

**NORTH CENTRAL WEED SCIENCE SOCIETY
MANUAL OF OPERATING PROCEDURES
Revised – April 2017**

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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.

MISSION STATEMENT: The NCWSS delivers research, education, and training to persons responsible for weeds and their management in land use systems.

VISION: The North Central Weed Science Society:

- is the authoritative source of weed science information within the north central region;
- is a dynamic and vital organization comprising public and private sector scientists, educators, industry, and agency personnel and others interested in weed science;
- provides forums for scientific interaction and information exchange among its members;
- provides professional development and educational outreach to members, students, and the public;
- interacts and collaborates with other specialized fields of weed science and with other disciplines of crop systems;
- promotes multi-faceted approaches for persons responsible for weed management and ecosystem development.

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) fellow. 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, 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 management. 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 fee for sustaining membership shall be determined by the Board of Directors. A list of sustaining members 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.

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, and eight Directors at Large consisting of three Strategic Planning committee members representing the Eastern, Central, and Western regions of the Society and the chairpersons of the Strategic Planning, Extension, Graduate Student, Industry, and Resident Education Committees. The President shall act as chairperson of the board.

Section 2. Voting. A majority vote is required in all cases except as otherwise provided.

Section 3. Voting between meetings. Voting between meetings of the directors shall be conducted by the President by electronically 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 4. An individual cannot hold more than one position on the Board of Directors at the same time.

BYLAWS 4. ANNUAL MEETING

The time and place for the annual meeting will be determined three years in advance. It shall be the duty of the Future Site Selection Committee to propose to the Board of Directors the meeting site city, dates, 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, Proceedings Editor, Communications Editor, 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 contracted by the Board of Directors and will serve the Society in an advisory (non-voting) capacity. All other officers shall be elected by the membership of the Society. Electronic ballots will be mailed to the membership from the Nominating Committee two months prior to the annual North Central Weed Science Society meeting. Officers will be selected from the active membership of the Society. The Executive Secretary, 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 annual 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 CAST shall be elected, at specified times, for a three-year term and shall begin attending the first Board of Directors and CAST meetings immediately following his/her election.

Section 5. The Proceedings Editor, Communication Editor, and the Secretary-Treasurer shall be elected for a four-year term which is renewable for another 4 yr term by choice of the officer and approval by the NCWSS board.

BYLAW 6. REGIONAL DIRECTORS AT LARGE

Section 1. The Regional Directors at Large of the Society will be elected from the membership serving as State and Provincial Directors on the Strategic Planning Committee. One State or Provincial Director of the Strategic Planning Committee will be elected from each region of the Society. The regions are Eastern, Central, and Western. The committee will establish standard procedures to elect the Regional Directors from their members.

Section 2. Term of office. Regional Directors shall assume office immediately upon election and shall serve for a term of three years, or until their successors have been selected and duly qualified. If a Regional Director's term of service on the Strategic Planning Committee is scheduled to expire prior to the Director's term on the Board, the Director's term will be automatically extended on the Strategic Planning Committee. New Regional Directors should attend the second Board of Directors meeting at the annual NCWSS meeting. The following table lists the years that new Directors are selected to represent each region. After the year 2018, the table is repeated.

2008/2011/2014/2017 Western region (CO, KS, NE, ND, SD, WY)
2009/2012/2015/2018 Central region (IL, IA, MN, MO, WI)

2010/2013/2016/2019 Eastern region (IN, MI, ON, OH, KY)

Section 3. If a Regional Director at Large is unable to attend a board meeting, he/she may appoint a Strategic Planning Committee member from his/her region as an alternate. The Director shall inform the President of the appointment prior to the meeting.

BYLAW 7. COMMITTEES

Section 1. In addition to the interest group committees (Strategic Planning; Extension; Industry; Resident Education; and Graduate Student), there shall be nine standing committees: Distinguished Achievement Awards; Fellow; Finance, Steering, and Policy; Future Site Selection; Invasive Plants; Local Arrangements; Nominating; Program; and Resolutions and Necrology.

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

BYLAW 8. 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.

BYLAW 9. RULES OF ORDER

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

BYLAW 10. 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 Executive Committee at the summer 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.

- c) Fellows: They shall be considered life time members, exempt of annual dues.

3. ANNUAL CONFERENCE: The registration fee shall be determined 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. Cost of banquet tickets shall be included in the registration fee. The travel, lodging and food expenses of the Executive Secretary and any guest speakers shall also be considered in determining the registration fee.

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

5. STUDENT CONTESTS: The NCWSS shall bear the expense of the student paper and poster contests which include a \$200 first place and \$100 second place cash award to the winners of each division. The Society will partially finance the summer field contest and/or educational events. Revenues from active and sustaining member dues and investment income shall be used to finance all three contests.

6. 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.

7. TIME OF MEETINGS: The meetings of the Society shall be held annually the first, second, or third week of December.

8. GUEST SPEAKER EXPENSES: 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 or symposia at meetings. Expenses for guest speakers should be included in the budget for the meeting.

9. GUEST SPEAKER PAPERS: 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.
10. 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.
11. MEETING SITES: Future meeting sites for the annual meeting are determined by the Board of Directors based on the recommendations from the Future Site Selection Committee.

Requirements for Headquarters Hotel:

1. Approximately 250 to 300 sleeping rooms for a total of 750 to 800 room nights for the meeting.
2. Suites - 5.
3. Public Function Rooms:
 - a) General Session - One - 300 to 400 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 - 300 to 350 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 when available for NCWSS Officers, general session and symposium speakers, and Local Arrangements Committee Chair.

**BYLAW 11.
WHISTLE BLOWER POLICY –
SARBANES OXLEY ACT**

In the spirit of the Sarbanes Oxley Act of 2002, it is the responsibility of NCWSS Board of Directors to comply

with the Code of Ethics. All Board members are encouraged to report violations in accordance with this Whistleblower Policy.

1. A whistleblower is defined by this policy as a Board member of the NCWSS who reports an activity that he/she considers illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
2. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
3. If a Board member has knowledge of or a concern of illegal or dishonest fraudulent activity, the member is to contact a board member not involved in the illegal or dishonest activity. The member must exercise sound judgment to avoid baseless allegations. Anyone who intentionally files a false report of wrongdoing will be subject to discipline up to replacement on the Board.
4. Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The NCWSS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action. Any whistleblower who believes he/she is being retaliated against must contact the Board immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
5. All reports of illegal and dishonest activities will be promptly submitted to the NCWSS President and/or outside counsel who is responsible to investigate and coordinate the corrective action. If the activity in question is of a financial nature, the activity should be reported to the Society's outside counsel.

**BYLAW 12.
CODE OF ETHICS
PREAMBLE**

The NCWSS 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 NCWSS 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.

The following rules and standards of conduct have been developed for the safe and efficient operation of the NCWSS and for the benefit and protection of the rights and safety of all. NCWSS members are expected to observe the highest standards of professional conduct at all times, while at work or engaged in Society business.

