

NORTH CENTRAL WEED SCIENCE SOCIETY (NCWSS) MANUAL OF OPERATING PROCEDURES (MOP)

SUMMARY OF CONTENTS

The purpose of the NCWSS MOP is to record the general procedures 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 annual meetings, and the duties of officials with regard to meetings are presented in considerable detail.

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SECTION I OPERATING PROCEDURES

CHAPTER 1

DUTIES OF OFFICERS AND BOARD OF DIRECTORS

BOARD OF DIRECTORS (BoD)

All Members of the Board of Directors shall:

1. Attend NCWSS BOD meetings held during the annual conference and throughout the year
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 the Communications Editor for placement in the NCWSS Newsletter.

NCWSS OFFICERS' ROLES AND RESPONSIBILITIES

PRESIDENT

The **President** shall:

1. See that the spirit of the Bylaws and the decisions of the Board of Directors are carried out.
2. Serve as a NCWSS representative to the WSSA Science Policy Committee
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) Finance 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.
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 the annual meeting.
10. Maintain a list of names of current committee members for visibility to the Committee chairs, members, and to the Board of Directors on the NCWSS web site.
11. Notify distinguished achievement award recipients and new fellows of their selection and invite them to the awards ceremony.
12. Update electronic 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 the President if he/she is not able to serve.
2. Serve as a NCWSS representative to the WSSA Public Awareness Committee.
3. Serve as Chairperson of the Program Committee and in this capacity shall:

- a. Along with the Future Site Selection Committee, identify the Local Arrangements Committee Chairperson as needed or at least one year prior to the meeting for which they are responsible. .
 - b. Confirm and/or appoint Program Section Chairpersons and ascertain that all Chairpersons understand their responsibilities in developing the program.
 - c. In January/February determine which of the Society officers and sectional chairpersons are members of the program planning committee. Follow-up with newly elected program section chairpersons after the last annual meet to determine any suggested symposia or concerns over the program is encouraged.
 - d. Conduct program planning activities for consideration by the Committee. Consult with the Program Committee concerning the General Session, Symposia, the Awards Program, and the Program sections. Collaborate with Program Section Chairpersons to develop symposia and invitational papers.
 - e. Work with the Executive Secretary to update content on the NCWSS website pertaining to the Annual meeting. Information on the Annual Meeting web page should include at minimum Location, Date, Call for Symposia proposal, Call for Papers, Dates for Title, Abstract and Presentation Submissions, Instructions for submitting and formatting Titles, Abstracts, Presentations, Paper and Poster Contest Rules, Link to hotel information and reservations, Link to Meeting Registration, Distinguished Achievement Awards, Fellow and Travel Award Nomination deadlines and nomination information. Link to the short and full versions of the program.
4. In July, extend the call for papers and posters in coordination with the Communications Editor.
 5. Review the title submissions to ensure alignment with NCWSS mission statement and vision. Develop the program for the General Session and each program section with the assistance of the Program Committee.
 6. Consult with the Local Arrangements Committee, President, and various committees concerning the Awards Program and other meal functions.
 7. As soon as possible, 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.
 - a. Keep all officers, directors and members of the Program, and Local Arrangements committees advised on all activities of the Program Committee.
 - b. Preside over the General Session of the NCWSS annual meeting.
 8. 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.
 9. Perform other duties delegated by the President or the Board of Directors.
 10. Update electronic 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 a 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 program sections 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. Evaluate the composition and activities of all NCWSS committees.
5. Review the NCWSS Manual of Operating Procedures (MOP) and develop recommendations for improvements. The Vice-President shall receive suggested changes from members of the Board of Directors and Past Presidents and submit these to the Board of Directors.
6. Perform other duties delegated by the President or the Board of Directors.
7. Update electronic document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.
9. The Secretary-Treasurer shall serve as parliamentarian for Board of Directors meetings and receive Board of Directors correspondence.
10. Perform other duties assigned by the President of the Board of Directors.
11. Update electronic document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.
12. The first year of term as Secretary-Treasurer will be concurrent with the previously elected Secretary-Treasurer. The individual is ineligible for honorarium and serves ex-officio to the board during the first year of the four-year term.

SECRETARY-TREASURER

The **Secretary-Treasurer** shall:

1. Prepare agenda for meetings of Board of Directors. Submit information to the members of the Board in advance of meetings so that issues can be properly considered.
2. 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 on NCWSS website.
3. Prepare and maintain a list of current Board members and their contact information.
4. Keep officers and directors advised on significant activities of the Society.
5. Present statement of financial position at the annual Board of Directors meeting, Finance Committee meetings and quarterly board meetings, and other Executive committee meetings.
6. Serve as Chairperson of the Finance Committee.
7. Serve as a member of the Future Site Selection Committee.
8. On behalf of the President, determine if the affairs of the Society are being conducted in accordance with the Bylaws and established policies.

