the three previous Fellows. The second-year member serves as Chair. The Immediate Past-President is the Board of Directors contact for this committee.

The Fellows and Honorary Members Committee shall:

- (1) Prepare a Call for Nominations of Fellows and Honorary members and send it to the WSWS newsletter Editor to be printed in the spring, summer and fall newsletters. Also send call to the Business Manager to be sent with the call for papers.
- (2) Accept and review nominees for FELLOW and HONORARY MEMBER. Nominees' write-ups will remain in the active file for three years even if the write-ups are not updated annually by the nominator. The committee must encourage nominators to update their write-ups annually.
- (3) Compile a slate of nominees.
- (4) Consider Honorary member nominees who are largely from outside the WSWS and have contributed significantly to the field of Weed Science as outlined in the Constitution.
- (5) Consider Fellow member nominees who are members of the WSWS and have contributed significantly to the field of Weed Science, regardless of age or length of membership, affiliation, in accordance with the Constitution.
- (6) Select deserving recipients for presentation to the Board of Directors. Not more than two FELLOWS shall be selected each year, in accordance to Society By-Laws.
- (7) Present the slate of nominees to the President by December 15 so that (s)he can obtain Board of Directors approval as directed in the Society By-Laws.
- (8) Inform the Treasurer-Business Manager of the successful candidates so that plaques can be obtained to be presented at the Awards Luncheon. Inform the nominators of the status of their nomination and, if their nominee was not selected, encourage the nominator to update the package for the next year.
- (9) Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
- (10) Provide a brief written report regarding the recipients for presentation at the Awards Luncheon, the Society Business meeting, and for inclusion in the Society Proceedings.
- (11) Forward records, including the Operating Guide, to the next chair immediately after the annual meeting.

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AWARDS COMMITTEE

The Awards Committee is comprised of three members representing the private and public sectors who have previously received this award. The second-year member will serve as chair. In the event that this committee cannot be comprised entirely of award recipients, the President may appoint another member of the Society to serve on this committee. The member will not be eligible for any of the Distinguished Achievement Awards while serving on the committee. The President is the Board of Directors contact for the Awards committee.

The Awards Committee shall:

- (1) Promote the value of this award to members of the Society to ensure that qualified individuals are nominated each year.
- (2) Prepare a Call for Nominations Report for the Board of Directors Summer Business and Planning Meeting. This can include creative and innovative ideas that the Awards Committee would like to propose to the Board of Directors.
- (3) Accept and review nominees for the Distinguished Achievement Awards. Unsuccessful nominations will remain active for three years, even if the documentation is not updated annually by the nominator. However, the committee encourages nominators to update their document annually.
- (4) Select a deserving recipient for the Outstanding Weed Scientist Award from both the public and private sectors, Outstanding Weed Scientist – Early Career Award, Weed Manager Award, and Professional Staff Award.
- (5) Provide the Board of Directors with recipients' names in a punctual manner so that sufficient time is allowed for the procurement of awards.
- (6) Inform the Treasurer-Business Manager of the successful candidates so that plaques can be obtained to be presented at the Awards Luncheon. Inform the nominators of the status of their

nomination and, if their nominee was not selected, encourage the nominator to update the package for the next year.

(7) Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.

(8) Announce award recipients to the membership at the WSWS luncheon.

(9) Provide a brief written report regarding the recipients for presentation at the Society Business Meeting at the Annual Meeting and inclusion in the Society Proceedings.

(10) Forward records, including the Operating Guide, to the next chair immediately after the annual meeting.

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PUBLIC RELATIONS COMMITTEE

The Public Relations Committee consists of a Chair and others as needed. The Education and Regulatory Section Chair is the Board of Directors contact for this committee.

The Public Relations Committee shall:

(1) Where possible, work through established news channels such as trade magazines, society and organization newsletters, radio, television, and university information services.

(2) Maintain close liaison with Public Relations personnel associated with organizations with similar objectives and purposes as the Society.

(3) Arrange news coverage during the Society meetings.

(4) Designate an individual to take pictures of the Society's activities.

(5) Perform such public relations activities that will affect and maintain a desirable image of the discipline of Weed Science.

(6) Send information relative to the Society meetings and activities to the various news media by sending complete programs to farm directors of radio and television stations, farm editors of newspapers, editors of regional farm journals, and pertinent personnel in the immediate area of the annual WSWS meeting.

(7) Take every feasible opportunity to inform the scientific community and the general public of the activities and benefits of the Society and of Weed Science in general.

