

SOCIETY OF NEMATOLOGISTS

MANUAL OF OPERATIONS

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This manual is a changing, working document. Suggestions for further changes should be sent to the current Secretary or President of the Society, who are responsible for the updating of the manual.

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EXECUTIVE BOARD

PRESIDENT

- I. GENERAL RESPONSIBILITIES:
 - A. Assumes the responsibilities of the office at the end of the Annual Business Meeting of the Society.
 - B. Presides over the business and affairs of the Society as described in III SPECIFIC DUTIES below. Cooperates with the President-Elect, and Vice-President, and knows the Constitution and By-Laws.
 - C. At the end of term, forwards pertinent correspondence including e-mail to the Secretary of the Society for transmission to the Archivist.
 - D. Confers with the Secretary, Treasurer and Editor-in-Chief on a regular basis to determine the status of the Society.
 - E. Keeps in contact with Committee Chairpersons to encourage active committee function.
 - F. Maintains cooperation with the Executive Board by frequent communication, and encourages each member to participate in Society matters to the fullest.
 - G. Maintains active correspondence on all matters pertaining to the Society. Promotes the Science of Nematologists with peer societies and other organizations.
 - H. Delegates authority for representatives to associated organizations; American Institute of Biological Sciences (AIBS), Coalition on Funding Agricultural Research Missions (CoFarm; International Federation of Nematology Societies (IFNS); and National Science Collections Alliance (NSCA) to represent the President at meetings throughout the year. Sends updated list of Society Representatives to affiliated organizations to the Secretary. The Secretary then forwards the list to the Web Editor for website update. Maintains e-mail correspondence with these representatives for timely reports on their activities.
 - I. Responds to requests for support of initiatives by associated societies.
 - J. With concurrence of the Executive Board, appoints Ad Hoc Committees as necessary.
 - K. Maintains contact with the Treasurer and the Business Office regarding records of expenditures.
 - L. Serves on the Board of Directors of the N.A. Cobb Foundation.
- II. ROUTINE DUTIES:
 - A. Provides copies of all correspondence to the Secretary and, where deemed appropriate, the Executive Board. This is necessary in order to keep the Board fully aware of the Business of the Society, and to provide documentation for the Archives.
 - B. Writes the "From the President" column for the *Nematology Newsletter*.
 - C. Communicates with presidents of other scientific societies.
- III. SPECIFIC DUTIES:
 - A. **Manual of Operations** - Reads and becomes familiar with the Manual of Operations.
 - B. Conducts and presides over meetings of the Executive Board and Society.
 1. Presides over the Annual Business meeting, which is held during the Annual Meeting.
 2. Executive Board
 - a. Presides over the 2nd Executive Board Meeting held on the last day of the Annual Meeting (typically the day after being installed as President at the Business Meeting).

- b. Presides over the 1st Executive Board Meeting held on the day before the Annual Meeting begins the following year.
 - c. Presides over the Electronic Board Meeting held as a special meeting as allowed by the Constitution and By-Laws, and convened in the weeks following the Second Executive Board meeting. Rules have been adopted for these meetings and are found in Appendix I.
3. Following installation, presides over Annual Meeting Banquet.

C. Letters of commendation or resolutions from the Executive Board: Letters of commendation or recognition to members for outstanding service to the Society (e.g. Honorary Member, Fellow, Syngenta Award recipient) are prepared by the President upon notification of the names of the future awardees by the Honors and Awards Committee (sample letters in Appendices II & III).

D. Annual reports:

Solicits (in electronic format) annual reports from Board members, chairpersons of Standing and Ad-Hoc committees (Appendix IV), and official representatives to other affiliated organizations; Forwards electronic copies of reports to Secretary for submission to the Web Editor for publication; Assembles annual reports for distribution at the First Executive Board meeting.

E. Elections:

1. The Secretary will notify the President of the results of the election of officers. The actual count is not announced.
2. The President notifies the new officers by phone and by letter sending each a copy of the duties of their office from the Constitution and By-Laws and the Manual of Operations.
3. The President thanks the other candidates for their service to the Society by letter.
4. The President notifies the Executive Board of election results.

F. Society memorabilia:

The Society's gavel is held by the President and passed to his successor at the time of the inauguration of the new President at the end of the Annual Business Meeting of the Society.

IV. CALENDAR:

Many Presidential duties are related to the Annual Meeting of the Society and therefore action dates can vary. This calendar assumes a mid-July meeting date.

PRESIDENTIAL CALENDAR

Month	Activity
End of the Annual Meeting	<ul style="list-style-type: none"> •Assume office at the close of the Annual Business Meeting.
August 15	<ul style="list-style-type: none"> •Send column “From the President” for the <i>Nematology Newsletter</i>. •Convenes Electronic Board Meeting.
November 15	<ul style="list-style-type: none"> •Send column “From the President” for the <i>Nematology Newsletter</i>. •Confer with the President-Elect, Vice President, and Chair of the Local Arrangements Committee to determine if annual meeting plans are on schedule.
December	<ul style="list-style-type: none"> •Notify Honorary Member, Fellows, and Syngenta awardees of honors following selection by the Honors & Awards Committee. •Invite the Honorary Member to attend the upcoming Annual Meeting and banquet as a guest of the Society (costs for the honoree only to attend the meeting are paid by the Society either through the budget of the Local Arrangements Committee or from the annual operating budget of the Society depending on the source of income for the Local Arrangements Committee). •Encourage all awardees to attend the Annual Meeting and banquet.
February 15	<ul style="list-style-type: none"> •Send column “From the President” for the <i>Nematology Newsletter</i>.
April	<ul style="list-style-type: none"> •Contact Chair persons of all Standing and Ad Hoc Committees, and official representatives to other groups by e-mail, to request annual reports (Appendix IV = sample report) be forwarded to the President and the Secretary in an electronic format.
Spring time (April or May)	<ul style="list-style-type: none"> •Represent the Society at the National Academy of Sciences, National Research Council, Board on Agriculture, meeting of Society Presidents, or appoint a representative.
May 15	<ul style="list-style-type: none"> •Send column “From the President” for the <i>Nematology Newsletter</i>.
June 15	<ul style="list-style-type: none"> •Organize and electronically distribute all Annual Reports to the Executive Board. If reports are distributed at least two weeks prior to the 1st Executive Board meeting, consider use of a Consent Agenda, with which all annual reports are approved as written, or added to the meeting agenda under Old Business if additional discussion or clarification is required. •Ask Executive Board Members representing the committees to summarize their committee reports at the 1st Executive Board meeting.