1. **Obey all laws, rules and regulations governing our business.** The NCWSS is subject to federal laws and regulations and the laws and regulations of the District of Columbia and state of Illinois. It is the policy of the NCWSS that all laws, rules and regulations are complied with fully and completely. If it is unclear whether an action or activity is a legal or ethical violation, contact the NCWSS President or Executive Secretary immediately for advice. Any incident or situation that violates the law or this policy should be immediately reported to the President and/or Executive Secretary.
2. **Be honest, truthful, fair and trustworthy in all NCWSS activities and relationships.** The NCWSS expects each member to treat members with respect and honesty. This includes providing information that is accurate, complete, objective, timely, relevant and understandable.
3. **Respect and protect NCWSS assets.** Assets are anything of value owned by the NCWSS. All NCWSS members are expected to be the custodian of those assets. Members are responsible to maintain Society assets in good condition and to protect them from loss. This includes real assets and equipment of all kinds. It also includes so called "soft assets" such as intellectual property, member lists, and other confidential information owned by the Society. NCWSS assets of any kind should not be used for personal benefit.
4. **Avoid all conflicts of interest between Society business and personal affairs.** All NCWSS members are expected to act with total objectivity with regard to NCWSS business. Accordingly, it is improper for a NCWSS member to be in a position where their personal interests conflict, or appears to conflict, with NCWSS interests. NCWSS members should not use their position with the NCWSS to influence NCWSS members or others for their

personal benefit. If a member believes that a conflict of interest has developed or may develop, it should be promptly reported to the NCWSS President or Executive Secretary. The Society's Conflict of Interest Policy is outlined in Bylaw 13.

5. **Promote fair practices for all NCWSS members.** The NCWSS supports and adheres to laws and regulations dealing with fair member practices. Membership discrimination in our Society based on sex, race, age, religion, national origin, or sexual preference will not be tolerated.
6. **Use your best efforts to maintain a safe environment and protect the Society.** The NCWSS believes in and supports the laws designated to keep our Society safe and designed to protect the environment. If you believe that an unsafe condition exists in our Society, bring it immediately to the attention of your the Board, President, or Executive Secretary. If an accident takes place, report it pursuant to policy and immediately take action to address the problem.
7. **Promote an ethical culture for all NCWSS members.** The NCWSS expects all of its members to conduct themselves ethically at all times and to encourage and support that behavior in their fellow members.
8. **Relation of professionals to the public.** Members shall not knowingly permit the publication of reports or other documents for any unsound or illegitimate undertaking.
9. **Respect fellow NCWSS members.** 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.

Violation of the NCWSS Code of Ethics and Conduct may subject a member to disciplinary action up to and including dismissal.

BYLAW 13. CONFLICT OF INTEREST POLICY

Whenever any member has a conflict of interest with the NCWSS, he/she shall call such conflict to the attention of the Board of Directors.

After identifying the issue, matter or transaction with respect to which a conflict exists, a director with a conflict shall withdraw from any further involvement in that issue, matter or transaction unless a majority of the

disinterested directors shall determine that the conflict is (i) immaterial or not adverse to the interests of the NCWSS or (ii) the benefits of allowing the person with the conflict to participate in the discussion or consideration, but not the final decision, outweigh the dangers; in which case the person may participate in the discussion, study or consideration of the issue, matter or transaction, but not the final discussion or decision.

It is the duty of each director to disclose any conflict of interest he/she is aware of to the Board.

A director who is uncertain as to whether he/she may have a conflict should ask the Secretary for an opinion. The Secretary shall issue a written opinion which shall be presumed to be correct and may be relied upon unless challenged by another director, in which case the final decision as to whether a conflict exists shall be made by the directors. The Secretary shall advise the Board and the President of each and every opinion issued. Opinions shall, to the extent possible, avoid the disclosure of personal information while, at the same time, disclose the basis for opinion. Copies of all opinions shall be retained by the Secretary and made available to the Board upon request to permit and encourage consistency.

The minutes of the meeting at which the disclosure of any conflict is made shall reflect that the disclosure was made and whether the person with the conflict withdrew, after making full disclosure of the matter in question and the conflict, and was not present for the final discussion of the matter and any vote thereon.

A conflict of interest exists when:

1. Any director or close relative of a director or the employer of either of the foregoing has an interest in an issue, matter or transaction in which the NCWSS has an interest; or
2. When any director or close relative of a director acts as an agent, representative or spokesperson for any person, business, group or organization, in order to influence the NCWSS name on any issue, matter or transaction.

An individual or organization has an interest for purposes of this policy if he/she or it: (1) is an agent for a person or organization when an identified goal or influencing a decision by the NCWSS; or (2) would experience a material economic gain or loss from a decision by the NCWSS on an issue, matter or transaction identifiably different from the economic gain or loss that would be experienced by (a) a member of the general public, (b) the holder of less than five

percent (5%) of the equity in any business entity, or (c) a nonexempt employee of the NCWSS.

Someone is a close relative if they are a spouse, a child, natural or adoptive parent, grandparent, grandchild, brother or sister whether natural, adoptive or by marriage of a director. The term also includes any other family member who resides in the same household as a director or shares living quarter with a director under circumstances that closely resemble a marital relationship.

In addition to the foregoing, directors should not:

- a. Use inside information – i.e., information made available to them because of their position as a director which is proprietary or confidential or otherwise not generally known to the public for their personal advantage or that of any close relative.
- b. Accept any service, discount, concession, fee for advice or service or thing of value from any person or organization when an interest in an issue, matter or transaction in which the NCWSS also has an economic or programmatic interest under circumstances that would suggest an obligation of the part of the director to exert any influence on the NCWSS to enter into a transaction or adopt, alter or abolish any policy or position.

New directors will be given a copy of this policy and specifically asked to read it. Each director will be asked to complete a Conflict of Interest Policy Disclosure Statement upon his/her appointment or reappointment to the Board.

BYLAW 14. RECORD RETENTION POLICY

GENERAL POLICY STATEMENT

1. The purpose of this policy statement is to allow the NCWSS to identify, retain, store, and dispose of the Society's records in an appropriate, legally sound, and orderly manner.
2. Except as otherwise indicated, documents shall be retained for the number of years indicated in Appendix A.
3. Irrespective of the retention periods specified in Appendix A, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the Society, or (iii) learning of circumstances likely to give rise to such an action, proceeding or investigation, all documents in any

way relating to such matter shall be preserved and safeguarded.

4. No officer, director, or member of the Society shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter.
5. Officers are expected to utilize documentation practices as trained and are required to comply with the documentation standards outlined in this policy. Failure to do so could result in disciplinary action, up to and including termination of the office. Questions about this policy should consult with management or seek legal advice.
6. The Executive Secretary will maintain complete, accurate, and high-quality records electronically or in local, damage-proof storage for the duration of the time periods provided for in this policy. Once any such time period is complete, the records are to be destroyed.
7. The Executive Secretary and Secretary shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy. Destruction of paper files and electronic media will be performed by shredding and disposal. Disposal of records or electronic media into our general trash service is strictly prohibited.

BYLAW 15. 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 16. 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 17. AMENDMENTS

The Bylaws may be amended by two-thirds vote of the Board of Directors at any meeting or by electronic 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, Dec. 19, 2003, Feb. 28, 2005, Mar. 1, 2006, Feb. 14, 2007, Feb. 20, 2008, July 20, 2010, Nov. 13, 2010, Dec. 15, 2010.