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.
3. Maintain a database of membership, e-mail list services, and other mailing lists.
4. Prepare records for annual audit.
5. Develop and maintain NCWSS communications through the NCWSS website (www.ncwss.org) and newsletter.
 - a. Hosting of the website will be maintained through contracted web services.
 - b. Update NCWSS website content as provided by respective BOD or committee chairs responsible for content on the individual webpages. Content for Annual Meeting by President-Elect, Newsletter and Photos by Communication Editor, Society by Secretary Treasurer, Publications by Proceedings Editor and the remaining webpages by Executive Secretary.
 - c. The content of the newsletter will be provided by the Communications Editor and laid out by the Executive Secretary and submitted for posting.

- d. Newsletters shall be sent to all active members. Renewal notices shall be sent with a newsletter to inactive members in the spring.
 - e. The content of the minutes of NCWSS BoD meetings will be provided by the Secretary-Treasurer and Executive Secretary will post on the NCWSS website.
 6. Arrange for storage of current and back issues of publications.
 7. Develop an electronic registration form and payment format for each meeting listing registration fees, name of registrant, affiliation, mailing address, e-mail address, phone number, and any other item specific to the annual meeting as suggested by the Program Chair and/or Local Arrangements Committee Chair. Prepare name plate badges with holders. Receive money and issue receipts.
 8. Maintain a list of NCWSS Fellows and Sustaining members and email them the link to the Proceedings when posted.
 9. Work with the Weed Science Communications Editor to solicit and post content on NCWSS social media platform.
 10. Maintain a list of past officers, conference locations and attendance information.
 11. Annually forward copies of the current NCWSS Proceedings to the WSSA Archives at Iowa State University.
 12. File Federal Income Tax return annually for the Society.
 13. Retain a copy of current NCWSS Proceedings and approved minutes of Board of Directors meetings for permanent file.
 14. Work with the Finance 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 plaques and awards) for the Society.
 16. Serve the correspondence needs of Officers and Committee Chairpersons.
 17. Solicit annual dues renewal to inactive members.
 18. In conjunction with the Industry Committee Chair, 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.
 20. Arrange regular meetings of NCWSS Finance Advisor with members of the Finance Committee.
 21. The Executive Secretary shall hold the office at their pleasure and that of the Board.
- ### PROCEEDINGS EDITOR
- The **Proceedings Editor** shall:
1. Annually review instructions for title and abstract submissions with President-Elect for posting on NCWSS.org website.
 2. Collect, assemble, edit, index, and arrange for electronic publication of the NCWSS Proceedings.
 3. Post abstracts on the NCWSS.org website for availability on the first day of the NCWSS Annual Meeting and provide notification to the NCWSS membership when the abstracts are posted.
 4. Report to the Board of Directors on the abstract submission process and offer suggestions for improvements in the editorial activities of the NCWSS.
 5. Update electronic document containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.
 6. The term of service is 4 years, with the opportunity to renew for a second 4 year term.
- ### COMMUNICATIONS EDITOR
- The **Communications Editor** shall:
1. Have appropriate weed science knowledge to create new content and to review and edit information provided by NCWSS board or members for posting on social media platforms.

2. With assistance of the Executive Secretary, publish four issues annually (Winter-Jan/Feb; Spring-April; Summer- July/Aug; Fall-Oct/Nov). This will consist of soliciting content, seeking board approval for content as needed, and passing content on to the Executive Secretary to be published.
3. Newsletter content should include, but is not limited to:
 - a. Winter: highlight the annual meeting, introduce the new officers and directors, recognize awards and contest winners from the annual meeting.
 - b. Spring: call for symposia for the next annual meeting, information about the summer weed science contest.
 - c. Summer: results of summer weeds contest and a call for papers, contests, and recognitions for the next annual meeting.
 - d. Fall: information about the next annual meeting
 - a. Other timely information: position changes or openings, science policy updates, and necrology reports.
- 4.. Report to the Board of Directors on the newsletter and provide strategic guidance on enhancing NCWSS communications.
5. Provide oversight of the NCWSS website and serve as the editor for electronic material posted on the NCWSS website.
6. Prepare documentation containing a list of responsibilities, specific details of activities, and relevant correspondence to be passed on to the successor who fills the position.
7. The term of service is 4 years, with the opportunity to renew for a second 4 year term.