July 1	<ul style="list-style-type: none"> •Ask Treasurer for Annual Budget to be approved by Executive Board at Annual Meeting. •Assist the Editor-in-Chief with the appointment of the Editorial Board of the Journal of Nematology. •Appoint new Editorial Board members and a Senior Editor of the Journal of Nematology and Nematology Newsletter every third year or as necessary, in cooperation with the retiring Editor-in-Chief, and concurrence of the Executive Board.
Before the Annual Meeting	<ul style="list-style-type: none"> •Notify candidates running for each office of the results of the election (by telephone and in writing). •Prepare the agenda for the First Executive Board meeting and the Business Meeting of the Society. •Circulate both agendas to Executive Board for comments. Appoint a Parliamentarian for the Annual Business Meeting of the Society. •Plan the President's Reception. Suggested invitees include the Executive Board, Committee Chairs, Representatives to Affiliated Organizations, Award Recipients, any officers from other scientific societies present at the meeting, invited symposia speakers, symposia organizers, local arrangements persons, the spouses of all the previous individuals, and anyone else who has contributed to the recent success of the Society or the Annual Meeting. Formal invitations are traditionally printed and distributed during the first day of the meeting. The Society will pay for reasonable associated costs. •Adjourns Electronic Board Meeting.

PRESIDENT-ELECT

The office of President-Elect shall be filled by the elevation of the Vice-President from the preceding year. The President-Elect assumes the office of President at the close of the Annual Business Meeting held at the end of the term of the incumbent President.

I. GENERAL RESPONSIBILITIES:

- A. The Vice President is elevated to office from the Vice-President's position at the end of the Annual Business Meeting at the Annual Meeting of the Society.
- B. Is a voting member of the Executive Board, and presides in the absence of the President.
- C. Serves a one-year term.
- D. Is the Program Chairperson for the next Annual Meeting.
- E. Understands and is knowledgeable of the Constitution & By-Laws and Manual of Operations.
- F. Prepares annual report and submits it to President.
- G. Serves on the Board of Directors of the N.A. Cobb Foundation.
- H. Provides oversight for the composition and leadership of committees

II. SPECIFIC DUTIES:

- A. **Develops the program for the next Annual Meeting:**
Coordinates with the Local Arrangements Committee (LAC); develops and plans, in consultation with the Standing Committee Chairpersons (members of the Program Committee), symposia, colloquia, discussion sessions, workshops, paper sessions and poster sessions; issues the "call for abstracts". (Note: In contract negotiations conducted by the LAC Chair generally, for every 50 rooms occupied by the Society, one room is donated free to the Society by the meeting hotel. If registration is such that there is one room free, it should go to the President; if a second free room is generated it should go to the Chairperson of the LAC, and any third free room to the President-Elect.)
- B. As Program Chair, provides letters of invitation to meeting registrants requesting such to support applications for travel visas to attend the Annual Meeting. (Appendix V = sample letter of invitation). Following conclusion of the annual meeting, provides electronic copies of the annual meeting program and banquet program to the SON web editor for retention in an on-line three-year rolling reference file.
- C. Monitors the satisfactory operation of the Constitution & By-Laws and recommends any necessary changes to the Executive Board.
- D. Represents the Society at the meeting of Society Presidents sponsored by the Board on Agriculture of the National Academy of Sciences.

III. SUGGESTED SCHEDULE FOR PROGRAM DEVELOPMENT:

- A. **At preceding Annual Meeting:**
The President-Elect is responsible for meeting with the Program Committee to establish priorities for symposia, colloquia, workshops, etc. and developing a budget for the upcoming meeting. Remind the committees sponsoring symposia that the publication of symposium papers is not free. Symposia sponsored by the Society do not automatically have page charges waived. If the committee wishes to have symposium papers published in the *Journal of Nematology*, the committee must include page charges in their budget request and receive approval from the Executive Board.
- B. **Eleven months before program (Aug-Sept):**

Consult with Editor-in-Chief, Local Arrangements Committee Chairperson (LAC), Business Office Manager and Web Editor in regards to preparing for the call for abstract submission for the annual meeting. Submit an announcement about abstracts to the SON listserv at the appropriate time. Contact Business Office Manager and request that they send an updated electronic copy of the Society membership list to the Web Editor for updating the SON listserv. The SON listserv is useful for posting meeting updates and messages during program development. Start to finalize symposia, colloquia, and workshops. Instruct Chair of each session to finalize speakers, and determine any financial needs.

C. **Eight months prior to Annual Meeting (Nov-Dec):**

Contact Chair of the Honors and Awards Committee to check that activities are on schedule for the selection of the Honorary Member, Fellows, Syngenta Award, and Best Student Paper and Poster competitions. Travel and per diem costs for any Honorary Member recipient (honoree only) to attend the Annual Meeting will be paid by SON, while registration and banquet costs will be covered by the LAC.