**SECTION II
OPERATING PROCEDURES**

CHAPTER 1

**DUTIES OF OFFICERS AND BOARD OF
DIRECTORS**

BOARD OF DIRECTORS

All Members of 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. Establish honoraria for the Secretary-Treasurer, Proceedings Editor, and Communications Editor.
5. Send appropriate information to Communications Editor for placement in 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) Appoint a NCWSS representative to the WSSA Science Policy Committee for a term of 2 or more years;
 - c) Local Arrangements Committee Chairperson who is selected by the Future Site Selection Committee and the members of Local Arrangements Committee who are appointed by the Chairperson of the Local Arrangements Committee;
 - d) Finance, Steering and Policy Committee (the Secretary-Treasurer shall be Chairperson).
4. Appoint or reappoint special committees as necessary to carry out NCWSS business.
 5. Maintain close liaison with the committee chairs and encourage and assist them in carrying out their duties.
 6. Work closely with the Program and Local Arrangements Committees 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. Invite national and regional Weed Science Society officers and officers or representatives of other professional societies or groups to annual meeting.
 10. Prepare and circulate a list of names and addresses of current committee members for distribution to the Committee chairs and members and to Board of Directors and to place them on the NCWSS web site.
 11. Notify distinguished achievement award recipients and new fellows of their selection and invite them to the banquet.
 12. Prepare a document containing a list of responsibilities, specific details of activities, and

relevant correspondence to be passed on to the successor who fills the position.

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 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 electronic mail and telephone facilities including telephone conference calls among 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 activities and present a format and theme for program for consideration by the Committee. Consult with the Program Committee concerning the General Session, Symposia, the Banquet Program, and the Sectional Programs. Collaborate with Sectional Program Chairpersons to develop symposia and invitational papers.
 - 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 and posters in coordination with Communications Editor.
 - e) Develop the program for the General Session and each sectional program of the meetings with the assistance of the Program Committee.
 - f) Consult with the Local Arrangements Committee, President, and various committees concerning the Banquet Program and other meal functions.
 - g) 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.

- h) Complete Program by October 15 and mail to NCWSS membership by November 1.
 - i) Coordinate with the Executive Secretary on printing and mailing program. Discussions on program printing and mailing should have been made at time of Program Planning Meeting.
 - j) Coordinate with Executive Secretary on printing banquet programs and tickets.
 - k) Keep all officers, directors and members of the Program, and Local Arrangements committees advised on all activities of the Program Committee.
 - l) Preside at the General Session of the NCWSS annual 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. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

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 the NCWSS representative to the WSSA Public Awareness Committee.
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. Provide the names for the elected NCWSS Committee Vice-Chairpersons to the President-Elect.
5. Evaluate the composition and activities of all NCWSS committees.
6. Perform other duties delegated by the President or the Board of Directors.
7. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

SECRETARY-TREASURER

The **Secretary-Treasurer** shall:

1. Prepare minutes of all meetings of the Board of Directors and make available electronic media copies of approved minutes and summary of committee reports for the Board of Directors and for archiving.
2. Prepare and maintain a list of current Board members and their addresses.
3. Maintain a list of past officers, conference locations and attendance information.
4. Keep officers and directors advised on significant activities of the Society.
5. Serve as Chairperson of the Finance, Steering and Policy Committee.
6. Review the Manual of Operating Procedures and develop recommendations for improvements. The Secretary-Treasurer shall receive suggested changes from members of the Board of Directors and submit these to the Board of Directors annually.
7. On behalf of the President, determine if the affairs of the Society are being conducted in accordance with the Bylaws and established policies.
8. The Secretary-Treasurer shall serve as parliamentarian for all Board of Directors meetings and receive all Board of Directors correspondence.
9. Perform other duties assigned by the President of the Board of Directors.
10. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

EXECUTIVE SECRETARY

The NCWSS shall contract with the **Executive Secretary** to:

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 database of membership, email list services, and other mailing lists.
4. Prepare records for annual audit. Present current statement of financial position at the annual Board of Directors meeting and summer Executive committee meeting.
5. Develop and maintain NCWSS communications through the NCWSS website (www.ncwss.org) and newsletter. The website will be maintained through contracted web services. The content of newsletter will be provided by the Communications Editor and laid out by the Executive Secretary and submitted for posting.
6. Receive and fill orders for publications.
7. Arrange for storage of current and back issues of publications.
8. Work with the Local Arrangements Committee and develop a budget for the annual meeting.
9. Develop an electronic registration form and online payment format for each meeting listing registration fees, name of registrant, affiliation, mailing address, e-mail address, phone number, FAX number, and any other item specific to the annual meeting as suggested by the Program Chair or Local Arrangements Committee Chair. A printed registration form will also be prepared and posted on the website for those wanting to pay by check. Prepare name plate badges with holders. Receive money and issue receipts.
10. Maintain list of Fellows and email them the link to the Proceedings when posted.
11. Annually forward copies of the current NCWSS Proceedings to the WSSA Archives at Iowa State University. Annually email the link to the Proceedings to the Sustaining members.

12. File Federal Income Tax return annually for the Society.
13. Retain copy of current NCWSS Proceedings and approved minutes of Board of Directors meetings 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 annual dues renewal to inactive members. Mail issues of the newsletter to only active members without E-mail access.
18. Send the notice of dues renewal to sustaining members each November.
19. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence.

EDITORS

The **Proceedings Editor** shall:

1. Collect, assemble, edit, index, and arrange for electronic publication of the NCWSS Proceedings.
2. Post abstracts on the NCWSS.org website for availability the Monday of the NCWSS Annual Meeting and provide notification to the NCWSS membership when the abstracts are posted.
3. Report to the Board of Directors on the abstract submission process and offer suggestions for any improvements in the editorial activities of the NCWSS.
4. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

The **Communications Editor** shall:

1. Collect, assemble, edit and arrange for either print or e-publication three issues annually (Spring-Feb/Mar; Summer-Jun/July; Fall-Sept/Oct) of the

NCWSS Newsletter, and send materials to the Executive Secretary.

- a) Send the 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 and poster contest winners, etc.
 - b) The summer issue would include the call for papers for the next annual meeting.
2. Report to the Board of Directors on the 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.
 4. Provide to NCWSS archives copies of each NCWSS Newsletter, photos, and other items of historic importance assembled during term as editor.
 5. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

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 first 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.
5. Prepare a document containing a list of responsibilities, specific details of activities, and

relevant correspondence to be passed on to the successor who fills the position.

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 with the first CAST Board of Directors meeting following his/her election in the NCWSS.
2. Attend all meetings of the CAST Board of Directors and act as liaison between NCWSS and CAST.
3. Keep CAST informed of all pertinent activities and actions of NCWSS and will in turn keep NCWSS informed of CAST activities and actions.
4. Coordinate CAST display at NCWSS annual meeting.
5. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

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.
4. Provide to NCWSS archives pertinent correspondence and other documentation collected during term as President.
5. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

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 electronic 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.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee represents the interests and affairs of the entire North Central Weed Science Society membership. Membership of this committee must be composed of one elected Director from each of the 16 state and provincial members (listed in Bylaw 2, Section 2). The Chairperson of this committee will be elected from within the Strategic Planning Committee membership for a term of three-years. The Chair and three Regional Directors at Large elected from this committee (Bylaw 6) will serve on the NCWSS Board of Directors.