(8) Apply for continuing education (CE) credit from the member states requiring continuing education for Licensed Pest Control Advisors, Consultants, and Credential Holders; and CE credits for the national Certified Crop Advisor program. Monitor sign-up sheets at the annual meeting and follow-up correspondence with the appropriate state to confirm CE credits.

(9) Work with the Affiliations Sub-Committee to:

(a) Maintain close liaison with state weed organizations within the Society's Region.

(b) Send information and an invitation to State Highway Departments, USDA, Fish and Wildlife Service, SCS, ASC, County Agents, Weed and Pest Organizations, aerial and ground applicators, and other agencies.

(10) Forward records, including the Operating Guide, to the next chair immediately after the annual meeting.

(11) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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PLACEMENT COMMITTEE

The Placement Committee consists of a Chair and two members. Sufficient additional personnel can be solicited to provide service during the Society meeting without inflicting undue hardship on individual Committee members. The term of the Committee members shall be established to expire alternately so that at least two members continue over each year. The Research Section Chairperson is the Board of Directors contact for this committee.

The Placement Committee shall:

- (1) Provide at each annual meeting of the Society a registration service to make information available to potential employers and employees in cooperation with the Weed Science Society of America.
- (2) Make available to the WSSA Placement Committee a listing of potential employers and employees from the Western Region. Contact WSSA Placement Committee chairperson one month prior to WSSA Annual Meeting.
- (3) Solicit a list of job opportunities from the WSSA, California Weed Conference, commercial industry Personnel Offices, and other sources.
- (4) Provide forms to potential employers and employees with pertinent information at the Placement Service Desk.
- (5) Prepare a written report to be presented at the Society Business Meeting and be included in the Society Proceedings.
- (6) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
- (7) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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NECROLOGY COMMITTEE

The Necrology Committee is comprised of three members and the second-year member will be chair. The Secretary is the Board of Directors contact for this committee.

The Necrology Committee shall:

- (1) Confer with the membership regarding any WSWS member or individuals within the weed science profession who passed away during the year.
- (2) Obtain a biography or obituary of the individuals deceased.
- (3) Prepare a written report to be presented at the Society Business Meeting. Forward the report to the Proceedings Editor for inclusion in the Proceedings.
- (4) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
- (5) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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STUDENT PAPER JUDGING COMMITTEE

The Student Paper Judging Committee is comprised of three members and the second year committee member serves as chair. The President-Elect is the Board of Directors contact for this committee.

The Student Paper Judging Committee shall:

- (1) Provide criteria and guidelines for the judging of student papers and posters. These criteria and guidelines shall be reviewed at the meeting of the committee during the annual meeting of the WSWS. Revisions to the criteria and guidelines will require a majority vote of the committee. The President-Elect shall be notified of any revisions to the criteria and guidelines for presentation to the Board of Directors.
- (2) Provide advance notice to students concerning paper and poster judging criteria and guidelines. This notice shall be included in the annual Call for Papers.
- (3) Provide further information by January 15 to those who submitted abstracts concerning guidelines, date and time of presentation, and set-up and removal of posters.

- (4) Select a panel of judges for each contest. At least three, more if possible, judges will rate all papers in a contest. Anyone whose name is on a paper entered in the contest shall not be a judge. [The individual may judge posters if the only papers they are co-authoring are in the oral contest and vice versa.] Committee members shall serve as judges of both the poster and oral paper contests, if they are eligible.
- (5) Encourage participation in the Student Paper Contest.
 - (a) Undergraduate students are welcome to enter the poster contest and will be judged in a separate section from graduate students.
 - (b) Students who are enrolled at the time of the annual meeting may enter one paper and/or one poster in the contest.
 - (c) Students attending institutions in states that are not WSWS members may enter and receive evaluation but will not be considered for awards.
 - (d) Information presented in the contest must be original and unique. If a topic has been used by the author in a previous presentation, additional data must be included to constitute a unique presentation.
- (6) Assure that the following requirements of the contest are met:
 - (a) The oral paper contest may be split into two separate sections if more than fourteen students enter. Poster entries also may be split into sections if more than fourteen graduate or undergraduate students enter.
 - (b) In each section, first, second, and third places will be awarded \$100, \$75, and \$50, respectively, and a plaque. Only first and second place will be awarded if five to eight students compete in a section. Only first place will be awarded if one to four students compete.
 - (c) First place winners in the oral paper contest are ineligible for future oral paper contests, but they may enter the poster contest. The same rule is applied to the poster contest.
- (7) Provide a brief summary report to the membership at the Society business meeting at the conclusion of the annual meeting.
- (8) Provide the President with the names of participants in the Student Paper Contest. The president shall write a letter of congratulations and/or thanks for participation to those students who participated.
- (9) Send a written report of the results of the Student Paper Contest and Committee activities to the Proceedings Editor of inclusion in the Society Proceedings.
- (10) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
- (11) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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POSTER COMMITTEE

The Poster Committee is comprised of three members and the second-year member will be chair. The President-Elect is the Board of Directors contact for the poster committee.