D. **At least 7 months before the Annual Meeting (Jan 1):**

Send abstract submission information to the Web Editor (Appendix VI = example of information provided in "Call for Abstracts"). Plan for abstracts to be submitted electronically through the SON website to the Business Office, which processes Abstract Fees and forwards abstracts to the Program Chair. Technical editing of the abstracts is advisable, but not required. A Technical Editor for the program may be appointed if needed.

E. **At least 6 months before the Annual Meeting (Jan 15-Feb 1):**

Make sure the LAC Chair announces the meeting and Web Editor has abstract forms online for the members. Issues the "Call for Abstracts" with a deadline at least 4 months prior to the meeting. Finalize symposia, colloquia, and workshops. Instruct Chair of each session to finalize speakers, and confirm details of any financial needs. Consider emailing a letter and speaker reimbursement forms to each symposium, colloquium, and/or workshop Chair confirming the details of their respective session (see Appendices VII-IX).

F. **Four months prior to Annual Meeting:**

Develop the tentative full program. If meeting information (meeting room sizes, etc.) has not been supplied, request this from the Local Arrangements Committee Chairperson. Choose chairs and co-chairs for sessions and contact each by letter or e-mail. Set up meeting schedule for committees. Don't lock committees into a set time. Some require 15 minutes and others may require 2-3 hours.

Reminder:

G. **Three months prior to Annual Meeting:**

Send tentative program to Executive Board for review. Prepare banquet program in cooperation with the LAC Chair and Honors and Awards Chair. LAC or President-Elect (Program Chair) has program printed. Check with Honors and Awards Chair to see if award plaques have been ordered and/or received. **Note:** The programs for both the banquet and technical meeting usually are paid for by the LAC. The program Chair (President-Elect) may find it more convenient to have programs printed locally and pay for them out of the President-Elect's funds. The Program Chair and LAC Chair should

decide the course of action well in advance of the meeting. The LAC Chair may ask Sustaining Associates for contributions as Friends of the Society to support banquet activities. All expenses for honors come from the budget for the Honors and Awards Committee, except for meeting registration and banquet costs for an Honorary Member awardee, which are covered by the LAC.

H. **Two months prior to the Annual Meeting:**

1. Appoint a Resolutions Committee;
2. Nominate a person to fill the upcoming vacancy among Executive Board members, subject to approval by the current Executive Board (one vacancy occurs each year, if Executive Members serve their full three year term). The candidate is installed at the 2nd Executive Board meeting, but should be invited to participate in the 1st Executive Board meeting if they so choose, and be an Executive Liaison at about one-third of the committee meetings if needed;
3. Send entire technical program to Web Editor for posting on the SON website and send message to the SON listserv announcing that the program has been posted.

I. **Continuously:**

Prepare a list of items for the agenda for the 2nd Executive Board Meeting.

IV. ANNUAL MEETING:

- A. The President-Elect is installed as President at the end of the Annual Business Meeting and chairs the 2nd Executive Board Meeting.
- B. Finalizes agenda for 2nd Executive Board Meeting.
- C. Reviews the Society budget for the upcoming year and requests Executive Board approval.

V. FLOW CHART FOR HANDLING PROGRAM ABSTRACTS: (**Note:** The date of the Annual Meeting may differ considerably from one year to the next.)

- A. **Nine months prior to the Annual Meeting:** Requests from the Editor-in-Chief, *Journal of Nematology*, whether the format in which abstracts should be prepared has changed, and obtains an example (see Appendix VI) for use in issuing the “call for abstracts” form and sends the format to Committee Chairs comprising the Program Committee and the LAC Chair.
- B. **Six months prior to Annual Meeting:** Issue “Calls for this Abstracts” in conjunction with meeting announcement made by the LAC Chair. As abstracts are received by the Business Office, a copy is sent to the President-Elect for development of the program.
- C. **At least 2 months prior to the Annual Meeting:** Print the meeting program (abstracts included) and Awards Banquet program or, in collaboration with LAC Chair, provide electronic copies of both programs for printing at the meeting site by the LAC Chair (who typically pays printing costs as a meeting expense). The Program Chair is responsible for insuring that abstracts for the program of the annual meeting are properly formatted in JON style for later publication in the journal. This may be facilitated by providing a properly formatted example on the abstract submission page of the meeting website.
- D. **Two months prior to Annual Meeting:** President-Elect asks Web Editor to post the program on the website, and notifies members

of posting through the SON listserv.

E. **At least one month prior to the Annual Meeting:**

Remind Executive Board members, Chairs and Co-Chairs of paper sessions, symposia, colloquia, and any other special session chairs that the complete program is posted on the SON website. Reconfirm the program schedule and financial arrangements (if any) for the symposia speakers with Symposia Chairs.

Rejection of abstracts is usually handled by the Editor-in-Chief in consultation with the President-Elect. In cooperation with the LAC Chair, organize contributed paper sessions.

VICE PRESIDENT

The Vice President assumes office at the close of the Annual Business Meeting immediately following their election. The Vice President serves for one year and advances the following year to serve as President-Elect.

I. **GENERAL RESPONSIBILITIES:**

- A. Assumes office at the end of the Annual Business Meeting of the Society.
- B. Serves as a voting member of the Executive Board and presides in the absence of the President and President-Elect.
- C. Serves a one-year term.
- D. Serves as Chairperson of the Meeting Site Selection Committee (MSSC).
- E. Provides oversight for the composition and leadership of committees. Sends updated Standing Committee membership rosters (including Chairperson and Vice-Chair designations) to the President and Secretary. The Secretary then forwards the list to the Web Editor for website update.

