

**NORTH CENTRAL WEED SCIENCE SOCIETY  
MANUAL OF OPERATING PROCEDURES  
Revised 4/29/2003**

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The purpose of this Manual is to record the general policies to be followed by the officials of the North Central Weed Science Society and to outline their normal duties. Emphasis is placed on matters related to meetings, and the duties of officials with regard to meetings are presented in considerable detail.

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# **NORTH CENTRAL WEED SCIENCE SOCIETY MANUAL OF OPERATING PROCEDURES**

## **SECTION I. BYLAWS OF THE NORTH CENTRAL WEED SCIENCE SOCIETY, INC.**

### **BYLAW 1. PURPOSE**

The North Central Weed Science Society, Inc. (NCWSS), incorporated under the laws of the State of Illinois, is established to bring together representatives of the North Central area of the United States and the South Central area of Canada associated with agencies, institutions, and industries plus persons who are directly interested in or engaged in weed science through agricultural production, research, education, regulation, industries, service, and merchandising. The purpose is to facilitate the exchange of ideas, experience, opinions, and information and discuss and plan means of securing more adequate weed control through correlated and coordinated effort on weed research, education, and control of weeds by Federal, Dominion, State, Provincial, and public and private agencies. The Society will remain a scientific and educational organization dealing with rural and urban weed science activities without an objective of financial gain.

### **BYLAW 2. MEMBERSHIP AND DUES**

Section 1. Membership of NCWSS shall be of four kinds: (a) state or provincial, (b) active, (c) sustaining, and (d) honorary. Active and sustaining membership shall be for the term for which the dues or fees are paid (generally on an annual basis) and shall become effective upon the payment of dues or fees. Such members shall be considered in good standing until the next annual dues are unpaid.

Section 2. State or provincial membership. The members of NCWSS shall be Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, Ontario, South Dakota, Wisconsin and Wyoming. Other states, provinces, or other legally established divisions of the United States or Canada may be admitted to membership by a two-thirds vote of the Board of Directors. There shall be no dues in this category.

Section 3. Active membership. Active membership shall be available to all those who have an active and

sustained interest in some phase of weed control. To maintain active membership (including students), a person shall either register at the annual meeting or pay a membership fee as determined by the Board of Directors. The registration fee shall be determined by the Local Arrangements Committee and Executive Secretary with the approval of the Executive Committee prior to each annual meeting.

Section 4. Sustaining membership. Sustaining membership shall be open to firms who are engaged in the manufacture, distribution, sale or application of materials, equipment, or services for weed control. These members shall constitute the Industry Section of the NCWSS. The number of voting representatives in the section allowed each member firm shall be determined by the Industry Section. The Chairperson of the Industry Section shall be a member of the Board of Directors of the NCWSS. The minimum membership fee of the Industry Section shall be determined by the Board of Directors. A list of the members of the Industry Section shall be included in the Proceedings and Program of each conference meeting.

Section 5. Fellow. Fellow may be conferred upon individuals who have made outstanding contributions to weed science. Fellows shall be selected by a majority vote of the Executive Committee on recommendations of the Fellow Committee to consider such nominations. They shall not be liable for dues. They shall receive complimentary copies of the NCWSS Research Report and Proceedings each year.

### **BYLAW 3. GOVERNING AND VOTING**

Section 1. Directors to govern. The government of this Society shall be vested in a Board of Directors, which shall consist of the officers, the directors from each state or province which is a member of NCWSS, and six Directors at Large consisting of the chairpersons of the Extension, Industry, Regulatory and Crop Consultants, Research and Publication, and Resident Education Committees.

Section 2. Selection of directors. The director of each state or province shall be elected from a slate of at least two candidates. The director must be an active member of the state or province represented. The incumbent director shall poll all active members in his/her state or province for candidates. If necessary, the two

candidates may be provided by a nominating committee. The chairperson of the nominating committee shall be the incumbent director and the members shall be one representative each of such sections (extension, industry, regulatory and crop consultants, research and publications, and resident education) as are active in that state or province. A mail ballot shall be provided to each NCWSS member in the state or province. The election is to be held by August 1. One-third of the directors will be elected each year according to the schedule for states and province elections in Section 3 of this Bylaw. When a director is elected to another position on the Board of Directors, leaves the state, or retires before the term is up, the president shall appoint or order an election of an active NCWSS member from the state or province to fill the vacancy. The new director will serve until the term in that state or province expires.

Section 3. Term of office. Directors shall assume office on the next to last day of an annual meeting and shall serve for a term of three years, or until their successors have been selected and duly qualified. New directors should attend the second Board of Directors meeting at the annual NCWSS meeting. No person shall serve as a state or provincial director more than one consecutive three-year term, where membership in that state or province exceeds three individuals. Individuals appointed by the President or elected to fill unexpired terms are eligible to be elected to serve a three-year term after completing the unexpired term. The following table lists the years for states and provinces to select directors. After the year 2009, the table is repeated, e.g., 2010 is the same as 2001, etc.

2001/2004/2007 KS, MI, NE, OH, WI  
2002/2005/2008 IL, IA, MN, ND, ONT, WY  
2003/2006/2009 IN, KY, MO, OK, SD, CO

Section 4. Voting. A majority vote is required in all cases except as otherwise provided.

Section 5. Voting between meetings. Voting between meetings of the directors shall be conducted by the President by mailing ballots to all directors and notifying them of the purpose of the vote. The call for the vote shall specify a reasonable deadline for the return of the ballots.

Section 6. An individual cannot hold more than one position on the Board of Directors at the same time.

#### **BYLAWS 4. MEETINGS**

The time and place for meetings will be determined three years in advance. It shall be the duty of the Future Site Selection Committee to select the site city, local arrangements chairperson, and the headquarters hotel for the meeting three years hence.

#### **BYLAW 5. OFFICERS**

Section 1. The officers of the Society shall be a President, the immediate Past President, a President-Elect, a Vice-President, a Secretary-Treasurer, an Executive Secretary, Editors, and the NCWSS representatives on the Board of Directors of the Weed Science Society of America (WSSA) and of the Council for Agricultural Science and Technology (CAST). The Executive Secretary shall be appointed by the Board of Directors and will serve the Society in an advisory (non-voting) capacity. All other officers shall be elected by the Board of Directors at their first conference meeting. Officers will be selected from the active membership of the Society. The Executive Secretary, Editors, and the Secretary-Treasurer shall hold the office at their pleasure and that of the Board.

Section 2. An Executive Committee composed of the officers of the NCWSS (chaired by the President) shall conduct the business and affairs of the Society during the intervals between the gathered meetings of the Board of Directors. This committee shall have such other authority with respect to the affairs of the corporation as the members of the Board of Directors may determine and/or as provided in the Bylaws.

Section 3. The NCWSS representative on the Board of Directors of the WSSA shall be elected, at specified times, for a three-year term and shall begin attending the first Board of Directors and WSSA meeting immediately following his/her election.

Section 4. The NCWSS representative on the Board of Directors of the CAST shall be elected, at specified times, for a three-year term and shall begin attending the first Board of Directors and CAST meeting immediately following his/her election.

Section 5. Fully elected officers become members of the Board of Directors. The President shall act as chairperson of the board.

Section 6. If a director of a state or province is unable to attend a board meeting, he/she may appoint an active or honorary NCWSS member as an alternate from

his/her State or Province. The Director shall inform the President of the appointment prior to the meeting.

#### **BYLAW 6. COMMITTEES**

Section 1. In addition to the interest group committees (research and publications, extension, industry, regulatory and crop consultants, resident education, and graduate student) there shall be twelve standing committees: career placement; finance, steering, and policy; fellow; legislation, regulatory and public policy; local arrangements; membership; nominating; program; publicity and public relations; resolutions and necrology; future site selection; and distinguished achievement awards.

Section 2. Special committees shall be appointed by the Chairperson of Board of Directors as need arises.

#### **BYLAW 7. QUORUM**

Section 1. Two-thirds of the Board of directors shall constitute a quorum for transaction of business at any meeting. Five members shall be a quorum for the Executive Committee.

Section 2. When voting by mail, ballots shall be sent to all members of the Board of Directors. A majority vote of those replying within the specified time limit shall decide the question.

#### **BYLAW 8. RULES OF ORDER**

Roberts' Rules of Order Newly Revised shall govern the conduct of all meetings.

#### **BYLAW 9. GENERAL AND FISCAL POLICIES OF THE SOCIETY**

1. GENERAL POLICIES: The NCWSS shall maintain a financial reserve approximately equal to twice the annual operating expenses. Upon exceeding this level, the Society shall invest or spend this excess in interests of the Society or in the interests of the weed science profession.

2. MEMBERSHIP DUES:

a) Active members: Annual membership dues are to be determined by a majority vote of the Board of Directors at the annual meeting.

b) Sustaining members: Annual dues for sustaining members shall be determined by a 2/3 majority vote of the Board of Directors during an annual meeting following the recommendation of the Industry Committee. They shall receive a complimentary copy of the Proceedings and Research Report.

c) Fellows: They shall be considered life time members, exempt of annual dues. They shall receive complimentary copies of the Proceedings and Research Report.

3. PUBLICATIONS: The sale price of the Proceedings and Research Report shall be approximately ten percent above production costs in order to compensate for complimentary copies to honorary and sustaining members and reduced price rates for students. The costs of the newsletter shall be borne by active member dues.

4. ANNUAL CONFERENCE: The registration fee shall be determined by the chairperson of the local arrangements committee, the Secretary-Treasurer, and the Executive Secretary and must be approved by the Executive Committee. Student registration fee will be half the regular fee. A discount will be given to those that pre-register, the amount to be determined annually by those determining the registration fee. The registration fee (but not the annual dues) shall be returned to those who pre-register but are unable to attend the meeting. Complimentary banquet ticket costs shall be included in the registration fee. The registration fee for non-student members at the annual meeting will include the actual cost of the annual banquet. The travel, lodging and food expenses of the Executive Secretary and any guest speakers shall also be considered in determining the registration fee.