The charge of the **Strategic Planning Committee** is to develop and recommend strategies and goals for the Society. Specific duties of this committee include:

1. Develop and review the Society's strategic plan relative to its mission. This includes formulating and discussing issues that affect the general health and vitality of the Society.
2. Periodically review the organizational structure of the Society including the composition of its Board of Directors, officers, and committees.
3. Evaluate the content and format of the annual meeting and recommend changes as needed.
4. Examine opportunities for interaction with other scientific societies or organizations with an interest in weed science activities.
5. Evaluate membership periodically and make recommendations on how membership could be enhanced.
6. Provide suggestions/feedback on the direction and function of the NCWSS, serve as a sounding board for membership input, coordinate any special initiatives within each state, and assist in membership recruitment and annual conference marketing on a local level.

Selection of State and Provincial Directors for the Strategic Planning Committee. On or about May 1 the Strategic Planning Committee Chair will notify State and Provincial Directors of their duty to identify a new State or Provincial Director by August 1. Directors shall be elected from a slate of at least two candidates from each state or province. The person 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. A ballot shall be provided to each NCWSS member in the state or province. State and Provincial Directors shall serve a term of three years on the Strategic Planning Committee. One-third of the Directors will be elected each year according to the schedule for states and province elections. The following table lists the years for states and provinces to select new Directors. After the year 2018, the table is repeated.

2010/2013/2016 KS, MI, NE, OH, WI
2011/2014/2017 IL, IA, MN, ND, ONT, WY
2012/2015/2018 IN, KY, MO, SD, CO

When a State or Provincial Director is elected to an office or interest group position on the Board of Directors, leaves the state, resigns, 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. No person shall serve as a State or Provincial Director for 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 full three-year term after completing the unexpired term.

EXTENSION COMMITTEE

The Extension Committee represents the extension interests 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 of Directors.
3. The Extension Committee 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 potential means of publication.
4. The Chairperson shall pass on instructions and guidance to Vice-Chairperson.
5. The Chairperson shall see that a Vice-Chairperson is elected and shall conduct the meeting of the Extension Section at the annual meeting.

INDUSTRY COMMITTEE

The Industry Committee represents the industry interest 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 related to weed science.
2. Send an invitation to all industrial firms associated with weed science to become Sustaining Members of NCWSS.
3. Make suggestions to the Program Committee concerning program format and content.
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. Assist the Resident Education Committee in identifying and securing future summer contest/educational event host locations.
7. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board of Directors.
8. The Chairperson shall pass on guidance and instructions to Vice-Chairperson.

9. The Chairperson will see that a Vice-Chairperson is elected and shall conduct the meeting of the Industry Section at the annual meeting.

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 as related to educational interests of our members. The Chairperson shall be a member of the Program Committee.
4. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board of Directors.

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 Committee 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) Confer with Industry Committee on selection of future summer contest/educational event sites.
2. The Summer Contest/Educational Event Site subcommittee 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/Educational Event 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/educational events.
3. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board of Directors.
4. The graduate student members shall elect two committee members during the Graduate Student business meeting conducted at the NCWSS annual meeting to serve as Chairperson and Vice-Chairperson. Both elected members will serve only a one year term. 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.
5. The Chairperson shall maintain a record of past membership on the committee.
6. This committee shall represent the interest of graduate students during the year and prepare for the annual meeting.
7. The committee shall facilitate career placement activities during the annual meeting.
 - a) Prior to and during the annual meeting obtain a "position desired form" for applicants seeking employment and a "position available form" from potential employers.
 - b) At the annual meeting aid and direct job applicants to potential employers in fields of interest.

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 President-Elect.

Appointments of committee Chairperson, Vice-Chairperson, and committee members will be made by the President.

All Active members are urged to convey their particular interests and capabilities to the President-elect and Vice-President, 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 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 six Distinguished Achievement Award categories and the Outstanding Graduate Student Award. There is no requirement to give an award in any or every Distinguished Achievement Award category nor is there a requirement to give all awards in one category.
3. After selection by Committee, 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 Newsletter and send them to the Proceedings and Communication Editors.
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.

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.

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. Annually review honoraria given to the Proceedings Editor, Communications Editor, and for the Secretary-Treasurer and bring their recommendation to the Board of Directors.
6. The Secretary-Treasurer shall be the Chairperson of this Committee.

FUTURE SITE SELECTION COMMITTEE

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.

INVASIVE PLANTS COMMITTEE

The **Invasive plants committee** shall:

1. Serve as a liaison to external groups interested in invasive plant ecology and management.
2. Identify, assess, and develop educational programs related to invasive plants.

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 public and private

sections (extension, industry, research and publications, and resident education) of the Society.

The **Local Arrangements Committee** shall:

1. Reserve and assign meeting rooms, lodging, and other facilities for the estimated attendance in consultation with chairpersons of Program Committee and Future Site Selection Committee. 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 needs 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. Consult the past chairperson on the procedures and methods used to promote the previous NCWSS meeting.
3. 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 Executive Committee.
4. Furnish Executive Secretary with room reservation information and/or links to use with meeting reservations.
5. Supply the Program Chairperson information on the location and capacity of meeting rooms of the headquarters hotel.
6. 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 . Send copies of the program to these agencies when they are available.
7. Send news releases of the NCWSS meeting and other activities to relevant trade journals
8. Arrange for sound equipment and coordinate with Section Chairs (appointed by the President) to ensure that projection equipment is available. Prepare space and materials for displays of posters, photographs, publications and other visual aids.
9. Reserve one room near the registration desk to serve as the Convention Headquarters.

10. Determine space and equipment needs for any committee meetings and arrange for them.
11. Arrange for banquet menu and program. Consult with President and Program Chairperson concerning banquet menu, head table seating, program, speakers, etc.
12. Release in writing to the Hotel Executive reserved space not needed.
13. Work closely with and provide the Hotel Executive all information on scheduled use of reserved space and equipment.
14. 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) Information on local points of interest and city maps.
15. 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.
16. 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.
17. Arrange for forwarding the various conference paraphernalia, i.e., timers, signs, flags, pointers, to the next Local Arrangement Committee.
18. Advise hotel that no commercial exhibits are permitted at the conference except in suites reserved for that specific purpose.
19. Prepare a document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.

NOMINATING COMMITTEE

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. 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.
4. Obtain a brief biography and photo from each nominee, which will be distributed with the election ballot.
5. Distribute an anonymous electronic election ballot through the Society list serve to all active members at two months prior to the annual meeting. Members will vote online and be tallied by the chairperson. The chairperson will report the election results to the President.

PROGRAM COMMITTEE

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, 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.

committees have the authority to make minor changes in rules, subject to approval by the President of the Society.

The Program Committee shall:

1. Develop the program for the annual meeting.
2. Assess the sections that comprise the annual meeting to determine if new sections are needed, sections that need to be renamed or recombined, or if sections need to be removed.