II. **SPECIFIC DUTIES:**

A. **Annual Meeting:**

1. Cooperates as necessary with the President-Elect in organizing the program for the next Annual Meeting. Funds may be allocated for operation of the Vice President's office.
2. Coordinates meeting site plans and dates with the Local Arrangements Committee Chair for the Annual Meeting to be held two years hence. Confers with the Meeting Site Selection Committee to consider invitations for sites for future annual meetings, taking into consideration transportation, facilities, meeting rooms, environment, pre-meeting or post-meeting tours and entertainment, and anticipated costs.
3. At least four months prior to the meeting, appoints new members and fills vacancies in Standing Committees; designates the Vice Chair of committees. To identify interested persons, a COMMITTEE PREFERENCE FORM could be sent to the SON listserv with the Vice President's return email address. Also contacts all committee chairs for suggestions of potential new committee members. After contacting the Business Manager to confirm that nominees are members in good standing, makes appointments to committees; each member serves for three years (except when noted differently elsewhere in this document) and approximately one-third of the terms should expire annually. The constitution stipulates that appointments must be made at least 30 days prior to the meeting. Send letters or emails to appointees, with copies to the committee

Chair and EB liaison for the committee. Notify the Executive Board, and the new and reconfirmed committee chairs of the tentative new membership of the committees and advise all committee members, in writing, that although their term does not start until after the Annual Business Meeting, they should plan to attend the meeting of the committee (both retiring and tentative new members attend) at the Annual Meeting. Also note in your letter to members and chairs that if they are unable to attend the meeting, please notify the Vice President and committee chairs. Committees meet annually, but work on projects throughout the year to keep the Society functioning as an organization. Send updated committee rosters to the Web editor, President and Secretary.

4. **Meeting themes:**

Proposes the theme for the Annual Meeting two years hence, and makes and invites suggestions for themes for symposia, colloquia, discussion sessions, and workshops. Dedication of an annual meeting to a deceased member is a decision that occurs at the discretion of the Executive Board.

B. **Liaison to European Society of Nematology:**

Informs the President, Vice President, Secretary-Treasurer of the European Society of Nematology of the dates of all future Society of Nematologists' Annual Meetings, so that meeting dates are far apart from each other and attendance will be maximized.

SECRETARY

The Secretary is elected for a 3-year term and cannot serve more than one term. The Constitution requires the Secretary to assume office at the beginning of the 2nd Executive Board meeting, usually on the last day of the Annual Meeting of the Society. However, it has become a tradition to allow the incoming Secretary to attend the 1st Executive Board meeting as well that year as an observer to improve continuity. The Secretary cannot serve as another officer of the Society while Secretary.

I. GENERAL RESPONSIBILITIES:

- A. Serves as a voting member of the Executive Board. Keeps the minutes of the meeting of the Executive Board and the annual business meeting, and distributes the minutes to all members without undue delay.
- B. Maintains files of correspondence received and sent by Officers and other members of the Executive Board.
- C. Calls for nominations of officers for the Society and the Nathan A. Cobb Nematology Foundation, conducts the annual election, and notifies the President of the Society and the Chairperson of the Foundation of the results of the election as soon as possible.
- D. Maintains and updates the Manual of Operations and the Constitution & By-Laws of the Society.
- E. Forwards records to the Archivist of the Society.
- F. Serves on the Board of Directors of the N.A. Cobb Foundation.
- G. Prepares the annual report of the Secretary, including a statement regarding the status of the Archives.

II. SPECIFIC DUTIES:

A. **Minutes:**

As soon as possible after the Annual Meeting, prepare minutes of the annual business meeting and the first and second Executive Board meetings; include all motions, votes and the most essential discussions. Send copies of the minutes to the Executive Board. Ask for approval of the Executive Board minutes and then forward the minutes to the Web Editor for publication on the Society website. At least **60 days** before the Annual Meeting, post the DRAFT VERSION minutes of the previous year's Business Meeting on the Society website. Notify members via the SON listserv that a draft of the minutes is posted on the website, and should be reviewed in preparation for correction and approval at the upcoming Business Meeting, followed by publication on the Society website. Keep both the original minutes as taken at the annual meeting and the condensed versions on file.

B. **Annual election:**

The single-most important duty of the Secretary is to coordinate the annual election of officers for the Society and the Cobb Foundation. This includes several time-consuming steps and experience has shown that it is best, and sometimes essential, to execute each step without delay to meet the deadlines stipulated in the Constitution. The Secretary should confer with the President regarding the appropriateness of the time line for solicitation of nominees and conduct of the online election. The Secretary should confer with the Chairperson of the Cobb Foundation regarding upcoming vacancies for elected Foundation Board members. The Secretary should inform the web site editor of the approximate time frame needed for the online balloting. (The timelines set forth in the Constitution were based on mailing of paper ballots and manual counting, so pending a change to that language approved by the membership, in practice there is some flexibility in the times listed below.)

1. **Solicitation of nominees:**

Nominations for those officers to be elected must be sent to all members of the Society in time to allow the nominations to be returned not less than **120 days** prior to the Annual Meeting. The call for nominations is posted to the SON listserv with a deadline for receipt of responses, a reminder to first consult nominees for their willingness to serve, and a reminder to reply to the Secretary not the listserv.

2. **Selection of candidates for the final ballot:**

All nominees must be willing to run for office. The Secretary and President may divide the list of nominees for Society offices and contact each one to determine their willingness to run for office. The Constitution provides for two nominees to be placed on the final ballot for each office. One candidate is the nominee who has received the greatest number of nominations from the membership. The other candidate is determined by vote of the Executive Board. The Secretary requests email submission of a biographical sketch (approximately 1,750 characters excluding spaces) and a digital photograph from each candidate for use in developing the final ballot. The Secretary provides the Cobb Foundation Chairperson with the list of nominees, including the number of nominations each received. The Chairperson then contacts selected nominees to confirm their willingness to run for office, requests a biographical sketch and digital photograph from each candidate (same format as candidates for Society offices), and forwards

the biographical sketches and photographs to the Secretary.