5. HONORARIA: The Finance, Steering and Policy committee shall annually review honoraria given to the Proceedings and Research Report Editors and Secretary-Treasurer and bring their recommendations to the Board of Directors.

6. STUDENT CONTESTS: The NCWSS shall bear the expense of the student paper and poster contests which include complimentary banquet tickets to each contestant and a \$100 first place and \$50 second place cash award to the winners of each division. The Society will finance the summer field contest. Revenues from active and sustaining member dues and investment income shall be used to finance all three contests.

7. ANNUAL BUDGET: The Secretary-Treasurer, in consultation with the Executive Secretary, and members of the Finance, Steering and Policy Committee, shall prepare an annual budget for consideration of the Board of Directors at the annual meetings. The budget must be consistent with the policies described in this section and all other policies of the Society.

#### **TIME OF MEETINGS**

The meetings of the Society shall be held annually the first or second week of December.

#### **EXPENSES OF GUEST SPEAKERS AT MEETINGS**

At the discretion of the President, travel expenses within the United States and/or Canada and food, lodging, and registration expenses at the meetings may be paid by the Society for guest speakers invited to appear on the General Session at meetings. Expenses for guest speakers should be included in the budget for the meeting.

#### **DISPOSITION OF PAPERS PRESENTED BY GUEST SPEAKERS**

Papers presented at meetings of the Society by guest speakers shall be published in the Proceedings of the Society subject to the same editorial policies as other manuscripts.

#### **LOCAL ARRANGEMENTS**

All matters pertaining to the headquarters hotel and arrangements for all facilities, equipment supplied and services shall be handled only by the Local Arrangements Committee.

#### **MEETING SITES**

There are many cities within the Society boundaries that have adequate access and facilities to host the annual meeting. The immediate Past President, after considering appropriate geographic location, can select any city for the meeting. After approval from the Board of Directors on one or more possible cities, the Past President has the prerogative of making the final decision for the meeting site three years hence.

Requirements for Headquarters Hotel:

1. Approximately 400 to 500 sleeping rooms (attendance 500 to 650).

2. Suites - 20 to 30.

3. Public Function Rooms:

- a) General Session - One - 400 to 500 capacity.
- b) Section Programs - Four at 150 capacity, two at least 75 capacity and a room 40' by 60' for the Poster session.
- c) Banquet - One - 350 to 400 capacity (General Session room may be used).
- d) Committee Meetings - Five - 10 to 15 capacity (usually used on Monday prior to opening session, Tuesday and Wednesday).
- e) Convention Headquarters - One - (near Registration Desk - used throughout meeting by Local Arrangements Committee).
- f) NCWSS Headquarters - One - 25 to 30 capacity (used throughout meeting).

4. No other major convention hosted by the headquarters hotel during the NCWSS meeting. (Passageways near or between the Registration Desk and various meeting rooms will not be used by other groups to an extent that will inconvenience NCWSS guests.)

5. Complimentary rooms for NCWSS Officers and Local Arrangements Committee.

#### **BYLAW 10. CODE OF ETHICS**

##### **PREAMBLE**

The North Central Weed Science Society is vital to the continued success of American agriculture. Members of the Society have the position and authority to render effective services to both humanity and to the agricultural community. The North Central Weed Science Society Code of Ethics defines professional conduct binding on all members of the Society. Members should recognize that this code of ethics signifies a voluntary assumption of the obligation of self-discipline and members should strive to uphold and maintain the honor and dignity of the Society.

##### **Article I. General Principles**

- 1. The privilege of professional practice imposes obligations of morality and responsibility as well as professional knowledge.
- 2. Each member agrees to be guided by the highest standards of personal honor and professional conduct.

**Article II. Relation of Professionals to the Public**

- 1. Members shall not knowingly permit the publication of reports or other documents for any unsound or illegitimate undertaking.
- 2. Members shall not give professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected. Consideration for the purpose for which the opinion or recommendation is desired and the degree of completeness of information upon which the recommendation is based should be made clear.
- 3. Members shall not issue false statements or false information.

**Article III. Relation of Members to Each Other**

- 1. Members shall not falsely or maliciously attempt to injure the reputation of another person.
- 2. Members shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and written communication and not knowingly accept credit rightfully due another person.
- 3. Members shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

**Article IV. Duty to Profession**

- 1. Members shall uphold this Code of Ethics by precept and example and encourage, by council and advice, other members to do the same.

**BYLAW 11.  
NONPROFIT STATUS**

No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Bylaw 1. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the Corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws and/or Articles of Incorporation, the Corporation shall not carry on any other activities not

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

**BYLAW 12.  
DISSOLUTION OF THE NORTH CENTRAL  
WEED SCIENCE SOCIETY, INC.**

Upon the dissolution of the Corporation, the board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation to some other similar organization with similar purposes (such as the WSSA) that has been qualified as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or as amended).

**BYLAW 13.  
AMENDMENTS**

The Bylaws may be amended by two-thirds vote of the Board of Directors at any meeting or by mail ballot provided previous notice in writing has been given to the Directors of the proposed amendments at least thirty days prior to the date of the vote.

Amended Dec. 12, 1960; Dec. 15, 1964; Dec. 5, 1966; Dec. 2, 1968; Dec. 6, 1972; Dec. 2, 1974; Dec. 3, 1979; Dec. 6, 1982; Dec. 5, 1983; Jan. 13, 1984; Mar. 4, 1986; Feb. 5, 1987; Jan. 8, 1988; Feb. 8, 1989; Feb. 7, 1990; Feb. 6, 1991; Dec. 9, 1991; Dec. 11, 1992; Feb. 10, 1993; Nov. 1, 1994; Dec. 12, 1994; Nov. 30, 1995; Dec. 4, 1995; Nov. 4, 1996, Aug. 26, 1997, Nov. 4, 1998, Feb. 21, 2000, Aug. 6, 2001, Nov 1, 2002, Apr. 29, 2003.

**ADDITIONS OR CHANGES**

The bylaws of the Society may be changed or additions made by two-thirds vote of the Board of Directors either at any meeting or by mail ballot provided previous notice in writing has been given to the Directors of the proposed changes or additions at least 30 days prior to the date of the vote.

**SECTION II  
OPERATING PROCEDURES**

**CHAPTER 1**

**DUTIES OF OFFICERS AND BOARD OF  
DIRECTORS**

**BOARD OF DIRECTORS**

The Board of Directors shall:

1. Attend business meetings held during annual conference.
2. Develop the policies and general programs for the NCWSS.
3. Conduct the business of the NCWSS not reserved for the members by the Bylaws or delegated to officers or committees.
4. Poll membership in state or province for ideas and suggestions prior to annual conference.
5. Establish honoraria for Secretary-Treasurer and editors of NCWSS Research Report, NCWSS Proceedings, and Communications.
6. Verify that all contact information for current members within their state or province is on record with the NCWSS. Assist the Executive Secretary in keeping contact information current.
7. Provide similar contact information on prospective new members.
8. Identify members within their state or providence who should be considered for the Fellows and Distinguished Achievement Awards and supply these names to the appropriate committees for consideration.
9. Send appropriate information from state or province to NCWSS Communications Editor for placement in "Calendar of Events" section.
10. Poll membership for news for NCWSS Newsletter.

**EXECUTIVE COMMITTEE**

The Executive Committee composed of the President (who shall be the Chairperson), the President-Elect, the Vice-President, the Past President, the Secretary-Treasurer, the Editors, and NCWSS representatives on the Board of Directors of the WSSA and CAST, shall

conduct the business and affairs of the Society during the intervals between the gathered meetings of the Board of Directors.

**OFFICERS**

**PRESIDENT**

The President shall:

1. See that the spirit of the Bylaws and the decisions of the Board of Directors are carried out.
2. Prepare agenda for meetings of Board of Directors and preside at such meetings. Submit information to the members of the Board in advance of meetings so that issues can be properly considered.
3. Appoint members of the NCWSS Committees and designate and/or confirm Chairperson and Vice-Chairperson of these committees except as noted:
  - a) Program (the President-Elect shall be Chairperson);
  - b) Legislation, Regulatory and Public Policy Committee (the Vice-President shall be Chairperson)
  - c) Local Arrangements Committee Chairperson who is appointed by the Past President;
  - e) Members of Local Arrangements Committee who are appointed by the Chairperson of that committee;
  - f) Publicity and Public Relations (the Vice-President shall be Chairperson and will appoint committee members); and
  - g) Finance, Steering and Policy Committee (the Secretary-Treasurer shall be Chairperson).
4. Appoint special committees as necessary to carry out NCWSS business.
5. Maintain close liaison with the chairperson of committees and encourage and assist them in carrying out their duties.
6. Work closely with the Program Chairperson and Local Arrangements Committee in planning the program for the meetings. Clearly establish what phases of the program will be done by others. Examples of planning the President might reserve for himself/herself are the Banquet Program and

invitations to certain guest speakers and award winners.

7. Keep the other officers and Board members advised on significant activities of the NCWSS and solicit their suggestions.
8. Maintain liaison with other organizations with related interests and objectives.
9. Send invitations to national and regional Weed Science Society officers and to officers or representatives of other professional societies or groups.
10. Prepare and circulate a list of names and addresses of current committee members for distribution to the Committee members and Board of Directors.
11. Notify new fellows of their selection and invite them to the banquet.

#### **PRESIDENT-ELECT**

The President-Elect shall:

1. Perform duties of President if he/she is not able to serve.
2. Serve as Chairperson of the Program Committee and in this capacity shall:
  - a) During December and January, arrange for program planning meeting in conjunction with the Executive Committee meeting during the WSSA meeting in February and again in March at the convention site, if deemed necessary. Determine which of the Society officers and sectional chairpersons need to attend the program planning meeting. Make use of telephone facilities including telephone conference among several officers or sectional chairpersons to accomplish Society business. Brief meetings with newly elected sectional chairpersons at the current conference are encouraged.
  - b) Conduct program planning meeting and present a format and theme for program for consideration by the Committee. Consult with the Program Planning Committee concerning the General Session, the Banquet Program, and the Sectional Programs. Determine how program will be printed and mailed.
  - c) Confirm and/or appoint Sectional Program Chairpersons and ascertain that all Sectional

Program Chairpersons understand their responsibilities in developing the program.