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 WSSA Board of Directors meetings and act as liaison between NCWSS and WSSA.
3. Keep WSSA informed of all activities and actions of NCWSS and 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. Update electronic 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 keep NCWSS informed of CAST activities and actions.
4. Coordinate CAST display at NCWSS annual meeting.
5. Update electronic 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 Finance Committee.

3. Provide to NCWSS archives pertinent correspondence and other documentation collected during term as President.
4. Update electronic 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 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 shall be composed of one elected Director representing the 18 state and provincial members (listed in Bylaw 2, Section 2). The Vice-Chairperson of the Graduate Student Committee shall serve ex officio on the Strategic Planning Committee. The Chairperson of this committee will be elected from within the Strategic Planning Committee membership for a term of three-years. If the Chair's term of service as state director is scheduled to expire prior to the Chairperson term, then their state director's term will automatically extend on the Strategic Planning Committee. 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. New State and Provincial Directors shall serve a term of three years on the Strategic Planning Committee beginning at the Annual Meeting immediately after their election. 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 2040, the table is repeated.

2023/2026/2029/2032/2035/2038 Western region
(CO/WY, KS, NE, ND, SD, WY)
2024/2027/2030/2033/2036/2039 Central region
(IL, IA, MN, MO, WI)
2025/2028/2031/2034/2037/2040 Eastern region
(IN, MI, ON, OH/PA, KY)

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 on 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 of the Extension Committee will serve as the Chairperson of the NCWSS Student Video Contest. The Chairperson will provide information about NCWSS Student Video Contest to NCWSS newsletter editor to be included in the fall newsletter and will be a contact person to submit videos by students. The Chairperson will select three judges to evaluate and grade Student Video Contest winners.
5. The Chairperson shall pass on instructions and guidance to the Vice-Chairperson.
6. 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 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 identify and arrange a speaker for the Industry Breakfast during the annual meeting.
9. The Chairperson shall pass on guidance and instructions to the Vice-Chairperson.
10. The Chairperson will see that a Vice-Chairperson is elected and shall conduct the meeting of the Industry Section at the annual meeting.

EDUCATION COMMITTEE

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

A. The **Education Committee** shall:

1. Promote and facilitate the improvement of education in weed science.
2. Make suggestions to the Program Committee concerning program format and content as related to the educational interests of our members. The Chairperson shall be a member of the Program Committee.

3. Bring proposals to the Board of Directors through the Chairperson who is a Director at Large of the Board of Directors.
- B. The 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 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 Student Paper 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 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 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 the Industry Committee on selection of future summer contest/educational event sites.
2. The Summer Contest/Educational Event Site sub-committee shall:
- a) Be composed of the local site chairperson of the next contest, the 1st Vice-Chairperson, the immediate past local site chairperson, the chairperson of the 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. Graduate student members of the NCWSS are 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 Education Committee concerning student paper, poster, and summer Weed Science contests/educational events.
3. Bring proposals to the Board of Directors through the Chairperson.
4. The Chairperson shall maintain a record of past membership on the committee.
5. This committee shall represent the interest of graduate students during the year and help students prepare for the annual meeting.

6. The Vice-Chairperson shall serve ex officio on the Strategic Planning Committee.
7. The graduate student members shall elect one committee member during the Graduate Student business meeting conducted at the NCWSS annual meeting to serve as Vice-Chairperson. The elected member will serve a two-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.

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 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 awards ceremony.

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

ENDOWMENT COMMITTEE

The **Endowment Committee** shall:

1. Operate from a separate bank account from the NCWSS to ensure funds are directed to support student-oriented activities related to the NCWSS but operate within the bylaws and MOP of the NCWSS. The bank selected to secure the endowment fund will be the same as that used by the NCWSS.
2. The Committee shall consist of a Chair and Vice-Chair as well as 4 additional members. Members should be former or active members of the NCWSS. The executive secretary of the NCWSS will be an ex-officio member of the committee.
3. The Chair and Vice-Chair shall each serve a one-year term, with the length of committee service to be a total of three years. Each year, as the Chair finishes their term, the Vice-Chair will become the Chair, and a new Vice-Chair will be internally elected. When a member has served for three consecutive years on the Endowment Committee, the Chair and Vice-Chair will identify a new member to fill the vacancy of the person who has fulfilled their term. Committee members

can serve consecutive terms if agreed to by current committee members. Terms of service on the Endowment Committee will begin at the conclusion of the NCWSS Annual Meeting.