The Poster Committee shall:

- (1) Provide a "Call for Posters" that is included in the annual Call for Papers. Included in the Call for Posters will be the dates for submission of abstracts, poster criteria, and guidelines for presenting posters at the conference.
- (2) Coordinate with the Local Arrangements Committee and the Program Committee concerning the number of posters to be presented, room size needed, and the number of easels and poster backboards needed.
- (3) Provide further information by January 15 to those who submitted abstracts, concerning poster guidelines, set-up time, date and time of poster session, and removal of posters.
- (4) Provide assistance as needed to presenters during set-up time prior to poster session.
- (5) Provide a brief summary report to the membership at the Society business Meeting at the conclusion of the annual Meeting and include a written report in the Society Proceedings.
- (6) Make arrangements with new chair to transfer the easel boxes and arrange for poster board

for the next WSWS meeting site. (three easel boxes, 16 easels per box for a total of 48 easels)
(7) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
(8) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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SUSTAINING MEMBERSHIP COMMITTEE

The Sustaining Membership Committee is comprised of three members appointed by the President and the second-year member will be the Chair. The Immediate Past-President is the Board of Directors contact for the Sustaining Members committee.

The Sustaining Membership Committee shall:

- (1) Make recommendations to the Executive Board through the Finance Committee for improving sustaining membership support.
- (2) Solicit the current year Sustaining Membership contributions.
- (3) Provide booth space (approximately 2.5' by 5') for educational exhibits by sustaining members, in cooperation with the Local Arrangement Committee.
- (4) Prepare a written report to be presented at the Society Business Meeting and be included in the Proceedings.
- (5) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

TIME SCHEDULE - SUSTAINING MEMBERSHIP COMMITTEE

August:

- (1) Mail a letter to current sustaining members requesting continued support for the WSWS and the payment of dues, including an invoice.
- (2) Solicit new members by letter, including an application for sustaining membership.

October:

Send a follow-up letter to those unpaid.

December 1:

Send the Program Chair an alphabetical list of paid sustaining members for publication in the Program.

March:

Send the Proceedings Editor a current list of paid sustaining members for publication in the Proceedings. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

April 1:

Transfer the Operating Guide, committee files and records to the new Chair.

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LEGISLATIVE COMMITTEE

The Legislative Committee consists of a Chair, appointed to a two-year term with an additional year as past-chair, and two other members appointed to two-year terms. Terms of the committee members shall rotate in alternate years.

The chair shall serve as a member of the Weed Science Society of America (WSSA) Legislative Regulatory Committee and as a member of the WSSA Washington, DC Liaison Committee. Consultants may be appointed by the President. The WSSA Representative is the Board of Directors contact for the legislative committee.

The Legislative Committee shall:

- (1) Report new information from WSSA Committee assignments to the WSSWS President in a timely manner.
- (2) Keep the Board of Directors informed about the activities of the WSSA liaison in Washington, D.C. and with organize the Society membership on legislative issues.
- (3) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
- (4) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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HERBICIDE RESISTANT PLANTS COMMITTEE

The Herbicide Resistant Plants Committee is comprised of six members appointed by the President. The chair shall be elected by the committee and will serve one year. The term of office of the committee shall be three years, established to expire alternately so that at least four members will continue over each year. One of the Members-at-Large is the Board of Directors contact for the Herbicide Resistance Plants committee.

The Herbicide Resistant Plants Committee shall:

- (1) Focus on all areas of herbicide resistance including herbicide resistant crops.
- (2) Provide a forum to discuss herbicide resistance research and foster cooperation among people conducting herbicide resistance studies.
- (3) Coordinate production of information concerning herbicide resistance.
- (4) The chair shall solicit a representative to the North American Herbicide Resistance Action Committee (NAHRAC) meeting (often held at the WSSA annual meeting) to provide a report of WSSWS activities and information. The WSSWS representative is a non-voting member of NAHRAC. Selection of representative should follow certain guidelines:
 - a. Preference should be given to continuity of representation
 - b. The individual should hold a position in the public sector
- (5) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

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STUDENT EDUCATIONAL ENHANCEMENT COMMITTEE

The Student Educational Enhancement Committee is comprised of three members from industry and two members from academic institutions or government agencies who serve for a three year term. Members from industry should reside in different geographic regions at the time of their appointment. Relocation to another region already represented on the committee shall not prevent the relocated member from completing his/her term. A second year member will be chair. The Secretary is the Board of Directors contact for the Student Educational Enhancement Program committee.