3. **Preparation of electronic balloting:**

The electronic ballot must be made available to all members not less than **60 days** before the Annual Meeting, via the SON website. The Secretary, in consultation with the web editor and President of the Society and Chairperson of the Cobb Foundation, sets up the electronic ballot and approves its appearance before the election is announced and “goes live.”

4. **Tabulation of ballots:**

The Constitution requires the President to appoint an Ad Hoc Elections Committee, which includes at least one member of the Society and one other person to keep track of vote counts online. In years when the Cobb Foundation is electing officers, it makes sense for the Cobb Secretary to independently verify the number of votes recorded on the website. The number of votes received by each candidate is confidential. The Secretary should report the vote totals for each Society candidate only to the President, and for each Foundation officer only to the Chairperson of the Cobb Foundation. A written report that includes the vote tallies is filed only with the Archivist. The President notifies the new Society officers by phone and by letter with copies to the Executive Board. The President should include a printed copy of duties of the office as a courtesy even though these are available at the website. The Cobb Foundation Chairperson similarly notifies the new Foundation officers. The annual report of the Secretary should include the names of the newly elected candidates and the total number of ballots received but not the number of votes received for specific candidates.

C. **Manual of Operations:**

It is the responsibility of the Secretary to update the Manual of Operations as needed to reflect changes in Executive Board policy. Since the manual is posted on the Society website, updated versions need to be provided to the Web Editor in a format that minimizes website maintenance costs.

Each officer modifies the section of the manual describing his/her office but the Secretary has authority to make changes to improve style uniformity within the manual.

D. **Checklist for the Annual Meeting:**

1. Prepare the Secretary’s annual report and send to each member of the Executive Board.
2. Three weeks before annual meeting, prepare minutes of electronic Executive Board meeting. If necessary, remind President to call for adjournment of electronic Board meeting. Two weeks before the meeting, email draft minutes of electronic meeting to Board, so minutes can be amended and approved at the First Executive Board meeting.
3. Review minutes and correspondence. Discuss planned agenda of new and old business with the President, determine if a Consent Agenda will be utilized in the First Executive Board meeting, and identify any overlooked topics. Request that the agenda include approval of minutes of the electronic Board meeting.
4. Confirm files are in order, prepare checklist and set aside any documents and handouts for the meeting.
5. Request names of members that died that year from Executive Board members, then compiles and sends the list to the President to announce at the Annual

Business Meeting.

E. Within one week following the Annual Meeting:

Obtains a list of new Executive Board members (including preferred email address), *Journal of Nematology* editorial staff, committee members, honorary members, fellows, awardees, future meeting sites and (if amended) the Constitution and sends to the Business Office; Forwards reports of Officers, Executive Board Members, Committee Chairs, and Representatives to Affiliated Organizations (saved in searchable.pdf format) to the Web Editor and Business Office for uploading to the website.

F. Maintain official letterhead:

Following the Annual Meeting, update the Society's electronic letterhead to reflect new and transitioning officers. Forward updated version to the President, President-Elect, Vice President, Treasurer and Business Office.

G. Material provided to Archivist:

Documents provided to the SON archivist include printed copies of : Agendas and minutes of the First, Second and electronic meetings of the Executive Board (including all motions and votes) and the Annual Business Meeting; annual reports of officers, committee chairs, and representatives to affiliated organizations; list of deceased members for each business year; copies of ballots and results of officer, N.A. Cobb Foundation, and any special elections such as proposed constitutional amendments (including vote tally); committee roster for each business year; any miscellaneous documents pertaining to Society business that are distributed to the Executive Board or membership during the year.

H. Misguided requests:

1. Stationery: The Society no longer prints or purchases letterhead or stationery.
2. Address changes: Refer requests to the Business Office and the Web Editor.
3. Society Membership Directories: Directories are no longer printed by the Society. Refer requests to the Business Office or direct to the society web page.
4. Society membership lists and mailing labels: Refer requests to the Business Office, which provides these services for a nominal fee.
5. Letters of commendation and for resolutions: Forward requests to the Honors and Awards Committee.

TREASURER

The Treasurer is elected for a 3-year term. The Treasurer assumes the responsibilities of the office following their installation at the Business Meeting at the Annual Meeting of the Society. The Treasurer is a voting member of the Executive Board and Chairperson of the Finance Advisory Committee. An individual may not serve as Treasurer more than one term and cannot serve in another office of the Society during the term as Treasurer.

I. GENERAL RESPONSIBILITIES:

The Treasurer, working with the Business Management Office and in consultation with the Executive Board, is responsible for managing the business of the Society.

- A. The Treasurer has the following responsibilities:
 1. Paying all bills encumbered by the Society.
 2. Planning for and investing the reserve funds of the Society.
 3. Recommending appropriate charges related to the Journal of Nematology.
 4. Recommending fees for regular member and student member dues.

- B. In consultation with the Executive Board, the Treasurer is responsible for:
 1. Preparing the annual budget of the Society for approval by the Executive Board. It is prudent to project several years out and develop budgets for the upcoming year as well as the year to follow. Realistic levels of inflation should be incorporated into expenditures and changes in income should be included. This future projection will highlight trends in expenditures that might otherwise go unnoticed. Projection will allow for budget modification and reevaluation when necessary.
 2. Recommending for the efficient and prudent fiscal management of Society affairs on all matters pertaining to immediate and long-term financing.

- C. In relationship to the Membership of the Society, the Treasurer prepares an annual Treasurer's report and submits this to the Executive Board and to the Web Editor for publication.