- d) In July, extend the call for papers in coordination with Communications Editor.
- e) Delegate authority to Sectional Program Chairpersons for developing special symposia and invitational papers after the general call for volunteer papers has been issued.
- f) Develop the program for the General Session and each sectional program of the meetings with the assistance of the Program Committee.
- g) Maintain close liaison with the Publicity and Public Relations Committee to facilitate their activities.
- h) Consult with the Local Arrangements Committee, President, and various committees concerning the Banquet or Luncheon Program.
- i) Assist the Executive Secretary and Local Arrangements Committee in developing a budget for the meeting.
- j) At the earliest possible date, advise the Local Arrangements Committee on the meeting room needs, including time of beginning and ending of each function, type of function, estimated seating capacity required, visual aids, public address and other special equipment. The Local Arrangements Committee should assist in making the final room assignments.
- k) Complete Program by October 15 and mail to NCWSS membership by November 1.
- l) Coordinate with Local Arrangements Committee and Executive Secretary on printing and mailing program. Discussions on program printing and mailing should have been made at time of Program Planning Meeting.
- m) Coordinate with Executive Secretary on printing banquet or luncheon program and tickets.
- n) Keep all officers, directors and members of the Program, Local Arrangements, and Publicity and Public Relations Committee advised on all activities of the Program Committee.
- o) Preside at the General Session of the NCWSS meeting.



3. Determine individuals to be on NCWSS Committees so formal appointments can be made immediately after becoming President. The President-Elect shall consult the Vice-President for recommendations for Committee Vice-Chairpersons.
4. Perform other duties delegated by the President or the Board of Directors.
5. Perform other duties assigned by the President of the Board of Directors.
6. Maintain a list of past officers, conference locations and attendance information.
7. Serve as Chairperson of the Finance, Steering and Policy Committee.

### **VICE-PRESIDENT**

The Vice-President shall:

1. Perform the duties of the President-Elect if he/she is not able to serve.
2. Serve as chairperson of the Legislation, Regulatory and Public Policy Committee and monitor the activities of the Director of Science Policy for the NCWSS.
3. Serve as Vice-Chairperson of the Program Committee and assist the Chairperson in developing the program. Attend as many sectional programs as possible and check on session attendance figures to determine where improvements can be made and how well the sections are fulfilling the NCWSS needs.
4. Submit names to President-Elect for NCWSS Committee Vice-Chairpersons.
5. Evaluate the composition and activities of all NCWSS committees.
6. Perform other duties delegated by the President or the Board of Directors.
8. Review the Manual of Operating Procedures and develop recommendations for improvements. The committee chairperson shall receive suggested changes from members of the Board of Directors and submit these to the Board of Directors annually.
9. On behalf of the President, determine if the affairs of the Society are being conducted in accordance with the Bylaws and established policies.
10. The Secretary-Treasurer shall serve as parliamentarian for all Board of Directors meetings and receive all Board of Directors correspondence.

### **EXECUTIVE SECRETARY**

The Executive Secretary shall:

1. Prepare minutes of all meetings of the Board of Directors.
2. Prepare and maintain a list of current Board members and their addresses.
3. Keep officers and directors advised on significant activities of the Society.
4. Notify state and province directors on or about May 1 of their duty to chair a committee for selection of a new director by August 1 according to schedule in Bylaw III, Section 3.
1. Receive and disburse the monies of the Society in accordance with prescribed policies.
2. Maintain financial records and records of property including back issues of publications.
3. Maintain membership and other mailing lists.
4. Prepare records for annual audit. Present current statement of financial position to the Annual Board of Directors meeting and send quarterly financial reports to all Board of Director members.
5. Receive and fill orders for publications.
6. Arrange for storage of current and back issues of publications.
7. Consult with the Past President and Local Arrangements Committee Chairperson to select the headquarters hotel and negotiate prices.
8. Work with the Local Arrangements Committee and develop a budget for the annual meeting. This will include a recommendation of a registration fee to the President-Elect.

### **SECRETARY-TREASURER**

The Secretary-Treasurer shall:

9. Aid the Local Arrangements Committee in annual meeting registration. Print registration forms with space for name, mailing address, and itemized charges with space to check items desired. Prepare name plate badges with holders. Receive money and issue receipts.
10. Maintain list of Fellows and send them complimentary copies of the Research Report and Proceedings.
11. Annually forward copies of the current Research Reports and Proceedings to the WSSA Library and to the Sustaining members of NCWSS.
12. File Federal Income Tax return annually for the Society.
13. Retain copy of current Research Report and Proceedings for permanent file.
14. Work with Finance, Steering and Policy Committee and the Executive Committee to prepare a budget for the year for submission to the Board of Directors for approval.
15. Print materials (including programs and tickets) for the Society.
16. Serve the correspondence needs of Officers and Committee Chairpersons.
17. Mail the January/February issue of the newsletter to all members along with a notice of annual dues renewal to inactive members. Mail subsequent issues of the newsletter to only active members.
18. Send the notice of dues renewal to sustaining members each December.

## **EDITORS**

The **Proceedings Editor** shall:

1. Collect, assemble, edit, and arrange for publication of the NCWSS Proceedings, and prepare copies for mailing and send to the Executive Secretary for mailing.
2. Report to the Board of Directors on the costs of publication and revenues from sales and offer suggestions for any improvements in the editorial activities of the NCWSS.

3. Consult with Research and Publications Committee as needed.

The **Research Report Editor** shall:

1. Prepare the call for contributions to the Research Report and have instructions for its preparation printed in the NCWSS Proceedings and have the Executive Secretary mail these instructions to the membership with the call for papers.
2. Collect, assemble, edit, and arrange for publication of the NCWSS Research Report.
3. Be responsible for delivery the Research Reports either at or shortly following the NCWSS meetings with the remainder being sent to the Executive Secretary.
4. Consult with the Research and Publications Committee concerning major changes in format or content of the Research Report.
5. Report to the Board of Directors on the costs of publication and revenues from sales and offer suggestions for any improvements in the NCWSS Research Report.

The **Communications Editor** shall:

1. Collect, assemble, edit and arrange for either print or e-publication three issues annually (Spring-Jan/Feb; Summer-Jun/July; Fall-Oct/Nov) of the NCWSS Newsletter, and send materials to the Executive Secretary for printing and mailing.
  - a) First issue to all members along with renewal notice to those who are inactive members; subsequent issues would go only to active members. This issue would highlight the annual meeting, introduce the new officers and directors, give the graduate student paper contest winners, etc.
  - b) Second issue would include the call for papers for the next annual meeting.
2. Report to the Board of Directors on the cost of publication and offer suggestions for any improvements in the NCWSS Newsletter.
3. Provide oversight of the NCWSS website and serve as the editor for electronic material posted on the NCWSS website.

## **WSSA REPRESENTATIVE**

The WSSA Representative shall:

1. Serve on the Board of Directors of the WSSA. Term of office will be for three years and will begin with the second WSSA Board of Directors meeting during their annual meeting following his/her election in the NCWSS.
2. Attend all meetings of the WSSA Board of Directors and act as liaison between NCWSS and WSSA.
3. Keep WSSA informed of all activities and actions of NCWSS and will in turn keep NCWSS informed of all activities and actions of WSSA.
4. If unable to attend a WSSA Board of Directors meeting, consult with the President to appoint an alternate for that meeting.

## **CAST REPRESENTATIVE**

The CAST Representative shall:

1. Serve on the Board of Directors of CAST. Term of office will be for three years and will begin immediately after the first CAST Board of Directors meeting following his/her election in the NCWSS. The newly elected representative should attend the first CAST Board meeting with the retiring member to assure continuity and a smooth transition. The retiring member will still be the voting NCWSS member at this CAST Board meeting.
2. Attend all meetings of the CAST Board of Directors and act as liaison between NCWSS and CAST.
3. Keep CAST informed of all activities and actions of NCWSS and will in turn keep NCWSS informed of CAST activities and actions.

## **PAST PRESIDENT**

The Past President shall:

1. Serve as chairperson of the Distinguished Achievement Award Committee.
2. Serve as a member of the Future Site Selection Committee.
3. Serve as a member of the Finance, Steering, and Policy Committee.

## **ADDITIONS OR CHANGES**

The duties of officers may be changed or additions made by two-thirds vote of the Board of Directors either at any meeting or by mail ballot provided previous notice in writing has been given to the Directors of the proposed changes or additions at least 30 days prior to the date of the vote.

## **CHAPTER 2 COMMITTEES**

### **A. INTEREST GROUP COMMITTEES**

Each Interest Group Committee shall have a Chairperson and a Vice-Chairperson. The Vice-Chairperson shall act as secretary and will normally succeed to the Chairpersonship. Certain committees may have other designated members.

### **EXTENSION COMMITTEE**

The Extension Committee represents the extension business and affairs of the Society. All members of NCWSS who are involved in extension activities are eligible to participate in Extension Section meetings of the Society.

The Extension Committee shall:

1. Make suggestions to the Program Committee concerning program format and content and be responsible for developing the Extension Sectional program. The Chairperson shall preside at Sectional Program meetings and should be a member of the Program Committee.
2. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board.
3. The Vice-Chairperson shall assess the need for extension or popular types of publications dealing with weed science in consultation with Extension Committee members. When such extension publications are identified, the Vice-Chairperson shall facilitate the publication by identifying an author and having the author follow the procedures set forth by the Educational Materials Project, North Central Region. For other popular types of publications, the Vice-Chairperson shall facilitate publication as appropriate.
4. The Chairperson shall pass on instructions and guidance to Vice-Chairperson.

5. The new Chairperson shall see that a Vice-Chairperson is elected and shall conduct the meeting of the Extension Section the following year.

#### **INDUSTRY COMMITTEE**

The Industry Committee represents the industry business and affairs of the Society. All members of industrial firms are eligible to participate in the Industry Section meetings of the Society.