4. Oversee the financial health and disbursement of the Endowment. The Endowment Committee shall work closely with the NCWSS Secretary/Treasurer in financial matters.
5. Generate support for the Endowment from the general NCWSS membership and beyond.
 - a. Conduct fundraising activities to generate funds for the Endowment.
 - b. Work with the Executive Secretary to disburse items from the silent auction to the highest bidder.
6. Promote the projects and activities funded by the NCWSS Endowment.
 - a. Support student activities for educational and professional advancement. This includes annually determining the monetary amount to be used to support student activities including, but not limited to:
 - i. Graduate Student Travel Grants as funds permit.
 - ii. Other activities as the Endowment grows (e.g. the NCWSS Weed Contest).
 - b. Submit a report of yearly activities to the NCWSS Executive Board.
7. The Endowment Committee shall conduct an annual virtual meeting prior to the NCWSS annual meeting to review a report of yearly activities and decide the support level for 6.a).i. above. Additional meetings will be scheduled as needed to discuss fundraising activities or support of student activities.

FELLOW COMMITTEE

The **Fellow Committee** shall:

1. Solicit fellow nominations from the membership each year.

2. Select candidates for recognition as fellow. Up to 0.5 percent of the active members may be selected 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 awards ceremony.
4. The Executive secretary will contact the new Fellow(s) to obtain a short biography to be printed in the awards program and 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 the annual conference.

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

FINANCE COMMITTEE

The **Finance Committee** shall:

1. Review and evaluate the fiscal implications of all activities, policies, and procedures of the Society.
2. Develop, recommend, and review long-term financial objectives and goals for the Society.
3. Analyze the financial situation of the Society and develop a long-term financial plan, including investment strategy.
4. Consult with the Executive Secretary and develop recommendations for the budget, financial reserves, investments, and active and sustaining membership dues.
5. Consult with the NCWSS financial advisor on investment plan and provide updates to the NCWSS Executive Secretary and NCWSS Board of Directors
6. Annually review honoraria given to the Proceedings Editor, Communications Editor, and

for the Secretary-Treasurer and bring their recommendation to the Board of Directors.

7. 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 for 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 March 1, revise the Annual Meeting Profile and send it to convention bureaus and/or hotels and ask for proposals for our meeting dates.
3. 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.
4. 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.

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 Chair for each meeting will be appointed by the Program Chair as needed or at least one year prior to the meeting for which they are responsible. Matters pertaining to local

meeting arrangements will be handled only by or through the Local Arrangements Committee. The members of the Local Arrangements Committee are appointed by the Chairperson of the Local Arrangements Committee in advance of the annual meeting. The Executive Secretary will serve as an ex-officio member of this committee. When reasonable, the Committee should be composed of representatives from public and private sectors (academic, industry, government, consultants, etc.) 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 the 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. All meetings should be financially self-sustaining. Expenses of invited speakers and printing shall be included.
4. Align with the Executive Secretary regarding 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 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. Making 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. Consult with the President and Program Chairperson concerning awards ceremony menu, seating, program, speakers, etc., and arrange as needed.
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) One or more Local Arrangements Committee members familiar with registration procedures at peak registration period.
 - b) One Local Arrangements Committee member is always available at the Registration Desk, or Convention Headquarters, or via mobile phone/text.
 - c) Kiosk or two tables about 18 feet long.
 - 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) Be sure Section Chairpersons know the plans for handling equipment failures.
16. Prepare and distribute prior to the conference a 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 areas reserved for that specific purpose.
19. Update electronic 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 be elected for a four-year term which is renewable 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 listserv to all active members at least 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 Education Committees, and the President as an ex officio member. The Program Chairperson may delegate duties to members as he/she deems advisable. See duties of the President-Elect.

The Program Committee shall:

1. Develop the program for the annual meeting.
2. Review titles of papers and posters that President-Elect have identified as not being aligned with NCWSS purpose or exceed limits for number of titles submitted by one primary author.
3. 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 awards ceremony 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 awards ceremony 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.

WOMEN IN WEED SCIENCE COMMITTEE

The **Women in Weed Science (WiWS) Committee** shall:

1. Promote the mission of the Women in Weed Science (WiWS) committee, which is to support the education, professional development, and recognition of women in the society by providing events, networking opportunities, mentorship activities, educational materials, and information on career opportunities.
2. Organize an event that will be held at the annual meeting.
3. Organize additional supporting events throughout the year that may include talks, networking opportunities, mentorship activities, etc. The goal is to have quarterly interactions among the WiWS which includes an event at the annual meeting.
4. Maintain a contact list of NCWSS women to exchange information and support events and mentorship activities.
5. Contribute information to the NCWSS newsletter, website, and other outreach materials such as social media outlets.