The Student Educational Enhancement Committee shall:

- (1) Solicit student participants.
 - (a) Arrange for an Application Form and deadline to be included in the Summer Newsletter.
 - (b) Send Application Forms to at least one faculty member and one student per academic institution within the WSSWS region by November 15 with instructions to share the announcement with other students. Deadline for applications shall be February 1.
 - (c) Limit participation to two students per institution per year. In the event of more than two applications per institution, the institution should select the two participants.
- (2) Solicit host participants.
 - (a) Strive to involve additional host companies and pass assignments around so as not to burden an individual or company.

- (b) Limit individual host participation in successive years unless that individual expresses desire for successive year participation.
- (3) Match applicants with industry hosts based on applicant's stated geographic preference and goals.
- (4) Notify applicants of their acceptance or non-acceptance for participation by March 1. Notices of acceptance should state the host company and contact person with a copy of the letters sent to the host contact person.
- (5) The chair or designated representative a report at the WSWS Board and Business Meetings.
- (6) Prepare a brief written report on activities for inclusion in the Society Proceedings.
- (7) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
- (8) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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PUBLICATIONS COMMITTEE

The Publications Committee is comprised of six members appointed by the President. The chair shall be elected by the committee and will serve one year. The term of office of each committee member shall be three years; established to expire alternately so that at least four members will continue over each year. The President-elect is the Board of Directors contact for the Publications committee.

The Publications Committee shall:

- (1) Meet at least once annually to discuss activities of the committee.
- (2) Review current WSWS publication activities and consider any newly proposed publications for their relevance to the mission of WSWS, excluding the Research Progress Report and Proceedings.
- (3) Serve as an avenue for the WSWS membership to present publication needs or desires.
- (4) Coordinate activities of the ad hoc publication subcommittees involved in any newly proposed publications and determining their market potential.
- (5) Provide appropriate recommendations to the Board of Directors regarding existing and potential publications.
- (6) Prepare a written report to be presented at the Society Business Meeting and be included in the Society Proceedings.
- (7) Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
- (8) Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

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AD-HOC COMMITTEES

The Ad-Hoc Committees are appointed by the President when, in the opinion of the President or the Board of Directors, such committees are deemed necessary to provide a function for the betterment of the Society. The President will appoint the Board of Directors contact for each ad hoc committee.

The Ad Hoc Committees shall:

- (1) Function for one year or as long as subsequent Presidents feel the committee(s) are providing a necessary service.
- (2) Restrict activities to objectives and charges outlined by the President.
- (3) Report findings and activities to the Board of Directors at the annual Society meetings.
- (4) Prepare a brief summary to be presented to the membership at the Society Business Meeting

and to be included in the Society Proceedings.

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PROCEEDINGS EDITOR

The Proceedings Editor receives abstracts and papers from the Program Chair and compiles them, with reports from the two Board of Directors meetings, the yearly Society annual meeting and other information deemed important by the Board of Directors, into the Society Proceedings. He/she has the Proceedings printed in a timely manner and provides copies to the Business Manager for mailing.

TIME SCHEDULE - PROCEEDINGS EDITOR

June 1:

Review and revise the "Call for Papers" guidelines and index outline for the next years meeting. Submit it to the Program chair for review and forward it to the Business Manager for inclusion into the fall newsletter.

Prepare a report for the Summer Business Meeting to include cost of the annual Proceedings, number of copies printed, and an estimate of revenue based on pre-publication sales and past number of copies sold. Estimate a budget for the fiscal year to include publication, shipping, and secretarial costs.

January 15:

Receive from the Program Chair the index outline and abstracts for all submitted papers both on a hard copy and computer disk. Also, the Program Chair should send a copy of the program on disk so titles and authors can be put into the Table of Content without retyping. Select secretarial help.

February 15: Complete the Table of Contents and indexes for Author, Crops, Weeds, and Herbicides. Contact authors if information is missing or different from Weed Science accepted names.