The Industry Committee shall:

1. Maintain a mailing list of industrial firms.
2. Send an invitation to all industrial firms to become Sustaining Members of NCWSS.
3. Make suggestions to the Program Committee concerning program format and content and be responsible for developing the Industry Sectional Program. The Chairperson will preside.
4. Maintain guidelines on industry displays and solicit and coordinate displays with the local arrangements committee.
5. Make recommendations to the Board concerning Sustaining Membership fees.
6. Bring proposals to the Board through the Chairperson who is a Director at Large of the Board of Directors.
7. The Chairperson shall pass on guidance and instructions to Vice-Chairperson.
8. The new Chairperson will see that a Vice-Chairperson is elected and shall conduct the meeting of the Industry Section the following year.

#### **REGULATORY AND CROP CONSULTANTS COMMITTEE**

The Regulatory and Crop Consultants Committee represents the regulatory business and crop consulting/contract research and affairs of the Society. All members of NCWSS who are involved in regulatory, crop consulting, or contract research activities are eligible to participate in Regulatory and Crop Consultants Section meetings of the Society.

The Regulatory and Crop Consultants Committee shall:

1. Make suggestions to the Program Committee concerning program format and content, and be responsible for developing the Regulatory and Crop Consultants Sectional Program. The Chairperson shall preside at the sectional program.
2. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board.
3. Coordinate legislative and regulatory developments with Regulatory Committee Chairpersons from other Weed Science Societies by correspondence, conferences, and conversation at WSSA meetings.
4. If appropriate, seek Certified Crop Advisor accreditation for the annual meeting.
5. Become informed about regulatory legislation and inform NCWSS membership.
6. The Chairperson shall pass on guidance and instruction to the Vice-Chairperson.
7. The new Chairperson shall see that a Vice-Chairperson is elected and shall conduct the meeting of the Regulatory and Crop Consultants Section at the next annual meeting.

#### **RESEARCH AND PUBLICATIONS COMMITTEE**

The Research and Publications Committee represents the research business and affairs of the Society and is responsible for NCWSS publications. It shall consist of at least three members besides the elected Chairperson and Vice-Chairperson. Members will be appointed by the President. All members are eligible to participate in the Research Section meetings. The primary function of this committee is to encourage research in weed science, and the reporting of research in the NCWSS Research Report and at the annual meetings.

The Research and Publications Committee shall:

1. Consult with the Editors concerning changes in the format, content, or other policy for the Research Report and Proceedings.
2. The Chairperson shall serve as a Director at Large and report to the Board of Directors on research activities and make recommendations concerning current and proposed publications.

3. Evaluate format, quality and use of NCWSS publications. Standardize and coordinate terminology used in NCWSS publications.
4. Elect (or Chairperson appoint) an Associate Editor to handle special publications as needed.
5. The Chairperson shall pass on instructions and guidance to the Vice-Chairperson.
6. The new Chairperson shall see that a Vice-Chairperson is elected and shall conduct the meeting of the Research section the following year.

#### **RESIDENT EDUCATION COMMITTEE**

The Resident Education Committee represents the resident education business and affairs of the Society. All NCWSS members involved in resident teaching and in recruiting and training employees are eligible and are encouraged to participate in the Resident Education meeting of the Society.

##### **A. The Resident Education Committee shall:**

1. Promote and facilitate the improvement of teaching in the area of weed science.
2. Publicize the opportunities in weed science.
3. Make suggestions to the Program Committee concerning program format and content and be responsible for developing the Resident Education Sectional program. The Chairperson shall be a member of the Program Committee and shall preside at the sectional program.
4. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board.

##### **B. The resident education committee shall have three positions with the following duties:**

1. The chairperson shall:
  - a) Pass on guidance and instruction to the 1st and 2nd vice-chairpersons.
  - b) Conduct the meeting of the Resident Education section and shall see that a new 2nd vice-chairperson is elected.
  - c) Be a member of the summer North Central Collegiate Weed Science Contest site committee.

d) Ensure changes to the rules of the three Resident Education contests are made to NCWSS Manual of Operation Procedures.

e) Conduct the Undergraduate Student Poster Contest portion of the Poster Section.

##### **2. The 1st Vice-Chairperson shall:**

- a) Succeed the Chairperson
- b) Conduct the Graduate Student Paper Contest

##### **3. The 2nd Vice-Chairperson shall:**

- a) Succeed the 1st Vice-chairperson
- b) Conduct the Graduate Student Poster Contest portion of the Poster Session

##### **C. The Resident Education committee has two standing subcommittees: the Contest Rules subcommittee and the Summer Contest Site subcommittee.**

##### **1. The Contest Rules subcommittee shall:**

- a) Be composed of the Chairperson, 1st Vice-chairperson, 2nd Vice-chairperson and the immediate past summer contest site chairperson.
- b) Receive written complaints, questions and suggested changes to the rules of all three Resident Education contests for appropriate action.
- c) Submit major changes in rules of any of the contests to the Board of Directors for appropriate action. The committee has authority to make minor changes in the rules, subject to approval by the President of the Society.

d) Concur with Industry Section on selection of future summer contest sites.

##### **2. The Summer Contest Site sub-committee shall:**

- a) Be composed of the local site chairperson of the next contest, the vice-chairperson, the immediate past local site chairperson, the chairperson of the Resident Education Committee, and other members as appointed by the president of the NCWSS.

- b) Conduct the annual Summer Weed Science Contest in accordance with established rules and policies.

Detailed rules and procedures for the contests are in the Rules section of this manual.

### **GRADUATE STUDENT COMMITTEE**

The Graduate Student Committee represents the graduate student interests and affairs of the Society. All members of the NCWSS who are graduate students are eligible and encouraged to participate in the Graduate Student Business meeting of the annual conference.

The Graduate Student Committee shall:

1. Promote and facilitate involvement of graduate students in the NCWSS.
2. Make suggestions to the Resident Education Committee concerning the graduate student paper, poster and summer Weed Science contests.
3. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board of Directors.
4. Elect six committee members, including the Chairperson and Vice-Chairperson, during the Graduate Student Business Meeting conducted at the NCWSS annual meeting. Committee members should be persons planning to retain their graduate student status during their service on the committee. Schools which have not had a recent representative on the committee will have the first opportunity to nominate a member. The Chairperson shall maintain a record of past membership on the committee. This committee shall represent the interest of graduate students during the year and prepare for the annual meeting.
5. Elect a Vice-Chairperson at the annual business meeting who plans to retain graduate student status for at least two years. This person shall assume the role of Chairperson the following year.

### **B. STANDING COMMITTEES**

Committees shall consist of a Chairperson and a Vice-Chairperson, with three or more additional members who will be appointed by the President for the following year. The Vice-Chairperson will normally succeed to the Chairperson. Suggestions as to who could be Vice-Chairperson may be given to the Vice-

President before the annual conference who will submit recommendations for Vice-Chairperson to the President-Elect. Appointments of committee Chairperson, Vice-Chairperson, and committee members will be made by the new President.

All Active members are urged to convey their particular interests and capabilities to the 1st and Vice-Presidents, so that members may have the opportunity to serve on committees of their choice.

All committee chairpersons are urged to submit written reports to the President and Executive Secretary 40 days prior to holding annual meetings.

### **CAREER PLACEMENT COMMITTEE**

The primary function of this committee is to aid job applicants in obtaining employment and help employers find qualified employees. The committee is composed of the chairperson, the past chairperson, the vice-chairperson and other members as appointed by the president.

The Committee shall:

1. Request information prior to the annual meeting on positions open at universities, USDA, Agriculture Canada, industry, and private research farms.
2. Prior to the annual meeting, obtain a "position desired form" from applicants seeking employment and a "position available form" from potential employers.
3. At the annual meeting, aid and direct job applicants to potential employers in fields of interest.

### **FINANCE, STEERING AND POLICY COMMITTEE**

The Finance, Steering and Policy Committee shall:

1. Review and evaluate the fiscal implications of all activities, policies and procedures of the Society.
2. Develop and recommend long-term objectives and goals for the Society.
3. Analyze the financial situation of the Society and develop a long-term financial plan.
4. Consult with the Executive Secretary and develop recommendations for the budget, financial reserves, investments, and active and sustaining membership dues.

5. The Secretary-Treasurer shall be the Chairperson of this Committee.

### **FELLOW COMMITTEE**

The Fellow Committee shall:

1. Solicit fellow nominations from the membership each year.
2. Select from eligible nominees names of candidates for fellow. Up to 0.50 percent of the active members may be elected annually.
3. After selection, submit the name(s) to the Executive Committee of the Board of Directors for approval. The President shall notify new fellows of their selection and invite them to the banquet.
4. Work with the Executive secretary to obtain fellow plaques and have them engraved.
5. Prepare a write up concerning the honoree(s) for the NCWSS Proceedings and send this to the Editor.
6. Report name(s) of recipient(s) to the Board of Directors at the annual meeting.
7. Present award(s) at banquet of the annual conference.
8. Maintain a file which contains a perpetual list of fellows, current committee members and recent correspondence.

Detailed guidelines for nomination and selection are in the Rules section of this manual.

### **LEGISLATION, REGULATORY AND PUBLIC POLICY COMMITTEE**

The Legislation, Regulatory and Public Policy Committee shall:

1. Review existing, pending or needed legislative relating to weed science and recommend appropriate action to the Board of Directors.
2. Consider the effects of existing and proposed legislation on regulation, research, education, development, and marketing in the area of weed science and the need for new legislation.

3. Consider the need for uniform state laws on seeds, weeds, herbicide labeling, and other subjects related to weed science.
4. Consider the legislative situation relating to herbicidal application and other matters pertaining to the use of herbicides.
5. Consider legislation involving regulations and the control of weeds on publicly owned land.
6. The Vice-President shall be the Chairperson of this Committee.