C. SPECIAL COMMITTEES

Special committees will consist of a Chairperson, Vice-Chairperson, and members as needed and will be appointed by the President of the 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

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

CHAPTER 3

SCHEDULE OF WORK IN PREPARATION FOR ANNUAL MEETINGS

BOARD OF DIRECTORS

During the annual 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

Throughout the year:

1. The Executive Committee and interested Board of Directors will conduct the business and affairs of the society.

PRESIDENT

Within 1 month or during the meeting (on assumption of office):

1. Make Committee appointments including Chairpersons, Vice-Chairpersons, and committee members.
2. Consult with the 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 9 months:

1. Review program with Program Committee Chairperson.
2. Extend invitations to special guests.

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 the Local Arrangements Chairperson for the coming meeting concerning Program Committee meeting and other pertinent matters.

Within 4 months:

1. Develop suggested objectives, format, and theme for the program.
2. Conduct a program planning meeting.

Within 7 months (August):

1. Extend invitation to General Session speakers
2. Attend training for the title/abstract submission database and program software.
3. Update the Title and Abstract submission page log in, revise the paper, poster, video and symposia section titles plus update meeting information and deadline on the page.
4. 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.
5. See that the Executive Secretary sends out invitations (works through Local Arrangements Committee) for reservations to total membership.

Within 8 months:

1. Develop a tentative program for General Session, Sectional Programs, Awards Program, 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 hotel arrangements should be made with the Local Arrangements Committee.
3. Confirm with the Local Arrangements Committee that arrangements have been made for the awards program.
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.

30 days before the meeting:

1. Check with the Local Arrangements Committee and Executive Secretary on equipment, registration

arrangements, awards arrangements including programs, rooms for guests, arrangements with Sustaining Members, etc.

3. Obtain suggestions for committee Vice-Chairpersons for the following year from the Vice-President.
4. Determine Committee Chairpersons, Vice-Chairpersons, and members for the following year.
5. Submit final program copy to the Executive Secretary for printing.

VICE-PRESIDENT

Perform duties as requested by the Program chairperson.

Submit names to President-Elect for Committee Vice-Chairpersons for the following year within one month of the annual meeting.

PAST PRESIDENT

September:

1. Issue the call for nominations for the Distinguished Achievement Award Committee.
2. Collaborate with the Past-Past President to update the Call for Nominations for the Student Travel Award.

By November 1:

1. Complete the selection Distinguished Achievement Awards and submit for board approval
2. Complete the selection of Student Travel Awards in collaboration with the Past-Past President and communicate the list of winners to BoD and Executive Secretary.

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 the coming meeting.

During meeting:

1. Meet 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 a list of current Board members and their contact information 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.

7 to 14 days before the meeting:

1. Provide Agenda for Board of Directors Meeting.

Seven days before the meeting:

1. Provide Board of Directors with written committee reports.

EXECUTIVE SECRETARY

5 months before the meeting:

1. Check with the local arrangements committee regarding budget and hotel reservation requirements.
2. Check on the President's plaque.
3. Check on supply of name badge holders.
4. Check with the President and Secretary-Treasurer on registration fees established by the Executive Committee at the summer board meeting.
5. After registration fees are determined, work with a contractor to build a registration webpage.
6. Update Website with meeting information.
7. Electronic correspondence for call for titles, hotel reservation, and registration

60-80 days before the meeting:

1. Check with the President-Elect as to when the program copy will be ready for printing.
2. Work with local arrangements to secure poster boards.

30-60 Days before the meeting:

1. Track hotel reservations and compare to registration reports.
2. Review and edit program
3. Order type setting of program
4. Order programs
5. Get award winners from Distinguished Awards Committee and Fellows Committee
6. Order plaques for award winners

30 days before the meeting:

1. Order Awards and Fellow plaques.
2. Set-up mobile meeting access
3. Upload the pdf file of the program to the NCWSS meeting webpage.
4. Send e-mail out to the organization communicating how to access the program.

30 days before and through the meeting:

1. Monitor registration site, respond to member's questions.
2. Finalize menus, room set-up and A/V with the Local Arrangement Committee.
3. Check with Local Arrangements for poster board supplies (push pins and numbers).

10 days before the meeting:

1. Ship all packets and materials to the conference hotel.
2. Prepare and distribute financial reports for the board meeting and finance committee meeting,
3. Communicate with the Education Committee on Student contest awards and checks.