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, former members, or those who had significant impact on the NCWSS; arrange for the expression of condolences to their families; and arrange for appropriate recognition by the Society at the official banquet or general session. Discretion on the individuals to be included in the report can be a product of the committee and consultation with the NCWSS President.

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 at any annual meeting. Contest and award

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 9 months:

1. The Executive Committee and interested Board of Directors will meet in the summer for a committee meeting.

PRESIDENT

On assumption of office:

Within 1 month or during the meeting:

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.

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.
2. Extend invitation to General Session speakers.

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 the Executive Secretary sends out invitations (works through Local Arrangements Committee) for reservations to total membership or enclose hotel reservation forms and/ or links 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 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.
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.

40 days before the meeting:

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

30 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 within 15 days of the annual meeting.

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 to include in the Proceedings.
2. Prepare and circulate 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.

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 on registration fees established by the Executive Committee at the summer board meeting.
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. Provide abstract preparation instructions and submission deadline to authors.

One week before meeting:

1. Compile abstracts and submit for on-line publication.

At meeting:

1. Report to the Board of Directors on abstract submission process and offer suggestions for improvements in editorial activities of the NCWSS.

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. Prepare a hard copy of the abstracts for the NCWSS archives.

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

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 the 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 have been NCWSS members for at least five years and are active members 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. Members nominated to receive the Young Scientist Award must have received their terminal degree no more than 10 years before receiving the award at the annual meeting. 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 ensure 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. An electronic copy of the nomination should be emailed to the Chairperson of the DAAC at the address given with the Call for Nominations. Each copy must contain the components listed below in the "Information Required for Nominations for Distinguished Achievement Awards" section.

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 completely new nomination package, or furnishing an update of the original package each year the nomination is reconsidered. The three-year eligibility is renewed each time an updated nomination document is submitted.

Submission deadline. All materials must be received by the Chairperson by September 30 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.

CRITERIA USED TO EVALUATE NOMINEES

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 criteria for this award.

IV. YOUNG SCIENTIST. This award is to be given to members who fulfill the requirements to qualify in the above education, research, and service award categories and who must have received a terminal degree no more than 10 years before receiving the award at the annual meeting.

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, 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. This statement serves as the nominator's letter of support for the nominee.

QUALIFICATIONS OF NOMINEE: Provide the documentation 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. This document shall not exceed 10 pages in length.

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. A written assessment of the impact of the nominee's professional contributions pertinent to the award they are being considered for will be most helpful to the committee. Nominators may also wish to list the nominee's most significant contributions: a) books written or edited, b) refereed 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 as appropriate to support the nomination.

SUPPORTING LETTERS: A copy of each of two supporting letters (in addition to the nominator's evaluation statement), solicited by the nominator, shall be submitted with the nomination document. Preferably, these letters should not exceed two pages 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.

CHAPTER 2

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 - An electronic copy of the nomination should be emailed to the NCWSS Fellow Committee Chairperson at the address given with the Call for Nominations..

Deadline Date - The deadline date for receipt of the nominations is September 30.

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 3

NORTH CENTRAL WEED SCIENCE SOCIETY OUTSTANDING GRADUATE STUDENT AWARD

The North Central Weed Science Society Outstanding Graduate Student Award recognizes one outstanding graduate student who is a NCWSS student member. This award will be given to a graduate student who is actively involved in the Society, as well as contributor to the field of weed science through extension, research, and teaching.

ELEGIBILITY OF NOMINEE

The nominee must be currently enrolled as a student or have graduated no more than 12 months prior to the annual meeting. Students will be judged on involvement in

NCWSS and other activities in weed science such as: extension, teaching, research publications and other presentations of research, academic records, and honors and awards.

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 ensure accurate information.

Submission. An electronic copy of the nomination should be emailed to the Chairperson of the Distinguished Achievement Awards Committee at the address given with the Call for Nominations. Each copy must contain the components listed below in the "Nomination Package" section.

Submission deadline. All materials must be received by the DAAC Chairperson by September 30 the year of nomination.

NOMINATION PACKAGE

COVER PAGE: The cover page should include:

1. Statement of nomination. "Nomination of _____ for the NCWSS Outstanding Graduate Student Award".
2. **Nominee.** Give name, university, complete mailing address, telephone number, and e-mail address.
3. **Nominator:** Give name, university, complete mailing address, telephone and FAX numbers, and e-mail address.
4. Nominee's Degree Program: M.S. or Ph.D.
5. If degree program is Ph.D. prelim exam date:
6. Anticipated date of graduation.

EVALUATION STATEMENT: A concise summary and evaluation of the nominee's contributions to weed science through teaching, research, and extension, not to exceed two pages, explaining why the nominee is qualified to receive the award. This statement serves as the nominator's letter of support for the nominee.

TRANSCRIPTS: Transcripts should be provided for the nominee's entire academic career (B.S., M.S., and Ph.D. if applicable).

THESIS ABSTRACT: The abstract should not exceed 300 words.

CURRICULUM VITAE (C.V.): The C.V. should contain a list of publications both peer reviewed and non-peer reviewed, honors and awards, research, and outreach through teaching and extension.

LETTERS OF SUPPORT: The nomination package should include two letters of support. One letter of support should be from a faculty member, department head, or teaching mentor and the second from a fellow graduate student.

SELECTION PROCESS

1. The Distinguished Achievement Awards committee will evaluate the nominations and recommend the student selected for the award to the NCWSS Executive Committee for ratification.
2. The student receiving the award will be promptly notified by the NCWSS President.

AWARD PRESENTATION

The North Central Weed Science Society Outstanding Graduate Student Award will be presented at the annual NCWSS awards banquet where a plaque will be awarded.

ADDITIONS OR CHANGES

Additions or changes to the North Central Weed Science Society Graduate Student 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.

CHAPTER 4

NORTH CENTRAL WEED SCIENCE SOCIETY GRADUATE STUDENT PAPER CONTEST

I. RULES AND REGULATIONS

1. Notice of the contest will be included with the Call for Papers.
2. Any graduate student who is registered to attend a North Central Weed Science Society Meeting and who conducted the research being reported while a student in the North Central Region is eligible to compete in this contest. A Contestant may enter only one paper in the contest each year. Contestants who enter both poster and paper contests should use unique data for each entry. Use of the same data set for both paper and poster contests will result in disqualification. Graduate students may place first once per degree (once as a M.S. student and once as

a Ph.D. student), but then are not able to participate in future paper contests.