### **LOCAL ARRANGEMENTS COMMITTEE**

Local Arrangements Committee for each meeting will be appointed as needed or at least one year prior to the meeting for which it is responsible. All matters pertaining to local meeting arrangements will be handled only by or through the Local Arrangements Committee. When reasonable, the Committee should be composed of representatives from all sections (extension, industry, regulatory and crop consultants, research and publications, and resident education) of the Society.

The Local Arrangements Committee shall:

1. Reserve meeting rooms, lodging, and other facilities for the estimated attendance. Initial arrangements with headquarters hotels should always include reservation of all public function (meeting) rooms in the hotel (or in the case of especially large hotels, sufficient space to be sure to take care of any possible need of the Society) with the provision that some of these rooms may later be released only in writing by the Chairperson of the Local Arrangements Committee.
2. Assist the Executive Secretary in developing a budget for the annual meeting. All meetings should be financially self-sustaining. Expenses of invited speakers and printing and mailing costs shall be included. The registration fee shall be determined by the chairperson of the local arrangements committee, the Secretary-Treasurer, and the Executive Secretary and must be approved by the Executive Committee.
3. Furnish Executive Secretary with room reservation cards and information about the city to be sent with the call for papers.

4. Supply the Program Chairperson information on the location and capacity of meeting rooms of the headquarters hotel.
5. Arrange for sound equipment and coordinate with the Computer Committee (currently appointed by the President) to ensure that projection equipment is available. Prepare space and materials for displays of posters, photographs, publication and other visual aids.
6. Reserve one room near the registration desk to serve as the Convention Headquarters.
7. Reserve a room for Placement Service activities.
8. Determine space and equipment needs for any committee meetings and arrange for them.
9. Arrange for banquet menu and program. Consult with President and Program Chairperson concerning banquet menu, head table seating, program, speakers, etc.
10. Release in writing to the Hotel Executive reserved space not needed.
11. Work closely with and provide the Hotel Executive all information on scheduled use of reserved space and equipment.
12. Obtain registration help and materials as follows:
  - a) Two Local Arrangements Committee members familiar with registration procedures at peak registration period. One Local Arrangements Committee member available at Registration Desk or Convention Head-quarters at all times.
  - b) Three persons during peak registration period and at least one person during entire meeting.
  - c) Two tables about 18 feet long (one on which registrants can fill out cards and one for the Registration Desk).
  - d) Signs and easels indicating location of Registration Desk.
  - e) Literature on local points of interest and city maps.
13. Arrange for Sectional Meeting rooms as follows:
  - a) One member of the Local Arrangements Committee is responsible for the proper "setting

up" of the meeting rooms. This involves working closely with the hotel personnel and constantly checking to see that instructions were understood and carried out.

b) Signs and easels to indicate locations of Sectional Meetings.

c) Require that spare projection equipment, spare microphones, and the like are on hand and located where equipment failures will interfere as little as possible with the meetings. Be sure the projectionists and Section Chairpersons know the plans for handling equipment failures.

14. Prepare and distribute six months prior to the conference a written work plan designating the duties and responsibilities of the various committee members before and during the conference.
15. Arrange for forwarding the various conference paraphernalia, i.e., timers, signs, flags, pointers, to the next Local Arrangement Committee.
16. Advise hotel that no commercial exhibits are permitted at the conference except in suites reserved for that specific purpose.

#### **MEMBERSHIP COMMITTEE**

The Membership Committee shall:

1. Determine what constitutes membership in the NCWSS.
2. Evaluate membership periodically and make recommendations on how membership could be enhanced.
3. Foster new membership during the year, and encourage attendance at the annual meeting. This may be done by contacting appropriate organization administrators and leaders describing the benefits of NCWSS membership and activity for their employees.
4. Periodically update the NCWSS brochure.

#### **NOMINATING COMMITTEE**

The Committee is normally composed of five members representing all sections (extension, industry, regulatory and crop consultants, research and publications, and resident education) of the Society.



The Nominating Committee shall:

1. Present a slate of nominees from the active membership of the Society for the offices of President, President-Elect, Vice-President, Secretary-Treasurer, Editors, and NCWSS representatives on the Board of Directors of WSSA and CAST to the first Board meeting at the annual meeting. (Normally the President-Elect will advance to President and the Vice-President to President-Elect. The NCWSS representatives will serve for a three-year term. The Editors and Secretary-Treasurer shall hold the office at their pleasure and that of the Board. The President is not eligible for re-election. A list of past officers of the Society is available from the Executive Secretary.) At least two names should be submitted as candidates for the office of Vice-President, and the NCWSS representatives of WSSA and CAST when appropriate.
2. Obtain consent of nominees.
3. Give due consideration to all segments of the active membership when choosing nominees.

#### **PROGRAM COMMITTEE**

The Program Committee shall develop the program for the meetings of the NCWSS. The Committee shall be composed of the President-Elect as Chairperson, the Vice-President as Vice-Chairperson, the Secretary-Treasurer, the Chairperson of the Local Arrangements, Extension, Industry, Regulatory and Crop Consultants, Research and Publications, and Resident Education Committees, and the President ex officio. The Program Chairperson may delegate duties to members as he/she deems advisable. See duties of the President-Elect.

#### **PUBLICITY AND PUBLIC RELATIONS COMMITTEE**

The Publicity and Public Relations Committee shall strive to promote and publicize the Society and our Science to the appropriate audiences. Specific duties of this committee include:

1. Consult the past chairperson on the procedures and methods used to promote the previous NCWSS meeting.
2. Consult and work closely with the President, Program Chairperson and Committee Chairpersons on plans for the conference which may include sending information and an invitation to key state

personnel as deemed necessary by the Committee such as: State Highway Department, State DNR, Fish and Wildlife Service, SCS, ASCS, county agents, agricultural inspectors, aerial and ground applicators, and other interested agencies. Send copies of the program to these agencies when they are available.

3. Send news releases of the NCWSS meeting and other activities to relevant trade journals.
4. Perform such other public relations activities that will effect and maintain a desirable image of the discipline of weed science.

#### **RESOLUTIONS AND NECROLOGY COMMITTEE**

The Resolutions and Necrology Committee shall:

1. Prepare Resolutions designed to aid in implementing the objectives and policies of the Society.
2. Maintain close liaison with the officers and other committees to assure that matters they wish to develop into Resolutions are considered.
3. Present Resolutions to the Board of Directors and a necrology report to the NCWSS membership at the banquet or general session.
4. Transmit Resolutions to the NCWSS Editor for publishing in the Proceedings.
5. Assemble information on deceased members of the Society, arrange for expressing condolences to their families and arrange for appropriate recognition by the Society at the official banquet or general session.

#### **FUTURE SITE SELECTION**

The Future Site Selection Committee shall:

1. Select the site city and headquarters hotel for the meeting three years hence. Consideration should be given to access, facilities and appropriate geographic location. Following a report of suggested annual meeting site(s) to the Board of Directors (last meeting at annual meeting) the following procedures are recommended.
2. By February 15, select a potential Local Arrangements Chairperson for each site being considered to assist in evaluation of facilities.

3. By March 1, revise the Annual Meeting Profile and send to convention bureaus and/or hotels and ask for proposals for our meeting dates.
4. By August 1, review proposals and eliminate those that do not meet our needs. Past and present local arrangements chairpersons and the Executive Secretary can be very helpful in proposal evaluation and preliminary negotiations/proposal revisions with the hotels.
5. Present your recommendation(s) for meeting sites, hotel(s) and local arrangements chairperson at the first Board of Directors meeting of the annual meeting. At that point the local arrangements chairperson is authorized to make the necessary commitments to the hotel and to appoint committee members as needed. Local arrangements committee appointments must be made at least one year in advance of the annual meeting.

#### **DISTINGUISHED ACHIEVEMENT AWARDS COMMITTEE**

The Distinguished Achievement Awards Committee shall:

1. Solicit award nominees from the membership each year.
2. Select eligible candidates for the 5 award categories. There is no requirement to give an award in any or every category nor is there a requirement to give all awards in one category.
3. After selection, submit the name(s) to the Executive Committee of the Board of Directors for approval. The President shall notify recipients of their selection and invite them to the banquet.
4. Inform the Executive Secretary of the award recipients so the Executive Secretary can obtain plaques.
5. Prepare a biography concerning the award recipients for the NCWSS Proceedings and send them to the Proceedings Editor.
6. Report the names of the award recipients to the Board of Directors at the annual meeting.
7. Present the award(s) at the banquet of the annual meeting.

8. Maintain an archive of all award recipients.
9. Specific guidelines for the awards are contained in Rules section of this manual.

#### **C. SPECIAL COMMITTEES**

Special committees will consist of a Chairperson, Vice-Chairperson, and members as needed and will be appointed by the President of Board of Directors as need arises.

#### **ADDITIONS OR CHANGES**

The duties of the committees may be changed or additions made by a majority vote of the Board of Directors either at any annual meeting. Contest and award committees have the authority to make minor changes in rules, subject to approval by the President of the Society.

### **CHAPTER 3**

#### **SCHEDULE OF WORK IN PREPARATION FOR ANNUAL MEETINGS**

##### **BOARD OF DIRECTORS**

During the meeting:

1. A business meeting, open to all members, will be held during the annual NCWSS meeting to review the affairs of the Society and briefly report on committee activities.

##### **EXECUTIVE COMMITTEE**

Within nine months:

1. The Executive Committee and interested Board of Directors will meet in late summer or early fall.

##### **PRESIDENT**

During the meeting on assumption of office or within 1 month:

1. Make Committee appointments including Chairpersons, Vice-Chairpersons, and committee members.
2. Consult with Program Committee Chairperson and Local Arrangements Committee on plans for the coming meeting.
3. Review with the Board of Directors all programs and policies of the Society. He/she should spell out the objectives of his/her administration and see that all major programs are active.

Within 3 months:

1. Check with all committee chairpersons on activities of their committees.
2. Keep officers and directors advised on matters pertaining to the Society.
3. Consult with the Editors on publication matters.

Within 4 months:

1. Consult with the Program Committee to develop a format, theme, and plans for the coming meeting.
2. Extend invitations to special guests and speakers on the General Session.