During the meeting:

1. Deposit all monies.
2. Track registration numbers for reporting, including no-shows
3. Attend committee meeting
4. Act as one of the main contacts with the hotel/venue
5. Complete checks to the Student Award Winners

After the meeting:

1. Report financial results of the meeting
2. Update website with Distinguished Award recipients, Fellows, Student Contest Winners
3. Upload photos from the meeting to the NCWSS website

PROCEEDINGS EDITOR

September:

1. Provide abstract preparation instructions and submission deadline to authors.

One week before meeting:

1. Compile initial version abstracts and submit for on-line publication before the meeting.
2. Compile poster pdf files and submit for on-line publication.

At meeting:

1. Report to the Board of Directors on the 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. Create a final version of a single PDF file of the posters and upload to NCWSS website in the members' only section.

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 II

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 Committee and Distinguished Achievement Award Committee (DAAC) are ineligible to be nominated with the exception that members of the NCWSS 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. A DAAC member may also resign from the committee upon submission of a nomination for a fellow member.

ELIGIBILITY OF NOMINATORS

Nominations will be received from active members of NCWSS. Members of the DAAC are ineligible to make nominations or write a support letter 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 to be considered.

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 composed of active NCWSS members from various interest groups within the NCWSS and has both experienced members as well as 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 ceremony where a Distinguished Service Award Plaque will be presented.

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 service to the North Central Weed Science Society. Outstanding and or creative contributions in volunteering, committee service or board leadership activities that bring significant impact or important changes to the society 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 include: patents, development of unique formulations, development of research techniques, discovery of unique uses for a product, 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

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 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. The C.V. shall not exceed ten pages in length and no less than 10 pt font or the nomination will be disqualified.

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. 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,

letters should not exceed two pages in length. Members of the Awards Committee are not eligible to write supporting letters for the DAA nominees.

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 two or more of the following areas: 1) Service to NCWSS, 2) Presentations and publications in the NCWSS, 3) Service to other Weed Science societies, 4) Academic, Industry, Government, or other meritorious Weed Science service.

ELIGIBILITY OF NOMINATORS

Nominations must come from active members of NCWSS. Members of the Fellows Committee are ineligible to make nominations but are exhorted to actively encourage other Society members to submit nominations.

NOMINATION PROCEDURES

Preparation - Preparation of the best nomination possible for a distinguished colleague is important. Obtaining the assistance of the nominee in supplying information is required and should improve the accuracy and completeness of the documentation.

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.

Submission Deadline – All materials must be received by the Chairperson by September 30 the year of nomination to be considered.

AWARD ADMINISTRATION

The Fellows Committee evaluates nominations and recommends the individual(s) to the NCWSS Executive Committee for ratification. The number of new Fellows

selected annually is not to exceed 0.5% of the active NCWSS members. Persons receiving the awards are promptly notified by the NCWSS President. Persons receiving the award will submit a biography for the award ceremony program. Fellow awards will be presented at the annual NCWSS awards ceremony.

NOMINATION PACKAGE

Cover Page: The cover page should include:

1. Statement of nomination – 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.
2. Nominee. Give name, title, complete mailing address, telephone number, and e-mail address.
3. Nominator: Give name, complete mailing address, telephone, and e-mail address.

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. Evaluation letter to be placed immediately following the Cover Page.

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 for inclusion with the nomination packet. Fellow Committee members are not eligible to write supporting letters. The supporting letters should be placed following the Evaluation Letter.

Vita or Resume – 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. The C.V. shall not exceed ten pages in length and no less than 10 pt font or the nomination will be disqualified.

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: Concentration 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.

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.

The vita or resume to 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. 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 may recognize up to two outstanding graduate students who are NCWSS student members. The student must be actively involved in the Society, as well as a contributor to the field of weed science through extension, research, teaching, and service. This student has gone beyond the traditional responsibilities of a graduate student. Examples of outstanding contributions include serving as a mentor, novel research methodology, new teaching techniques, organizing professional development workshops, or conducting outreach events.

ELIGIBILITY 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 e-mailed 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 to be considered.

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 email address.
3. **Nominator.** Give name, university, complete mailing address, telephone, and email address.
4. Nominee's Degree Program (M.S. or Ph.D.)
5. If the 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. The C.V. shall

not exceed ten pages in length and no less than 10 pt font or the nomination will be disqualified.

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 event 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 the paper, poster or video contests will result in disqualification from all contests using the same data set. 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 shall also be posted on the NCWSS website.
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 meeting. Awards will consist of certificates of achievement (mailed to winners after the Annual Meeting) and 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 1st Vice-Chairperson of the 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 awards event.
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. 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 will be awarded in each section.