3. It is the student's responsibility to check the appropriate box to participate in the contest when submitting their title during the Online Title Submission period. Failure to check the box will result in the student being unable to participate in the contest. The information will be added to the website also, so that students can make sure to check the appropriate box. Abstracts must be submitted electronically prior to the annual meeting and by the established deadline. A Call for Abstracts and Instructions for Submitting the Abstracts will be sent to the corresponding authors by the Proceedings Editor after titles are submitted along with the information that is sent via the newsletter.
4. The criteria for evaluating presentations in the student contest may be found in the Manual of Operating Procedures: Section 3, Chapter 4, Part IV. This information needs to be posted on website as well.
5. Total time for paper presentations is 15 minutes, which consists of 10 to 13 minutes for the presentation and 2 to 5 minutes for questions from the audience.
6. Awards will be presented at the annual banquet or society social. Awards will consist of certificates of achievement (mailed to winners after the Annual Meeting) and minimum monetary awards of \$200.00 for first place and \$100.00 for second place to the winners in each section (if sections are necessary).
3. Select judges for the contest representing teaching or extension, research, and industry. Four or five judges shall be selected for each section.
4. Send each contestant and judge the evaluation and judging forms and rules for review approximately 30 days prior to the conference.
5. Arrange for judges' meetings to 1) discuss the contest rules and assist the judges in evaluating the contestants, and 2) 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 or society social.
8. Prepare and submit an article with contest winners and photographs to the Communications Editor.
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 all participants summarizing their results.

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 may be presented at the banquet or society social.
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, or by topic, such as: Physiology, Weed Biology and Ecology, Application Methods, Weed Control in Agronomic Crops, Weed Control in Horticultural Crops, etc. The number of sections will depend upon the numbers and types of papers received in each year. The number of contestants will be approximately equal in each section, but ideally will not exceed eight. A first and second place certificate will be awarded in each section.
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. A minimum of four, but preferably five, judges will be selected for each section. Contestant papers may be divided into sections by the Resident Education Committee 1st Vice-Chairperson. Ideally, a group of judges should not be expected to evaluate more than eight presentations.

III. JUDGING AND JUDGES

5. The 1st Vice-Chairperson of Resident Education should try to assign judges to sections based on their interest and competence, and who would show no partiality to the contestants.

IV. EVALUATION GUIDELINES

The presentation will be judged on content (introduction, methods, results and discussion, conclusions/application/future research) and on presentation (appearance, organization and student presentation).

Criteria:

1. **Introduction (13 points).** Provide a concise review of relevant previous research. Justify reasons for conducting the research and state objectives or hypotheses. The introduction should be presented in a clear and interesting matter that will make the audience want to learn more.
2. **Methods (15 points).** Provide a clear description that allows the audience to evaluate the appropriateness of the methods used to test the objectives/hypotheses. It should include experimental design, procedures, measurements taken, and statistical analysis.
3. **Results and Discussion (17 points).** Provide a clear, concise, and accurate description of the results. Effectively use images, tables, and graphs to properly interpret the results. Summarize how results of presented data compare to previous research.
4. **Conclusions/Application/Future Research (12 points).** Conclusions should summarize how the results compare to stated objectives/hypothesis. Discuss significant implications of the results and how they may be used. Provide ideas for areas of study that would result in a greater understanding of the research question.
5. **Appearance and Flow (17 points).** Visual aids should enhance (but not distract from) the presentation. An appropriate number of slides should be used. Slides should be simple and easy to read from a distance, and employ color and contrast effectively. Tables, graphs and figures should be clear and concise. All measurements should be reported using the International System of Units (SI; the metric system of measurements). Spelling and terminology should be correct. It is required to use WSSA approved common and scientific weed names and appropriate herbicide active ingredients.

6. **Student Presentation (20 points).** Student oration should be grammatically correct, demonstrate proper pronunciation, and be easily understood with appropriate inflection and enthusiasm. Students should be professionally dressed and demonstrate poise through gestures which enhance the presentation. When responding to audience questions, the questions should be restated and then answered accurately and concisely.

7. **Time (6 points).** Total time for paper presentations is 15 minutes, which consists of 10 to 13 minutes for the presentation and 2 to 5 minutes for questions from the audience. Two points will be deducted for each minute over or under the 10 to 13 minute limit.

Scoring: The judges will meet after the contest and decide on the winners. Scores will be tallied and presentations will be ranked in ascending order by overall score for each judge, with a rank of 1 for the highest score. The “winners of the contest” will be determined by adding together the judges’ rankings. Rankings will then be averaged. For example, the contestant with the highest average ranking (e.g., 1.5 is higher than 2.3) will be the winner. Individual judges should avoid allowing ties to occur among the papers they judge. However, if there is a tie in the average rankings, then both contestants will receive the award for a given place and no secondary award will be given. For example, if two contestants tie for 1st place, two 1st place awards will be given and no 2nd place award will be presented. If two contestants tie for 2nd place, a 1st place and two 2nd place awards will be given. Judges are encouraged to provide comments on the judging sheet to aid the students in improving their research and presentation. These should include compliments for things done well.

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 5

NORTH CENTRAL WEED SCIENCE SOCIETY GRADUATE STUDENT POSTER CONTEST

RULES AND REGULATIONS

1. Notice of the contest will be included with the Call for Papers.

2. Any graduate student who is registered to attend a North Central Weed Science Society Meeting and who conducted the research being reported while a student in the North Central Region is eligible to compete in this contest. A Contestant may enter only one poster in the contest each year. Contestants who enter both poster and paper contests should use unique data for each entry. Use of the same data set for both paper and poster contests will result in disqualification from both paper and poster contest. Graduate students may place first once per degree (once as an M.S. student and once as a Ph.D. student), but then are not able to participate in future paper contests.
3. It is the student's responsibility to check the appropriate box to participate in the contest when submitting their title during the Online Title Submission period. Failure to check the box will result in the student being unable to participate in the contest. Abstracts must be submitted electronically prior to the annual meeting and by the established deadline. A Call for Abstracts and Instructions for Submitting the Abstracts will be sent to the corresponding authors by the Proceedings Editor after titles are submitted. A Call for Abstracts and Instructions for Submitting the Abstracts will be sent to the corresponding authors by the Proceedings Editor after titles are submitted along with the information that is sent via the newsletter.
4. The criteria for evaluating presentations in the student contest may be found in the Manual of Operating Procedures: Section 3, Chapter 5, Part IV.
5. Awards will be presented at the annual banquet or society social. Awards will consist of certificates of achievement (mailed to winners after the Annual Meeting) and minimum monetary awards of \$200.00 for first place and \$100.00 for second place to the winners in each section (if sections are necessary).

II. CHAIRPERSON OF THE CONTEST

The chairperson of the contest shall be the 2nd Vice-Chairperson of the Resident Education Committee. His/her duties will mirror those described for the chairperson of the Paper contest, described in the Manual of Operating Procedures: Section 3, Chapter 4, Part II.

III. JUDGING AND JUDGES

The 2nd Vice-Chairperson of the Resident Education Committee will select judges as described for the Paper contest, described in the Manual of Operating Procedures: Section 3, Chapter 4, Part III.

IV. EVALUATION GUIDELINES

The evaluation will include poster content and appearance, and how the author presents the poster.