Within 9 months:

1. Review program with Program Committee Chairperson.

30 days before the meeting:

1. Mail Agenda for Board of Directors Meeting along with written committee reports.

**PRESIDENT-ELECT**

During meeting (prior to assuming office):

1. Observe as many sectional programs as possible to determine where improvement can be made and how well the sections are fulfilling needs.
2. Confer with Local Arrangements Chairperson for the coming meeting concerning Program Committee meeting and other pertinent matters.

Within 2 months:

1. Complete arrangements for a program planning meeting during the WSSA meeting and again in March if needed.

Within 3 months:

1. Develop suggested objectives, format, and theme for the program.

Within 4 months:

1. Conduct program planning meeting.

Within 7 months:

1. Issue the call for papers and advise membership on significant plans for the meeting including program theme, nature of general session, etc. Include proper instructions regarding titles, abstracts, etc.: include list of sections and names of Section Program Chairpersons to guide members in submitting papers.
2. See that headquarters hotel sends out invitations (works through Local Arrangements Committee) for reservations to total membership or enclose hotel reservation forms in call for papers.

Within 8 months:

1. Develop tentative program for General Session, Sectional Programs, Special Evening Sessions, Banquet (consulting with Local Arrangements Committee) including Speaker, Board of Directors Meetings, Committee Meetings, etc.

Within 9 months:

1. In collaboration with the President, Executive Secretary and Sectional Program Chairpersons, issue Preliminary Program (see copies of past programs in files) to Program Committee, Sectional Program Chairpersons and Board of Directors.
2. Final confirmation of dates and hotel arrangements should be made with Local Arrangements Committee.
3. Confirm with Local Arrangements Committee that arrangements have been made for banquet or luncheon.
4. Inform Local Arrangements Committee of all meeting room requirements, giving time of beginning and ending of each committee meeting and number of persons for whom the rooms should be prepared. Handle all matters relating to the headquarters hotel through the Local Arrangements Committee.

60 days before the meeting:

1. Submit final program copy to the Executive Secretary for printing.

40 days before the meeting:

1. Printed program should be mailed to the membership.
2. Check with Local Arrangements Committee on equipment, registration arrangements, banquet arrangements including printed banquet programs, tickets, rooms for foreign guests, arrangements with industrial groups, etc.
3. Obtain suggestions for committee Vice-Chairpersons for following year from Vice-President.
4. Determine Committee Chairpersons, Vice-Chairpersons, and members for following year.

**VICE-PRESIDENT**

Perform duties as requested by Program chairperson. Submit names to President-Elect for Committee Vice-Chairpersons for the following year.

**SECRETARY-TREASURER**

Perform as required:

1. Inform officers and directors of activities of the Society.

2. Work with officers, Program Chairperson and Local Arrangements Committee on planning coming meeting.

During meeting:

1. Meeting with the incoming President and other officers and arrange for communication between the officers.

Within 1 month:

1. Prepare and distribute minutes of the Board of Directors meetings held in connection with the past meeting in time to get any corrections or editing that may be necessary for printing in the Proceedings.
2. Prepare and circulate a list of current Board members and their addresses to the members of the Board.

Within 2 months:

1. Maintain a calendar of events for the Society and aid the President in preparing agenda for the Board of Directors meetings.

Within 3 months:

1. Collaborate with President and Program Committee Chairperson, and Executive Secretary on printing and mailing the program.

### **EXECUTIVE SECRETARY**

5 months before the meeting:

1. Check with the local arrangements committee regarding budget and number of hotel reservation forms.
2. Check on President's plaque.
3. Check on supply of name badge holders.

3 months before the meeting:

1. Check with the Research Report Editor to determine the price of the Research Report.
2. Check previous cost and sales to determine the price of the Proceedings.
3. Check with Local Arrangements Committee about use of light pointers, to see if there are any changes in the budget and to determine the banquet price.
4. Check with the President and Secretary-Treasurer to establish registration fees.
5. Check supply of policy envelopes.
6. Order name badges, banquet and Research Report tickets, and registration forms.

65-80 days before the meeting:

1. Check with the President-Elect as to when the program copy will be ready for printing.

45-60 days before the meeting:

1. Mail hotel reservation and registration forms to active and inactive members.
2. Order typesetting of program.
3. Order programs and mailing envelopes.

30 days before the meeting:

1. Order typesetting of banquet programs.
2. Order banquet programs and Fellow plaques.
3. Mail program to active members.

30 days before and through the meeting:

1. Receive and process all registration forms.

10 days before the meeting:

1. Ship all packets and materials to the conference hotel.

2 days before the meeting:

1. Hand carry all late registrations and changes, tickets and other materials not shipped to the conference hotel.

During the meeting:

1. Deposit all monies.

### **PROCEEDINGS EDITOR**

September:

1. Compile list of authors that will receive instructions and consult with program chairperson to confirm all papers are in the program.

5 weeks before meeting:

1. Revise instructions as needed, obtain envelopes and send instructions to authors.

3 weeks before meeting:

1. Send instructions to section moderators concerning collection of abstracts from authors, along with packets to collate abstracts.

At meeting:

1. Report to the Board of Directors on the costs of publication and offer suggestions for improvements in editorial activities of the NCWSS.
2. Attend pre-program session held by program chairperson for moderators to explain and answer questions on the abstract collection procedure.
3. Collect all author abstracts and manuscripts from moderators. All author abstracts and manuscripts will be submitted in printed format as well as on diskette.
4. Consult with Research and Publications Committee as needed.

After meeting:

1. Assemble and arrange abstracts and other materials for publication in the NCWSS Proceedings.
2. Alter instructions for authors of NCWSS articles as required.
3. Work through Executive Secretary to publish and mail proceedings.

**ADDITIONS OR CHANGES**

Changes or additions to "Schedule of Work in Preparation For Annual Meetings" may be changed or additions made by a majority vote of the Board of Directors at any annual meeting.

**SECTION III  
RULES**

**CHAPTER 1**

**NORTH CENTRAL WEED SCIENCE SOCIETY  
FELLOW**

**ELIGIBILITY OF NOMINEE**

Nominee must have been active in the NCWSS and should have made substantial contributions in more than one of the following areas: 1) Service to NCWSS, 2) Presentations and publications in the NCWSS, 3) Service to other Weed Science societies, 4) Academic Weed Science endeavors, 5) Industry Weed Science endeavors, and 6) Other meritorious Weed Science service.

**NOMINATION PROCEDURES**

Preparation - Preparation of the best nomination possible for a distinguished colleague is a compliment to both him/her and the nominator, and provides maximum assurance that the nominee will be selected. Obtaining the assistance of the nominee in supplying information is required and should improve the accuracy and completeness of the documentation.

Vita or Resume – After being contacted by the nominator the nominee will create a concise two to three page vita or resume. The vita or resume will include the standard information such as degrees received and professional positions held, but will concentrate on service to the NCWSS. Items to highlight for service to NCWSS would include elected and appointed offices or positions, committee assignments, presentations and publications at NCWSS, service to other Weed Science societies, academic weed science endeavors, industry weed

science endeavors, and other meritorious service to NCWSS and Weed Science.

Evaluation Letter - The nominator should clearly identify in a letter accompanying the nomination the major contributions of the nominee and explain why the nominee is especially deserving of election to Fellow. This evaluation is an important part of the nomination.

Supporting Letters - The nominator in cooperation with the nominee is responsible for selecting two active members of NCWSS to supply supporting letters. Supporting letters should highlight key contributions indicated in the nominee's vita or resume. These letters are to be sent to the nominator. Fellow Committee members are not eligible to write supporting letters.

Format - Organize the nomination according to the nomination format. Type the nomination single-spaced on 21.6 x 28.0 cm paper.

Submission - Assemble eight complete copies of the nomination and staple each copy once in the upper left corner. Mail the eight copies along with the originals to the NCWSS Fellow Committee Chairperson.

Deadline Date - The deadline date for receipt of the nominations is September 1.

**NOMINATION FORMAT**

Title Page - Entitle the document, "Nomination of \_\_\_\_\_ for Election to Fellow by the North Central Weed Science Society", inserting in the blank the name of the nominee.

Evaluation Letter – The letter written by the nominator should be placed immediately following the Title Page.

Supporting Letters – The supporting letters written by two active members of the NCWSS should be placed following the Evaluation Letter.

Vita or Resume – The vita or resume written by the nominee will be placed immediately following the two Supporting Letters.

The NCWSS Fellow Committee Chairperson should forward this document on to each Fellow Committee member for evaluation.

## **ADDITIONS OR CHANGES**

Major additions or changes to the North Central Weed Science Society Fellow guidelines may be accomplished by a majority vote of the Board of Directors at any annual meeting. The committee has the authority to make minor changes, subject to approval of the President of the Society.

### **CHAPTER 2**

#### **NORTH CENTRAL WEED SCIENCE SOCIETY GRADUATE STUDENT PAPER CONTEST**

Any graduate student who is registered in attendance at a North Central Weed Science Society Meeting and has conducted the research being reported while a student in the North Central Region is eligible to compete in this contest, except those having won first place in a previous contest.

##### **I. RULES AND REGULATIONS**

1. Notice of the contest will be included with the Call for Papers.
2. A Contestant may enter only one paper in the contest each year.
3. Contestants will send three copies of the title of the paper, authors, institution, graduate degree for which the contestant is a candidate, and a 50-100 word abstract of the paper to the 1st Vice-Chairperson of the Resident Education Committee by the date specified in the Call for Papers.
4. Evaluation forms and rules will be sent to each contestant by the 1st Vice-Chairperson of the Resident Education Committee.
5. Presentations will normally be from 10 to 13 minutes in length, thus leaving time for questions from the audience.
6. Awards will be presented at the annual banquet or luncheon. Awards will consist of certificates of achievement and minimum monetary awards of \$100.00 for first place and \$50.00 for second place to the winners in each division (if divisions are necessary).