3. Select judges for the contest representing teaching or extension, research, and industry. A minimum of four judges shall be selected for each section.
4. Send each contestant and judge the evaluation and judging forms and rules for review approximately 7 days prior to the annual meeting.
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 a presentation of awards at an awards ceremony.
8. Prepare and submit an article with contest winners and photographs to the Communications Editor.
9. Include the names of the winners in the Education Report given to the Secretary of the NCWSS at the Board Meeting for inclusion in the Proceedings.
10. The judges' scoring sheets will be returned to the graduate students after the awards ceremony.

III. JUDGING AND JUDGES

1. Judges shall be selected well in advance of the contest by the 1st Vice-Chairperson of the Education Committee.
2. Judges shall have at least one graduate degree or equivalent research experience. PhD students, not in contest, can serve as judge for paper or poster contest, but it is the responsibility of the 1st Vice-Chair of the Education committee to make assignments, so that there is no conflict of interest.
3. Judges shall be provided with evaluation forms and instructions from the 1st Vice-Chairperson of the 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 judges will be selected for each section. Contestant papers may

be divided into sections by the Education Committee 1st Vice-Chairperson. Ideally, a group of judges should not be expected to evaluate more than eight presentations.

5. The 1st Vice-Chairperson of 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 manner 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.
8. **Deductions for Late Abstract Submissions (-10 points).** If abstracts are submitted after the deadline for abstract submission, a ten point deduction will be made.

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 the poster and the paper or video contests will result in disqualification from all contests using the same data set. 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 an awards ceremony 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 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, and Part II.

III. JUDGING AND JUDGES

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

7. **Deductions for Late Abstract Submissions (-10 points).** If abstracts are submitted after the deadline for abstract submission, a ten point deduction will be made.

8. 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, and Part IV). Any student who is currently enrolled as an undergraduate in the North Central Region at the time of the contest and conducted the research being reported while a student is eligible to participate. Exception is for those having won first place in a previous undergraduate poster contest. All students graduating with a B.S. degree less than six months before the contest (and not

actively enrolled in a graduate program) will be able to participate as an undergraduate. All students graduating with a B.S. degree greater than six months before the contest are only eligible to participate as a graduate student, regardless of graduate degree program status. 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 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 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 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. 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. Once an undergraduate or graduate student wins the overall individual award in the graduate degree category, they will no longer be eligible to compete as a student unless they continue with an additional degree program. 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.

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, Unknown Herbicide, 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 most current “Composite List of Weeds,” published by Weed Science Society of America (www.wssa.net), unless specific exceptions are announced prior to the contest. Common names, Latin binomials, and spellings must conform to this list and will be sent to each participating university, and posted on the NCWSS website 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 Latin name (but not authority) 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 Latin name, and its correct spelling, capitalization and underline. Contestants will identify five additional species to break any ties.

Common names, Latin 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 top three individuals in case of four member team or all individuals for a three-member team, up to 300 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 will consist of multiple-choice 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. Personal calculators or other devices brought by the students are not permitted. A calculator will be provided at the event.

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 top three individuals in case of four-member team or all individuals for a three-member team, up to 150 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 3 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 by the society and/or contest host. 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 the 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. There should also be a thorough evaluation of all equipment prior to the contest to ensure it is working properly.

3. Herbicide Identification.

The purpose of this event is for students to demonstrate their ability to identify herbicide site 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 WSSA-Herbicide Site of Action Classification List

(<http://wssa.net/wssa/weed/herbicides/>). Herbicide name, chemical family, WSSA/HRAC code (Group number), and site of action must conform to this list. The herbicide identification list will be posted on the NCWSS website and separated lists of families, site of action, and common name will be provided to competitors. It will include the a.i., the chemical family, the WSSA site of action name and WSSA/HRAC code (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 plant row will be identified to species, and herbicide-tolerant traits, if any, will be indicated. 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, 1 point for the correct site of action, and 1 point for group number. Students competing on undergraduate student teams will receive 5 points for the correct site of action and 5 points for 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.

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 top three individuals in case of four member team and all team or individuals for a three member team, up to 300 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 with 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 the 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 top three individuals in case of four member team and all team or individuals for a three member team, up to 300 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 Education and Industry Committees shall jointly work to identify and secure future contest host locations. Any location must be within the North Central Weed Science Society territory. With NCWSS board approval, the Education Committee can choose to hold the contest in conjunction with other regional societies at a location outside of the NCWSS territory.

Additions or changes to the North Central Collegiate Weed Science Contest may be accomplished by a majority vote of the NCWSS Board of Directors. 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 Education Committee and the host.