- D. In relation to the Business Management Office, the Treasurer is responsible for the following:
 1. Maintaining communication as to the status of accounts, account balances, membership rolls, JON invoices.
 2. The Business Management Office maintains the membership roll. Previously, the Treasurer ensured the accuracy and completeness of the membership database. The Business Management Office maintains the list of current and new members. Contact information changes are made via the Business Management Office or the web. The Treasurer has little activity in this area currently.
 3. The Business Management Office will contract with a CPA to conduct an annual review. The CPA will submit the Federal and Maryland Tax Forms.
 4. contract expires.

- E. The Treasurer will serve on the Board of Directors of the N.A. Cobb Foundation.

II. PRELIMINARY OPERATIONS:

Prior to assuming the office, or immediately thereafter, the Treasurer-elect has the following duties:

- A. Secure coverage on Society's fidelity bond.
 1. Have the new Treasurer's name added and former Treasurer's name deleted.
 2. Insure that the level of coverage is appropriate to the needs of the Society.

- B. Change the name and contact address with the Society's financial institutions.
 1. Request and complete Change of Authorized Signature and Change of Address forms for the operating checking account (currently held at US Bank) and the second "receiving checking account" used exclusively for receipt of electronic fund transfers (EFTs) (established with US Bank in June 2015).
 2. Request and complete Change of Authorized Signature and Change of Address

forms for the investment account (currently held with Wells Fargo).

- C. Ensure that there is an adequate supply of checks for the next year.

III. ROUTINE OPERATIONS:

Since specific details of the various operations of the Treasurer's Office are subject to change, only general operating procedures are covered herein. The following operations are performed frequently without restrictions of the calendar:

- A. Pay all bills promptly.
 - 1. Generally pay only on invoices or as reimbursements for receipts provided.
 - 2. Direct payments to individuals, in the absence of receipts, may carry tax liability for the recipient and a reporting/withholding burden for the Society. In general, the Society does not provide honorariums to invited speakers but reimburses them for expenses. The Society travel awards may be construed as "reimbursements" for travel since they are not provided until the awardee is at the meeting. The Best Student Paper cash awards are made to the individuals and may carry tax liability for the recipient. The awardee may wish to consult a tax advisor but the Society does not need to report the award.
 - 3. The support provided to the EIC is not a stipend for the EIC but rather support provided to the EIC to assist in the EIC duties. It is best to receive an invoice payable to an institution rather than to an individual to avoid a reporting/withholding burden for the Society.
- B. Record all transactions in the financial program (Quicken).
 - 1. Maintain accurate records by keeping a copy of the invoice and attaching the bottom portion of check to the invoice. For those electronic charges (currently web hosting and bank card fees), do the best you can.
- C. Reconcile financial statements monthly or at least quarterly with the Business Management Office financial statements.
- D. Perform operations regularly in order to conduct business smoothly. Often Society business does not require more than a few hours a month to pay bills and reconcile accounts.
- E. Prepare the annual budget.
 - 1. Generate summaries of the past 12 month's income and expenditures. This information can be gleaned from the Treasurer's Quicken file or by requesting the information from the Business Management Office. Using information from both sources provides a good check.
 - 2. Contact the Honors and Awards Committee to determine if an Honorary Member is to be named. If there will be an Honorary Member named, ask the committee to estimate the airfare that will be needed for that person to attend the SON meeting at which they will be recognized.
 - 3. Contact the Honors and Awards Committee to determine if an Honorary Member is to be named. If there will be an Honorary Member named, ask the committee to estimate the airfare that will be needed for that person to attend the SON meeting at

which they will be recognized.

4. Project several years forward in addition to developing the budget for the upcoming year. This future projection will highlight trends in expenditures that might otherwise go unnoticed. Projection will allow for budget modification and reevaluation when necessary.

IV. SOCIETY FILES:

- A. Blank checks
- B. Copies of checks written and associated statements
- C. Financial reconciliation reports
- D. Backup disks for Quicken files
- E. Records for investment CDs
- F. Old files from previous Treasurer

V. TREASURER CALENDAR:

January

- Remind Industry Committee Chairperson to solicit dues from current and prospective Sustaining Associates.
- Verify with Business Office that reminder notice has been sent to members in arrears.

March

- Verify that the CPA has filed Federal Tax Form (due 15th May).
- Verify that the Maryland Tax Form has been filed (due 15th May).

June

- Contact the chair of the Honors and Awards Committee to see who will receive checks at the Annual Meeting.
- Remember to bring checks for travel awards to the meeting.

July

- Prepare annual report for presentation at the Annual Meeting. Send a copy to each member of the Executive Board and the Finance Advisory Committee two weeks prior to the Annual Meeting.
- Make copies of the Treasurer's Report (financial statement) to be distributed at the Annual Business Meeting.
- Outline a budget for the next fiscal year for presentation at the 2nd Executive Board meeting.

October

- Verify that renewal notices have been sent to the membership.
- Contact Chairperson of the Industry Committee to review the status of the Sustaining Associates.

- Send a list of the Sustaining Associates for the next year to the Editor-in-Chief for printing in the March issue of the Journal of Nematology.

November

- Verify that renewal notices for dues have been sent to the membership.
-

EDITOR-IN-CHIEF, *JOURNAL OF NEMATOLOGY*

The Editor-in-Chief is appointed by the Executive Board for a three-year term and can be reappointed for two consecutive one-year terms at the discretion of the Executive Board.