##### **II. CHAIRPERSON OF THE CONTEST**

The chairperson of the contest shall be the 1st Vice-Chairperson of the Resident Education Committee. His/her duties include the following:

1. Work with the Program Chairperson in scheduling graduate student contest papers near the beginning of the program so that awards can be presented at the banquet.
2. Divide contestants into sections, if necessary, according to natural divisions such as M.S. degree and Ph.D. degree presentations, or laboratory research and field research studies, or by random selection. Other divisions could include: Physiology and Edaphic Aspects, Weed Control in Agronomic Crops, Weed Control in Horticultural Crops, and Turf, etc. Divisions will be dependent upon the numbers and types of papers received in a given year and the number of contestants will be approximately equal in each division. A first and second place certificate will be awarded in each division.
3. Select judges for the contest representing teaching or extension, research, and industry. Five judges shall be selected for each division.
4. Send each judge and contestant the evaluation and judging forms and rules for review approximately 30-45 days prior to the conference.
5. Arrange for a meeting to discuss the contest rules, assist the judges in evaluating the contestants, summarize the results and decide on the contest winners.
6. Obtain from the Executive Secretary of the NCWSS the prize monies in the form of checks for presentation.
7. Make presentation of awards at the banquet.
8. Contact Publicity and Public Relations Chairperson to release an official announcement of contest winners with photographs.
9. Include the names of the winners in the Resident Education Report given to the Secretary of the NCWSS at the Board Meeting for inclusion in the Proceedings.
10. It is suggested that a follow-up letter be sent to each participant summarizing his results.

##### **III. JUDGING AND JUDGES**

1. Each judge shall be appointed well in advance of the contest by the 1st Vice-Chairperson of the Resident Education Committee.

2. Judges shall have at least one graduate degree.
3. Judges shall be provided with evaluation forms and instructions from the 1st Vice-Chairperson of the Resident Education Committee concerning methods for judging and evaluating the contestants.
4. The number of judges selected will depend upon the number of sections. Five judges will be selected for each section. Contestant papers may be divided into sections by the Resident Education Committee 1st Vice-Chairperson. A group of judges should not be expected to evaluate more than approximately ten presentations.
5. The 1st Vice-Chairperson of Resident Education should try to assign judges to sections of their interest and competence, and who would show no partiality to the contestants.

#### **IV. INSTRUCTION FOR JUDGES**

The presentation will be judged on content, development, language, effectiveness, physical manner, voice, and timing. A sample score sheet is attached.

Criteria:

1. Content refers to the significance or relevance of the research work, the ideas, logic employed, and to the use of sound scientific principles and techniques.
2. Development concerns the organization or pattern of the presentations. A research presentation should include an introduction (with pertinent references cited), brief materials and methods, discussion of results (with adequate use of good quality visual summary).
3. Effectiveness refers to the clarity and the achievement of the purpose of the presentation. It may be reflected in the interest of the listeners and the types of questions that arise from the talk.
4. Physical manner concerns the appearance of the speaker, his movements and gestures, and the poise with which he handles himself and utilizes his visual aids.
5. Voice refers to the quality and quantity of sound being delivered by the speaker. Inflections and variation in pitch and enthusiasm in delivery are desirable characteristics. Language is the medium of expression. Proper grammar and correct

pronunciation and use of terminology should be employed.

6. Timing refers to the length of the presentation. The presentation of research findings should normally take from 10 to 13 minutes, leaving a minute or two for questions.

#### **ADDITIONS OR CHANGES**

Major additions or changes to the North Central Weed Science Society Graduate Student Paper Contest may be accomplished by a majority vote of the Board of Directors at any annual meeting. The contest committee has the authority to make minor changes, subject to approval of the President of the Society.

#### **CHAPTER 3**

#### **NORTH CENTRAL WEED SCIENCE SOCIETY GRADUATE STUDENT POSTER CONTEST**

A graduate student poster contest will be parallel in concept to the graduate student paper contest. The purposes of the contest are to encourage participation in the poster session, promote development of excellent quality poster displays, provide a good outlet for students whose research can most effectively be presented in a poster session, and provide a special opportunity for participation by graduate students ineligible for the paper contest because they are former first place winners. The first place poster winners cannot participate in future poster contests.

Other aspects of the contest will follow the precedent of the graduate student paper contest such as five judges per section and \$100 for first place and \$50 for second place. The 2nd Vice-Chairperson of the Resident Education Committee shall be responsible for the Graduate Student Poster Contest.

#### **EVALUATION GUIDELINES**

The evaluation of the poster contest shall be as follows:

- A. Poster. Poster refers to the information physically presented on the mounted poster.
  1. Content: 30 points  
Content refers to the rationale, ideas, logic employed, and to the use of sound scientific principles and techniques.
  2. Appearance: 20 points  
Appearance refers to the overall aesthetic and artistic quality of the poster presentation. The

poster should be uncluttered, easy to read (proper print size, etc.), with well designed tables and figures. The photographs should be clear and relevant to the poster.

3. Development: 25 points  
Development refers to the organization and logical development of ideas and conclusions of the poster presentation. The presentation should be clear and concise. The poster normally includes an introduction, objectives, brief materials and methods, presentation of results, and summary.
4. Analysis of results: 10 points  
Analysis of results refers to proper use of statistics or one showing of true differences in data. Statistics should be used where appropriate, but may not be appropriate in some presentations.

B. Presentation. Presentation refers to the contribution of the author during the scheduled attendance period.

1. Physical Manner: 5 points  
Physical manner refers to the voice, confidence, enthusiasm; and proper grammar, pronunciation, and terminology of the author.
2. Knowledge: 10 points  
Knowledge refers to the author's knowledge and insight of the topic. Knowledge also includes author's effectiveness in discussing the topic and ability to answer questions.

#### **ADDITIONS OR CHANGES**

Major additions or changes to the North Central Weed Science Society Graduate Student Poster Contest may be accomplished by a majority vote of the Board of Directors at any annual meeting. The contest committee has the authority to make minor changes, subject to approval of the President of the Society.

#### **CHAPTER 4**

##### **NORTH CENTRAL WEED SCIENCE SOCIETY UNDERGRADUATE STUDENT POSTER CONTEST**

An undergraduate student poster contest will be held at the NCWSS annual meeting. The purpose of this contest is to encourage undergraduate students who have conducted research in weed science to present their results to the society in poster format and to gain

experience and interaction with other students, faculty, and industry representatives. Students should have a faculty sponsor who is a member of the NCWSS to provide guidance in poster preparation. The contest will be held in conjunction with the Graduate Student Poster Contest, with the same rules and evaluation guidelines (see Chapter 3). Any student who is enrolled as an undergraduate at the time of the contest and conducted the research being reported while a student in the North Central Region is eligible to participate, except those having won first place in a previous contest. Only one poster may be entered in the contest by each contestant.

Evaluation will be made by at least five judges using the guidelines of the Graduate Student Poster Contest (Chapter 3), with \$100 for first place and \$50 for second place. The Chair of the Resident Education Committee shall be responsible for the Undergraduate Student Poster Contest.

#### **CHAPTER 5**

##### **NORTH CENTRAL COLLEGIATE WEED SCIENCE CONTEST**

The purpose of the North Central Collegiate Weed Science Contest is to provide an educational experience from which students in North Central Universities can broaden their applied skills in Weed Science. The contest provides an opportunity for Weed Science Students to meet and talk with each other, be exposed to researchers from other universities and industry, and apply what they have learned using a contest to measure their capabilities. It is also hopeful that the contest will increase the visibility of Weed Science and intensify the interest level of those participating in the discipline of Weed Science.

#### **RULES**

##### **A. Eligibility**

Any undergraduate or graduate student currently enrolled is eligible to participate. Each team will consist of four members. A team may be composed for: (a) graduates, (b) under-graduates, or (c) combination (graduates and undergraduates). A combination team must compete as a graduate team; however, the undergraduate students remain eligible for undergraduate individual awards. There is no restriction on the number of teams a university may enter in the contest. If a university does not have sufficient students for a team, up to three students may enter as individuals. All students graduating with a B.S. degree six months before the contest will be able



to participate as an undergraduate. Students will be able to participate three times as a graduate student in the North Central Collegiate Weed Science Contest.

## B. Awards

**Team** -- The highest graduate and undergraduate team scores from all events will determine the overall contest winner in each category. Second and third place teams in each category will also be recognized. The highest team score in Field Sprayer Calibration will be recognized with a plaque.

**Individual** -- The highest combined score from all events, except sprayer calibration, will determine the overall and/or under-graduate winning individual. The top three overall and/or undergraduate winning individuals will be recognized with a plaque. The highest individual score for each of the contest events; Weed Identification, Problem Solving, Unknown Herbicides, and Written Sprayer Calibration will be recognized with a plaque.

## C. Events

The contest will consist of four major events.

1. **Weed Identification** -- Plants will be growing in a weed nursery and may be in any stage of growth or development. A complete list of species in the nursery will be provided for each contestant prior to the contest. From this list, a specified number of species will be utilized for the contest. Students will be responsible for the correct scientific and common name and spelling. A weed identification list will be sent to each participating university with the correct spelling of each species. Students must also be able to identify weed seed from the species on the list. Each contestant will identify 25 mature weeds, weed seedlings, or weed seeds for a total of 100 points. Each item is worth four points. Points are deducted as follows: two points for the common name and its correct spelling and two points for the scientific name and its correct spelling. The maximum deduction is four points per sample. Common names, scientific names, and spellings must conform to the most current "Composite List of Weeds" published by Weed Science, revised 1989, unless specific exceptions are announced prior to the contest.

Points for correct nozzle selection will be as follows: 5 points/nozzle plus 20 additional points awarded if all four nozzles are correct; no additional points awarded if any of the four

nozzles are incorrect. Similarly, points for correct screen/check valve selection will be as follows: 5 points/screen plus 10 additional points awarded if all four screens are correct; no additional points awarded if any of the four screens are incorrect. The judge will then check each nozzle for output in milliliters per minute. A  $\pm 3\%$  variation per nozzle will be allowed. Each 0.5% under or over the 3% allowed will result in a loss of one-half point. For example, if a nozzle is producing 8% less than the calculated (correct) output, 5 points will be deducted. The sprayer output will count for 24 points. The points must be apportioned equally among the number of nozzles used in the problem.