CHAPTER 8

NORTH CENTRAL WEED SCIENCE SOCIETY GRADUATE STUDENT VIDEO CONTEST

I. RULES AND REGULATIONS

All videos will be presented as MP4 files through an LCD projector. Videos will be limited MP4 files and need to be uploaded using the same website as title and abstract submissions. Videos should be prepared in a

professional manner and approved by the student's faculty advisor. Videos will be limited to 5 minutes (2.5 minute minimum) and will be judged based on the attached grading rubrics. There will be only one category: **Weed Science Extension**. First place winners of previous video contests are not allowed to compete in the current year video contest. The exception to this rule would be PhD students who received first place as an MS student can submit. Videos may not exceed four powerpoint slides (or animations) for materials & methods, supplemental information, and visual aids. Use of the same data set for the video and paper or poster contests will result in disqualification from all contests. Videos will be presented during the Extension Section and judged by judges selected by the Extension Committee.

Video contest entries must submit title, abstract and videos using the same timelines and systems as the other presentation formats. Abstracts of the video will be published on the NCWSS website (www.ncwss.org).

It is important that all video submissions provide an abstract to be published in the Proceedings which will serve as a future reference for the weed science community. Below is a simple list of guidelines authors must follow when submitting abstracts for video presentation.

1. Limit abstract length to 500 words.
2. Report units in SI units (metric).
3. Use exponents to express units of measure, e.g. kg ha^{-1} .
4. Do not include references to literature in the abstract.
5. At first mention for each species, use complete scientific names with abbreviated authority, e.g. henbit (*Lamium amplexicaule* L.). For herbicides, other pesticides, and adjuvants avoid trade names when possible and use common names, e.g. glyphosate.

CHAPTER 9

NORTH CENTRAL WEED SCIENCE SOCIETY STUDENT TRAVEL AWARD

The North Central Weed Science Society is offering up to four (4) Travel Awards to qualifying students for their first attendance at the NCWSS annual meeting. The society reserves the right to increase the number of Travel Awards based on additional financial support from a corporate sponsor. This award will provide a complimentary registration for the annual meeting.

Students and/or their advisor are responsible for all remaining costs incurred to attend the NCWSS annual meeting, including hotel, travel, and meals. This travel grant program is intended to encourage student involvement in the NCWSS annual meeting while students are in the early portion of their graduate program. No more than one applicant will be permitted per advisor.

Eligibility of Nominees

Nominees must have not yet attended a NCWSS annual meeting. Graduate and Undergraduate students may apply for the Travel Award. Preference will be given to students not in traditional (historical participation) weed science programs. Examples include: Junior colleges, small colleges, state colleges, non-land grant universities, etc. Applicants must be enrolled and in good standing from an accredited institution with an interest in weed science or related programs and a desire to become a contributing member of the NCWSS annual meeting. The applicant must be willing to work at the NCWSS annual meeting in a responsible and professional manner as directed. Work responsibilities may include assisting with session operations, supporting the registration desk, poster session set-up or teardown, or other related duties involved in the operations of the NCWSS annual meeting.

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.

Submission: An electronic copy of the nomination should be e-mailed 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 1st in the year of nomination to be considered.

Nomination Package

The cover page should include:

1. Statement of nomination. "Nomination of _____ for the NCWSS Student Travel Award"
2. Nominee. Name, university, complete mailing address, telephone number, and email address
3. Nominator: Name, current university, complete mailing address, telephone number, and email address

4. Nominee's Current Degree Program (B.S., M.S. or PhD)
5. If in graduate school, beginning date of the student's current graduate degree program.
6. A brief description of the student's current research activities
7. Current GPA (not necessary for students in their first semester of school)
8. Provide the title and abstract for any presentations planned for the upcoming NCWSS.
9. Applicant's objectives for attending NCWSS annual meeting; 300 words or less

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. April 17, 2024, Dec. 9, 2024, Jan. 15, 2025, April 16, 2025.

Letter of Support: Letter of support is required from the applicant's supporting faculty member. The letter should address the applicant's reason for participation in the NCWSS annual meeting and the likelihood that the applicant's goals while at the NCWSS annual meeting can be met. The letter of support should be no more than 300 words.

Selection Process

1. The Past-Past President will lead the NCWSS Distinguished Achievement Award Committee evaluation of the nominations and recommend the students selected to receive the Travel Awards to the NCWSS Executive Committee for ratification.

The students and their faculty member receiving the Travel Awards will be notified by the Executive Secretary.

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 Education Committee and the host.

REVISIONS

Revisions to the MOP as it pertains to Committees and Rules may be amended by two-thirds vote of the Board of Directors at any meeting or by electronic mail ballot. Exception is made for the North Central Weed Science Society Contest and is addressed separately.

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;

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, canceled 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