I. GENERAL RESPONSIBILITIES:

- A. Serves as a voting member of the Executive Board.
- B. Assumes office of Editor-in-Chief (Editor-in-Chief) as the retiring Editor completes the December issue of the journal.
- C. Prepares and submits an annual report to the Executive Board, Editorial Board, and Associate Editors.
- D. Is the presiding officer of the Editorial Board of the *Journal of Nematology*.
- E. Notifies the President of their resignation as Editor-in-Chief in advance. Assists the President in nominating a Senior Editor who edits some manuscripts during the Editor-in-Chief's third or last year and some abstracts.
- F. Hires a Technical Editor. The salary for the Technical Editor is determined by the Editor-in-Chief, subject to approval of the Executive Board during the process of approving the budget for the *Journal of Nematology*. The Technical Editor assists in editing manuscripts, prepares manuscripts for publication, proofs page proofs, and prepares the index. A separate indexer may also be hired. The Editor-in-Chief may hire a part-time, editorial assistant for processing manuscripts and other correspondence.
- G. Upon completion of each volume of the *Journal of Nematology*, .pdf files of the four issues are provided to the current contact at The Florida Center for Library Automation and uploaded to their website (<http://journals.fcla.edu/jon>) where it is freely available. In addition, high resolution final proofs are made available by the Sheridan Press Production Editor for indexing by PubMed, CNKI (China), and other indexing services.

II. RESPONSIBILITIES AS PRESIDING OFFICER OF THE EDITORIAL BOARD:

- A. Appoints members to the Editorial Board, subject to Executive Board approval. Editors serve for three-year terms.
- B. Establishes in consultation with the Editorial Board and Technical Editor, and with approval by the Executive Board, the general editorial and publication policies for the *Journal of Nematology*. These policies are summarized in the March issue of the *Journal of Nematology*.
- C. Is responsible for the policies and procedures of the Editorial Board relative to the receipt, review, editing, and acceptance of manuscripts.
- D. Consults with the Treasurer and President on matters pertaining to the manufacture and publication of the *Journal of Nematology*, with deference to the Executive Board.
- E. Publication schedules are established by the Editor-in-Chief and the Treasurer, subject to Executive Board approval.
- F. The publishing company for the *Journal of Nematology* is recommended by the Editor-in-Chief and approved by the Executive Board. Rates are agreed to each year.
- G. Properly-submitted abstracts should not require editing before publication in the journal. The Program Chair is responsible for insuring that abstracts for the program of the annual meeting are properly formatted for publication in the journal.
- H. Appoints the Chair of all Ad Hoc Special Publication Committees when such committees are approved by the Executive Board.

III. INTERIM DUTIES FOR THE *Journal of Nematology*:

- A. Provides a white copy of the table of contents for each issue of the *Journal of Nematology* to:
- Current Contents
Institute for Scientific Information
325 Chestnut Street
Philadelphia, PA 19106
(Sheridan Press currently handles this.)
- B. **In December:**
1. Updates as necessary INFORMATION FOR CONTRIBUTORS published in each March issue of the journal.
 2. Sends the *Journal of Nematology* printer a summarized Statement of Ownership for the March issue.
- C. **In March, but as needed:**
1. Updates the list of Sustaining Associates as provided by the Treasurer and/or the Chair of the Industry Committee. The new list should appear in the June issue of the *Journal of Nematology*.
 2. Sends cover changes to printer whenever changes are needed (copy to the Technical Editor).
- D. **Prior to Annual Meeting:**
1. Prepares a list of nominees to fill vacancies of the Editorial Board to present to the Executive Board.
 2. Prepares an annual report (see attached).

IV. EXAMPLE of STATEMENT of OWNERSHIP, MANAGEMENT and CIRCULATION for *Journal of Nematology*:

Title of Publication: JOURNAL OF NEMATOLOGY

Location of Business Office: Society of Nematologists (followed by current Treasurer's name and address) Publisher: Sheridan Press
Editor: (Current Editor-in-Chief's name and address) Owner: Society of Nematologists, Hyattsville, Maryland Bondholders or other Security Holders: None

Change in status of nonprofit status during last 12 months: None

V. GUIDELINES FOR SPECIAL PUBLICATIONS:

The Executive Board has adopted a procedure (12 November 1979) whereby special manuscripts may be published by our Society. The procedure for these special publications follows.

- A. **Author Responsibilities:**
1. Submit complete manuscript (in proper style and format for *Journal of Nematology*) to Chair, Ad Hoc Committee for Special Publications.
 2. Suggest a printer.
 3. Offer a mechanism for covering cost of your publication.
- B. Ad Hoc Committee evaluates paper and offers recommendation to Executive Board as to publication and printer.

- C. Executive Board accepts or rejects Ad Hoc Committee recommendation. Final selection of printer and means of finance is determined by Executive Board.
- D. If approved for publication, manuscript is submitted to the Editor-in-Chief for the *Journal of Nematology* who will decide on procedures and reviewers for the manuscript.
- E. The Chair of a given committee and the Chair of the Ad Hoc Special Publications Committee will do final editing and work with printer in publishing the manuscript.
- F. The Subject-Matter Committee Chairman will be responsible for sales and/or distribution of copies of the publication.

VI. SPECIFIC PROCEDURES FOR EDITOR-IN-CHIEF:

A. **Manuscript processing:**

1. The Editor-in-Chief is notified by email when a new manuscript is submitted to the PeerTrack system. The Editor-in-Chief views the submission and determines if it is acceptable for assignment to a subject matter editor. If it is acceptable to be sent out for review the Editor-in-Chief assigns it to an editorial board member (hereafter Oversight Editor), who assigns the manuscript to the two peer reviewers. The Editorial Board member should be one with sufficient expertise to edit the manuscript. Do not send manuscripts to Editorial Board members or reviewers with obvious conflict of interest: e.g., supervisors, recent Ph.D. advisors or students, frequent co-authors, or employees of the same institution, present or former spouses, etc. At this time, the Editor-in-Chief should also examine the abstract to see that it is short enough and that the key words are alphabetized. The Editor-in-Chief should examine the figures and describe any obvious problems in them to the Oversight Editor.
2. The Editor-in-Chief must constantly strive to identify new reviewers and keep a reviewer database, listing subject matter expertise. Do not send the manuscript to reviewers with the above conflict-of-interest problems, or to reviewers identified in the cover letter from the contact author as to having already reviewed the ms. Authors may suggest reviewers during the on-line submission process. Rarely, however, should two reviewers suggested by the author be used.