2. **Calibration** -- This event consists of two sections: a written test worth 200 points and a team sprayer calibration event worth 200 points. The written test will cover problems and factual information about sprayer calibration; the written portion also is scored as an individual event (50 points per person). The team portion will not be used in calculating individual scores, but will be used to calculate team scores. Each team will be given a set of conditions upon which a CO<sub>2</sub> backpack sprayer is to be calibrated and a herbicide mixed and applied. All sprayer components will be provided. 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 length or area. Scoring will be based on accuracy of elapsed time, application and calibration. A CO<sub>2</sub> backpack sprayer will be provided for this timed event. Time will start when the team approaches the spray table. For every twelve seconds over the ten-minute allotment, one point will be deducted from a possible 50 points. The correct amount of herbicide/gallon or liter of spray solution must be given to the judge before the calibration run (25 points). When a team is ready to make the calibration run, advise the judge and the time will be stopped. The calibration run is then made with the judge watching the proper boom height and uniformity of spray pattern. The calibration run is scored 15 points for boom height, 40 points for nozzle selection, 30 points for screen selection, and 16 points for uniform spray pattern for a total of 101 points.

3. Identification of unknown herbicides -- Crop and weed species will be planted and treated with herbicides. A list of crops, weeds and herbicides will be provided prior to the contest. From this list, selections will be made. Students will be required to identify by visual symptoms on crops and weeds the herbicide previously applied. Approved common names for herbicides will be utilized. This event is worth 100 points. There will be ten plots and each plot will be worth 10 points. There can also be a control plot, which must be identified as a control. Herbicide plots may be duplicated.

4. Problem solving and recommend-ation -- Students will be required to evaluate a crop production problem in a field situation and recommend an effective solution to that problem. Recommendations must comply with accepted agricultural practices. Students should consider all factors which influence crop growth and development. Although several possible answers may be correct, the best answer considering all alternatives will be determined by a designated advisory panel. This event is to be presented and handled in a "role-playing" situation. The student will be asked to assume the role of an extension, sales, or research person when dealing with the farmer.

25 points - How the student approached the farmer.

45 points - Assessment of situation; determine the problem.

15 points - Recommendation - now

15 points - Recommendation - next year

Each student will handle only one situation, for a total possible score of 100 points. This will allow for a possible team score of 400 points. Students will be selected by chance for each possible situation. Each team member will evaluate a different situation. Winners of each situation may be required to participate in a common, but different field situation to determine the overall winner.

#### D. Advisory Panel

An advisory panel will be responsible for scoring the contest. The panel will be the final authority concerning all questions regarding scores. Individuals from the host location will be the authority for all questions relating to the field portion of the contest.

#### E. Location

The North Central Collegiate Weed Science Contest will be held at any facility with the capability of providing all the designated events. Any location must be within the North Central Weed Science Society territory.

### ADDITIONS OR CHANGES

Additions or changes to the North Central Collegiate Weed Science Contest may be accomplished by a majority vote of the Board of Directors at any annual meeting. The contest committee has the authority to make minor changes, subject to approval of the President of the Society.

## CHAPTER 6

### DISTINGUISHED ACHIEVEMENT AWARDS

- I. Distinguished Achievement, Research
- II. Distinguished Achievement, Education
- III. Distinguished Achievement, Service
- IV. Distinguished Achievement, Young Scientist
- V. Distinguished Achievement, Industry
- VI. Distinguished Achievement, Professional Staff

The above awards are available for presentation by NCWSS to recognize persons who have made outstanding contributions to Weed Science in the North Central Region. Up to five awards can be given among these categories per year - awards given according to merit.

### ELIGIBILITY OF NOMINEES

Nominees (or, in the case of the professional staff category, their supervisor) must be NCWSS members for at least five years at the time of nomination. A member may be eligible in more than one category, but can receive only one award within a three-year period. Candidates for the young scientist award must not have attained 40 years of age prior to September 7 of the year the award is given. Members of the NCWSS Executive and Distinguished Achievement Award Committee (DAAC) are ineligible to be nominated with an exception that members of the Executive Committee may be nominated in the young scientist category. In the situation where it is desired to nominate a DAAC member, the member may resign from the committee to be eligible for nomination.

## ELIGIBILITY OF NOMINATORS

Nominations will be received from active members of NCWSS. Members of the DAAC are ineligible to make nominations but are exhorted to actively encourage other Society members to submit nominations.

## NOMINATION PROCEDURES

Preparation. To assure that a nominee can be adequately evaluated for the award, the nomination document must be accurately prepared and contain the required information. Obtain the assistance of the nominee when preparing the nomination to insure accurate information. If the DAAC Chairperson determines that a nominee might fit into a category other than that originally indicated by the nominator, this change can be made following consultation with and agreement by the nominator.

Submission. Mail twelve complete copies of the nomination to: Chairperson, NCWSS Distinguished Achievement Awards Committee, 1508 W. University Ave., Champaign, IL 61821-3133. Faxed nominations are not acceptable. Each copy must contain: a) the nomination information or complete C.V., b) two supporting letters, c) a short biographical summary which relates the key items that justify recommendation for this award, and d) a letter from the nominator.

Unsuccessful nominations will not be returned. Once submitted, a nomination will be evaluated by the Committee for three successive years. For unsuccessful nominations, the nominator has the option of submitting a complete new nomination package, or furnishing an update of the original package each year the nomination is reconsidered.

Submission deadline. All materials must be received by the Chairperson by September 7 the year of nomination.

## AWARD ADMINISTRATION

The DAAC evaluates nominations and recommends awards to the NCWSS Executive Committee for ratification. Persons receiving the awards are promptly notified by the NCWSS President. The DAAC is comprised of active NCWSS members from various interest groups within the NCWSS and has both experienced members as well as relatively new Society members. Membership on the committee consists of nine members with various lengths of service, and a select number of members are replaced yearly. The

chair is the NCWSS Past President and the vice-chair is the President.

## AWARD PRESENTATION

Distinguished Achievement Awards will be presented at the annual NCWSS awards banquet where a Distinguished Service Award Plaque will be awarded.

## CRITERION USED FOR EVALUATING NOMINATIONS

Awards are based on merit. There is no requirement to give an award in any or every category, and multiple awards may be given in one category. Within the guidelines for each category, there is flexibility to fit the nominee. Professional achievements and their impact are the principal criteria for receiving these awards.

**I. EDUCATION.** This award recognizes outstanding educational achievements in weed science. Individuals making outstanding contributions in areas such as resident, extension, industrial, and regulatory education are eligible. Principal criteria include innovative or unique approaches that result in learning, ability to clearly communicate ideas, motivation of the intended audience, and recognition of accomplishments by peers and the intended audience.

**II. RESEARCH.** Awards in this category are to recognize outstanding research achievements in weed science. Selections will be based on demonstrated excellence and creativity in research accomplishments; in conducting research and applying the results to solve problems in weed science; and, in applying unusual creativity to the research effort.

**III. SERVICE.** This award is given for exceptional achievement in areas other than education or research. Outstanding, creative contributions in service or leadership in activities that bring significant, important changes in weed science are criterion for this award.

**IV. YOUNG SCIENTIST.** This award is to be given to members under 40 years old as of September 7 the year the award is received who fulfill the requirements to qualify in the above education, research, and service award categories.

**V. INDUSTRY.** Awards in this category are given to representatives of industry who meet the basic guidelines in the above education, research, or service categories. For these individuals, it is important to include the contributions this individual has made to weed science within the industry. Examples might be:

patents, development of unique formulations, development of research techniques, discovery of unique uses for a product, or service to NCWSS or to agriculture in general.

**VI. PROFESSIONAL STAFF.** This award recognizes outstanding and sustained contributions in support of weed science activities in the North Central region. Nominees will be restricted to individuals that work under the direction of university, federal, or industry scientists. These individuals may have titles such as researcher, research associate, technician, support scientist, or specialist. The nominee must have been involved in weed science research, extension, or resident education for at least five years at the time of nomination.

#### **INFORMATION REQUIRED FOR NOMINATIONS FOR DISTINGUISHED ACHIEVEMENT AWARDS**

**COVER PAGE:** The cover page should include:

1. Statement of nomination. "Nomination of for the NCWSS Distinguished Achievement in Weed Science, \_\_\_\_\_ Award".
2. Nominee. Give name, title, date and place of birth, complete mailing address, telephone number, and e-mail address.
3. Nominator: Give name, complete mailing address, telephone and FAX numbers, and e-mail address.

**EVALUATION STATEMENT:** A concise summary and evaluation of the nominee's contributions, not to exceed two pages, explaining why the nominee is qualified to receive the award.

**QUALIFICATIONS OF NOMINEE:** Provide the material outlined below as appropriate for the individual nominee and category. A current C.V. may be substituted if it provides the committee with the information needed to assess the qualifications of the nominee.

1. Degrees received. Give major, date, and institution for each advanced degree.
2. Memberships in honorary and professional societies.
3. Honors and awards.
4. Professional positions held.

5. Professional contributions within the last 10 years. This includes, but not limited to: a) Books written or edited, b) Referred journal articles, c) Technical papers (includes abstracts, research reports, extension leaflets and bulletins, etc.), d) Non-technical papers (includes magazine and newspaper articles and other articles written for agricultural public) and e) contributions other than publications. List and briefly explain other contributions as appropriate to support the nomination.

**SUPPORTING LETTERS:** One copy of each of two supporting letters (in addition to the letter of nomination), solicited by the nominator, shall be submitted with the nomination document. Preferably, these letters should not exceed one page in length. Members of the Awards and Executive Committees are not eligible to write supporting letters.

#### **ADDITIONS OR CHANGES**

Additions or changes to the Distinguished Achievement Award may be accomplished by a majority vote of the Board of Directors at any annual meeting. The committee has the authority to make minor changes, subject to approval of the President of the Society.