February 20: Send letters to remind selected committee chairpersons to mail their reports for the Proceedings. These should include the Program Chair (General Session and Committee assignments); Research Section Chair (Project Discussion sections); Necrology Committee Chair; Education and Regulatory Chair; Symposium Chair (if any); Secretary (Minutes of the General Business meeting only); and Chairs of all committees to include accurate reports can be published in the Proceedings. March 1: Prepare a progress report for Board of Directors and General Business meeting. The Board of Directors will determine at the annual meeting if the Proceedings will be dedicated to a member.

March 15: All revised abstracts and full papers are due prior to the annual meeting. All submitted papers should be edited for format and be in final form by April 1.

April 10: General Session, Minutes, photos of Award winners, Project Discussion section reports, Financial statement and Registration list (from Business Manager) are due. An estimate of the number of pages and number of copies needed can now be made and a bid sheet sent to selected printers. Also, the cover photo and color should be determined. An 8 by 10 black and white of the cover photo must be made. The cover is made using a "full-bleed" technique.

April 20: Submit the Proceedings to the selected printer. It usually takes 10 to 14 days to prep photos, print copies, collate, and bind. Inspect blue-line copy prior to final printing and especially ensure that photos and figures are on the correct pages with the correct captions.

May 7: Inspect Proceedings and ship to the Business Manager for distribution.

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RESEARCH PROGRESS REPORT EDITOR

The Research Progress Report Editor receives progress reports and compiles them, with indices on authors, weeds, crops, and herbicides, into a yearly Society Research Progress Report. He/she has the Report printed in a timely manner and provides copies to the Business Manager for distribution at the annual meeting and for mailing.

TIME SCHEDULE - RESEARCH PROGRESS REPORT EDITOR

Prior to January 1: Contact a printer and make arrangements to have the Research Progress Report published. Receive compiled reports and indices .

January: Make final editorial corrections, prepare indexes and cover for Report, and deliver to publisher by January 15. Allow about one month for printing. Make sure WSWS identification number ISSN 0090-8142 appears on the title page of the Research Progress Report.

February: Provide for delivery of the Research Progress Report to the society meeting. Consult with the Treasurer-Business Manager regarding the number of Research Progress Reports required for the meeting and make arrangements for the remainder of the copies to be sent for storage.

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NEWSLETTER EDITOR

The Newsletter Editor works closely with the President and Board of Directors to include all pertinent Society information to the membership and provides the newsletter in hard copy to the Business-Manager to mail to the membership and to the Web Site coordinator to be included on the WSWS web page in a timely manner.

TIME SCHEDULE

April: Prepare a newsletter to include: report on annual meeting; list of officers; announce award winners; announce new officers; winning student papers; reminder of Call for Nominations - Fellows & Honorary members; calendar of events.

July or August [immediately following summer board mtg]: Prepare a newsletter to include: report on Summer Board Meeting; Call for Papers; Call for Research Progress Reports; Call for Nominations - Outstanding Weed Scientist; preliminary annual meeting information; calendar of events; any publications [extra Proceedings, etc] available.

November: Prepare a newsletter to include: preregistration for annual meeting [include that payment cannot include credit cards or billing to a company]; tour information; hotel registration cards; special airfare offers; student paper contest info reminder [including points]; calendar of events; reminder for resolutions; elections [include ballot & biographies]; placement committee forms.

January: Prepare a newsletter to include: reminder of preregistration due date; program highlights;

Call for Nominations - Fellow & Honorary Members; By-Laws changes; announce time & location of Board meeting.

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WEBSITE EDITOR

The Website Editor is responsible for the content, layout, and proper functioning of the WSWS website (www.wsweedscience.org). This individual works closely with the Executive Board, committee chairs, and individual Society members to manage online meeting registration, title and abstract submission, member database, and other interactive aspects of the website.

TIME SCHEDULE

WEEKLY: Update website with current content. Delete old information and integrate new components of the website as necessary.

January-February: Manage the online submission of abstracts for paper and posters to be presented at the annual meeting. Submit abstracts and other necessary information to the Proceedings Editor for timely development of the Society Proceedings. Post the newsletter.

March: Update the online meeting registration list to include members who were not pre-registered.

April-September: Monitor membership database and integrate new content. Post the newsletter.

October: Setup and monitor the website for annual meeting pre-registration, title submission, and

abstract uploads. Work closely with the Business Manager and Program Chair to ensure proper meeting information is posted.

November: Post the newsletter and continue monitoring all website activity for the annual meeting.

December: Stop online title submission activity. Prepare a list of paper and poster titles and send to the Program Chair for development of the annual meeting program booklet. Continue to manage abstract submission.