Criteria:

1. **Appearance and Flow (25 points).** The poster should be aesthetically pleasing and organized to convey information in an easily understandable manner. Colors should be balanced and complement poster organization. Fonts should be easy to read from a distance. Spelling, grammar, and terminology must be correct. All units of measure should be reported using the International System of Units (SI; the metric system). Tables, graphs and figures should be of publication quality. Tables, graphs and figures should be clear and concise. It is required to use WSSA approved common and scientific weed names and appropriate herbicide active ingredients.
2. **Introduction (13 points).** Provide a concise review of relevant previous research. Justify reason for conducting the research and state objectives or hypotheses.
3. **Methods (15 points).** Provide a clear description that allows the reader to evaluate the appropriateness of the methods used to test the objectives/hypotheses. It should include experimental design, procedures, measurements taken, and statistical analysis.
4. **Results and Discussion (15 points).** Provide a clear and concise description of the results including the proper use of statistics in the results. Effectively use images, tables, and/or graphs to properly interpret the results. Charts, tables, and figures should be referenced in the text.
5. **Conclusions/Application/Future Research (12 points).** Summarize how the stated objectives/hypothesis were supported by the results. State significant implications of the results. Provide an idea on an area of study that would further elucidate the research question.
6. **Student Presentation (20 points).** Students should be able to intelligently discuss all aspects of the poster. Verbal communication should be grammatically correct, and demonstrate proper pronunciation. Students should present themselves appropriately for a professional, scientific society. If a judge is unable to interact with all the students in a division, no points should be awarded to any student to which that judge is assigned. However, if a student is not available during the session to discuss his poster, then the points will be deducted.

Scoring will be tallied as described for the oral paper contest in the Manual of Operating Procedures: Section 3, Chapter 4, Part IV.

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 6

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 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 Manual of Operating Procedures: Section 3, Chapter 5, Part IV). Any student who is enrolled as an undergraduate at the time of the contest and who 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 undergraduate poster contest. Only one poster may be entered in the contest by each contestant.

The chairperson of the Undergraduate Student Poster Contest shall be Chair of the Resident Education Committee. His/her duties will mirror those described for the chairperson of the Paper contest, described in the Manual of Operating Procedures: Section 3, Chapter 4, Part II. The Chairperson of the Resident Education Committee will select judges as described for the Paper contest, described in the Manual of Operating Procedures: Section 3, Chapter 4, Part III.

Awards will consist of certificates of achievement (mailed to winners after the Annual Meeting) and minimum monetary awards of \$200.00 for first place and \$100.00 for second place to the winners in each section (if sections are necessary).

CHAPTER 7

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 attending universities or colleges in the North Central region 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. Contest events should be challenging, but not so difficult as to discourage the contestants. It is hoped that the contest will increase the visibility of Weed Science and intensify the interest level of those participating in the discipline of Weed Science. If teams from universities outside the North Central region wish to participate in the contest, they must obtain approval from the NCWSS Board of Directors and Resident Education Committee.

RULES

A. Eligibility

Any undergraduate or graduate student currently enrolled and pursuing an A.S., B.Sc., M.Sc. or Ph.D. is eligible to participate. Each team will consist of three or four students. If a team has four students, the top three total scores will be used to calculate a team score. If a team has three students, all three scores will be used to calculate the team score. Students will be organized into teams consisting of four members. A team may be composed of: (a) graduates, (b) undergraduates, or (c) combination (graduates and undergraduates). A combination team must compete as a graduate team; however, the undergraduate students remain eligible for individual undergraduate awards. There is no restriction on the number of teams a college or university may enter in the contest. If a college or 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 (and not actively enrolled in a graduate program) will be able to participate as an undergraduate. Students will be able to participate five times as a graduate student in the North Central Collegiate Weed Science Contest.

Undergraduate and graduate students may win the individual award once per degree (once as undergraduate, once as MS, and once as PhD student), but then they are no longer eligible to compete in that degree classification. Once an undergraduate student wins the individual award, they may no longer compete as an undergraduate student but could compete as a graduate student in the MS degree category. However, to maintain the participation involved

with industry, past winners (who are still in their degree program) can serve in a volunteer role as a judge, grader, etc. Once an undergraduate or an MS graduate student wins the individual award in the MS degree category, they will no longer be eligible to compete as a graduate student until actively enrolled in a PhD program.

B. Awards

Plaques will be awarded for the following categories for a total of 22 awards:

Team – The team with the highest combined score from all events (Weed Identification, Written Test on Herbicide Application, Team Sprayer Calibration, Herbicide Identification, and Problem Solving and Recommendation) will be the overall team winner, for both the graduate and undergraduate divisions. Second and third place teams will also be recognized (6 plaques). In addition, the graduate and undergraduate teams scoring highest in the team sprayer calibration event will receive a plaque (2 plaques).

Individual – The individual with the highest combined scores from the events Weed Identification, Written Test on Herbicide Application, Herbicide Identification, and Problem Solving and Recommendation will be the overall individual winner, for both the graduate and undergraduate divisions. Second and third place individuals will also be recognized (6 plaques). The highest individual scores by a graduate and an undergraduate student for each contest event (Weed Identification, Written Test on Herbicide Application, Herbicide Identification, and Problem Solving and Recommendation) will be recognized with a plaque (8 plaques).

C. Events

The contest will consist of four events.

1. **Weed Identification (100 points).** The purpose of this event is for students to demonstrate their ability to identify weeds at all plant life stages and to use appropriate terminology for those species. The list of 75 species will be selected by the contest organizer from the NCWSS Master Weed List maintained by the Resident Education Committee. This weed identification list will be sent to each participating university, and posted on the NCWSS website, with the correct spelling of each species, at least 4 months prior to the contest. The organizer will select 30 of these species for the contest. Contest plants will be grown in either a field nursery or greenhouse and may be in any stage of growth or development, including seed samples.

Each student will identify 25 mature weeds, weed seedlings, or weed seeds for a total of 100 points. Students will be responsible for the correct scientific and common name and spelling. Each sample is worth four points: two points for the common name and its correct spelling and two points for the scientific name, and its correct spelling. Contestants will identify five additional species to break any ties.

Common names, scientific names, and spellings must conform to the most current “Composite List of Weeds,” compiled by the Standardized Plant Names subcommittee of the WSSA, published by Weed Science Society of America (www.wssa.net), unless specific exceptions are announced prior to the contest. Weed identification is scored as an individual event (100 points) and as a team event (composite score of all four team members, up to 400 points for the team).

2. **Herbicide Application Technology.** This event consists of two sections: a Written Test and a Team Sprayer Calibration event.

A. **Written Test on Herbicide Application (50 points).**

The purpose of this event is to assess the students’ ability to do calculations that are related to herbicide application and related agronomic practices. Questions may be related to all aspects of herbicide application. Potential topics may include (but are not limited to) sprayer calibration, application volume, load ticket calculations, active ingredient calculations, adjuvant rate, area calculations, metric and English unit conversions, ability to use a pesticide label, nozzle nomenclature and selection, sprayer pressure, droplet size, drift reduction techniques, etc. The test may be comprised of multiple choice, short answer, and written calculation problems. A primary reference may be the TeeJet Agricultural Spray Products Catalog. Students will be provided with calculators and any other necessary reference materials.

The Written Test may last from 30-60 minutes, per the discretion of the contest organizer. The Written Test must be reviewed by at least 3 members of the contest subcommittee at least one week prior to the contest to verify that it is reasonable in length and difficulty and to make recommended changes, if needed.

The Written Test portion is scored as an individual event worth 50 points per person and as a team event (composite score of all four team members, up to 200 points for the team).

B. **Team Sprayer Calibration (200 points).** The purpose of this event is to evaluate a team’s ability to calibrate and properly operate a research

backpack sprayer. This is a team event and will not be used in calculating individual scores. However, students competing as individuals (less than 4 members per team) may also compete in this event.

All safety equipment, sprayer components, calculators, stopwatches and TeeJet Agricultural Spray Products catalogs will be provided. Use of personal calculators will not be permitted. Safety glasses must be worn by all students, judges, observers, etc., who are in the calibration event area. 50 points will be deducted from team score if a judge sees a student without safety glasses during the time they are working on the problem. Each team will be given a basic (easily solved) written problem that will be calculated during this session. The answers to the question will provide the parameters (application volume, recommended droplet size, etc.) to which a CO₂ backpack sprayer is to be calibrated. Each team will be expected to choose the appropriate nozzle tips, speed, and pressure 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 demonstrating proper sprayer use.

Scoring will be based on accuracy of calibration and application. Time will be used to break any ties. Time will start when the team approaches the spray table. When a team is ready to make the calibration run, they are to advise the judge and the time will be stopped. If time reaches 25 minutes the judge will instruct the contestants to stop. Once time is stopped, no further adjustments can be made to the sprayer. The calibrated sprayer is then used by a contestant to spray a predetermined area with the judge watching for proper boom height, speed and uniformity of spray pattern. Following the application evaluation, each nozzle will be checked for accurate output. Variation in output up to $\pm 4\%$ variation per nozzle will be allowed. As an example, if the correct nozzle output is 150 ml/15 sec, the acceptable range will be 144 to 156 mL/15 sec.

Scoring is as follows:

- Correct problem calculation (35 points)
- Correct boom height (15 points)
- Correct speed (15 points)
- Uniform spray pattern (15 points)
- Nozzle selection (40 points, 10 points/nozzle)
- Screen selection (20 points, 5 points/screen)

Sprayer output (60 points, 15 points per nozzle. Each 1% over or under the 4% allowance will result in a loss of 1 point. For example, if a nozzle is producing 8% less than the correct calculated output, 4 points will be deducted.)

Total = 200 points

The basic written problem must be reviewed by at least 3 members of the contest subcommittee at least one week prior to the contest to verify it is reasonable in difficulty and length, and to make recommendations for changes, if necessary. The problem set should be sent to "Summer Contest Rules Subcommittee" chair. The chair will then send it to three subcommittee members for further review and approval. There should also be a thorough evaluation of all equipment prior to the contest to insure it is working properly.

3. Herbicide Identification.

The purpose of this event is for students to demonstrate their ability to identify herbicide mechanism of action and active ingredient based on symptomology seen on treated plants and selectivity among different species. The contest organizer will select 30 herbicide active ingredients (a.i.) from the NCWSS Master Herbicide List maintained by the Resident Education Committee. The herbicide identification list will be sent to each participating university, and posted on the NCWSS website. It will include the a.i., the chemical family, the WSSA mechanism of action (mode of action) name and WSSA site of action (group number), and the herbicide trade name. In addition, the application timing, the herbicide rate, adjuvants to be used (where applicable) and a list of crops and weeds that may be planted in the herbicide screen will be provided.

The contest will have 15 herbicide plots with a minimum of 10 plant species. Crop and weed species will be planted and treated with herbicides as outlined above. Each contestant will identify the herbicide applied to ten plots and each plot will be worth 10 points. Five additional plots will be identified to break any ties. There can be a control plot in the contest, which must be identified as a control. A herbicide may be used more than once in the event plots.

Students competing on graduate student teams will receive 5 points for the correct common name, 3 points for the correct herbicide family, and 2 points for the correct mechanism of action and/or group number. Students competing on undergraduate student teams will receive 10 points for the correct mechanism of action and/or group number. Students

competing as undergraduate individuals on graduate teams will be scored like graduate students for the team score, and as undergraduate students for the individual competition. For undergraduate students, correct common name will be used only as a tiebreaker.

Misspelling of the common names, herbicide family, and mechanism of action will result in loss of all points for that answer.

Herbicide active ingredients, chemical family, mechanism of action and group number must conform to the most current "Herbicide Handbook", published by Weed Science Society of America, unless specific exceptions are announced prior to the contest.

Herbicide Identification is scored as an individual event worth 100 points per person and as a team event (composite score of all four team members, up to 400 points for the team).

4. Problem Solving and Recommendation.

The purpose of this event is for students to demonstrate their ability to troubleshoot a plant production problem in a field (agronomic, horticulture, turf) or non-crop situation and recommend an effective solution to that problem. Recommendations must comply with accepted practices. Students should consider all factors which influence plant growth and development when making their evaluation. 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 client. Any commodity (corn, soybean, wheat, vegetable, turf, etc.) or scenario (such as herbicide injury, weed resistance, agronomic errors, etc.) is eligible to be the focus of the Problem Solving and Recommendation event. Students should be provided sufficient background information to accurately simulate a field call where the extension, sales, or research person would have similar resources available.

Each student will handle only one situation. Students will be selected randomly for each possible situation. Ideally, each team member will evaluate a different situation. Scores will be normalized within

a situation. The top performer within each situation will participate in a common scenario (not used in the preliminary round) to determine the overall winner.

Students will be evaluated by the role-playing farmer and situation judge based on the following criteria:

25 points - How the student approached the farmer.

45 points - Assessment of situation; determine the problem.

15 points - Recommendation for current year

15 points - Recommendation for next year (or future years)

Problem Solving and Recommendation is scored as an individual event worth 100 points per person and as a team event (composite score of all four team members, up to 400 points for the team).

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. The Resident Education and Industry Committees shall jointly work together to identify and secure future contest host locations. 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. Any other school outside the NCWSS society that wants to participate in the contest will need prior approval from the Resident Education Committee and the host.

APPENDIX A. RECORD RETENTION GUIDELINES

1. General Corporate Records

Type of Record	Retention Period
Articles of Incorporation and Amendments Thereto	Permanently
Bylaws	Permanently
Meeting Minutes	Permanently
Patents, Trademark Registrations, Copyright Registrations	Permanently
Property Records (leases, deeds, easements, rights of way, appraisals, costs, depreciation reserves, blueprints, plans, end of year trial balances, tax records)	Permanently
Correspondence Relating to Member Discipline Matters	Membership term, plus 5 years
Contracts (not otherwise specified herein)	5 years

2. Accounting, Finance and Tax Records

Type of Record	Retention Period
Income Tax Returns and Filings	Permanently
Audit Reports of Accountants	Permanently
Cash Books	Permanently
Charts of Accounts	Permanently
Federal and State Tax Bills and Statements	7 years
Schedules, Ledgers and Other Supporting Documentation for Financial Statements and Tax Returns	7 years
Bank Records (including bank reconciliations, deposit and withdrawal records, bank account statements, cancelled checks, check register)	6 years; 1 year for check register
Accounts Payable and Receivable	7 years
End of Year Financial Statements	Permanently
Budget Data	At least 3 years, but consider retaining for 7 years
Expense Accounts, Approvals, Petty Cash Records, Sales Commission Records	7 years
Invoices to Members, Customers, Vendors	7 years