B. **Manuscript editing:**

The reviewers enter their comments regarding the manuscript on the PeerTrack website, and these are available to the Oversight Editor, who renders a decision regarding acceptability of the manuscript based on reviewer's comments.

C. **Receipt of edited revised manuscript from Technical Editor:**

1. The Editor-in-Chief examines the manuscript as received from the Technical Editor putatively ready for the printer. The Technical Editor often has several queries for the Editor-in-Chief. In addition, the Editor-in-Chief examines all changes on the revised manuscript made by the Oversight Editor and the Technical Editor and makes any changes, corrections, or additions. In addition, the Editor-in-Chief closely examines the title page, key words and figures, to spot any obvious deficiencies. If any serious problems remain, the authors may have to be contacted.
2. The Editor-in-Chief collects accepted revised manuscripts until enough are available to complete and issue one month before publication of the issue, at which time the batch may be released to the printer. Accompanying each

group of manuscripts forwarded to the printer is a Table of Contents and cover material for the issue, and the email address of the contact author, to whom the printer will email the page proofs. The Table of Contents may begin with a lead article or the Editor-in-Chief may instead arrange the papers in topical areas. See a recent Table of Contents as an example. The Editor-in-Chief sends the publisher a copy of the contents and the other cover material by email or ftp. The Technical Editor will later insert the page numbers on the Table of Contents. The Editor-in-Chief informs contact authors when to expect page proofs by e-mail. All authors receive proofs directly from the publisher by email. Proofs are accompanied by Instructions for Processing.

3. The Editor-in-Chief works directly with the publisher in transferring finalized manuscripts and front matter. When page proofs are prepared, the Editor-in-Chief is copied on emails to corresponding authors and insures that all proofs are returned to the publisher promptly. The Editor-in-Chief works with the publisher regarding questions about corrections indicated by the corresponding author.

D. **Page proofs:**

Authors receive page proofs by email and return their corrected proofs, or detailed list of necessary corrections to the Technical Editor. The Technical Editor receives all corrected proofs from authors. The Technical Editor then transcribes all corrections from all authors and sends them to the printer.

E. **Revised proofs:**

The Editor-in-Chief receives revised proofs from the printer and compares the changes made to those inserted by the Technical Editor on the original proofs. Any changes that are still errors are indicated as such. The Editor-in-Chief sends the revised proofs to Sheridan Press.

F. **Second revised proofs:**

The Editor-in-Chief receives these from the printer and examines the changes made in the revised proofs and sends them to the printer.

G. **Bluelines:**

The Editor-in-Chief receives notification that final proofs are available for inspection from the printer and examines all aspects of the Journal, paying particular attention to figure quality, and approves them for the printer within two days of receipt.

H. **Special changes:**

The Editor-in-Chief forwards appropriate changes for particular issues. For example in March, the "Information for Contributors" page must be included.

VII. TIPS FOR EDITOR-IN-CHIEF:

A. **As Senior Editor:**

1. Think about joining Council of Biology Editors (<http://www.cbe.org/>).
2. Try to read everything possible about editing and running a journal, because there won't be time later on.

B. **Before Annual Meeting:**

1. Prepare list of proposed new editorial appointments.
2. Order new copies of CBE style manual, so that new Editorial Board members can get a fast start.
3. Prepare the annual report for the previous calendar year, including statistics about manuscripts received and rejected for *Journal of Nematology* for the two previous years, acknowledgment of ad hoc reviewers, thanks for departing

Editorial Board and Associate Editors, and acknowledgment of incoming Editorial Board.

4. Identify weak subject matter or geographical areas of the editorial staff and ask appropriate Editorial Board members for assistance in identifying candidates.

C. **At Annual Meeting:**

1. At Executive Board meeting, ask for approval of suggested new Editorial Board members and Associate Editors. Propose several alternates in case people decline.
2. Ask proposed editors to serve.
3. Thank all Editorial Board members and Associate Editors and ask for comments about the way things are going.
4. Thank all people who have provided manuscript reviews in past year.

D. **Shortly after Annual Meeting:**

1. Send copies of Editorial Board instructions to new Editorial Board members, including Editorial Board philosophy, reviewers' instructions, and sample letters for reviewer exchange, acceptance, and rejection. Also thank members for volunteering to serve.
2. Think about some new editors for appointment at the next annual meeting. Groom them by sending each a few manuscripts during the upcoming 12 months to see how they do.
3. Send the *Nematology Newsletter* editor a condensed version of annual report and a "Journal of Nematology News" column consisting of the abridged minutes of the Editorial Board meeting and information about any decisions made by the Executive Board that will impact the journal.
4. Thank new Associate Editors and send them copies of the Instructions for Associate Editors.
5. Send the editorial staff copies of full minutes of Editorial Board meeting, and a current list of *Journal of Nematology* editorial staff addresses.

E. **Constantly:**

1. Pay attention to all nematological literature to identify new reviewers (and encourage their membership in the Society!).
2. Periodically review manuscript database to identify potentially lost or delayed manuscripts.
3. Because the Treasurer is the publisher of the *Journal of Nematology*, send them copies of promotional assistance literature that crosses the Editor-in-Chief's desk.
4. Make additions to author style manual, Editorial Board instructions, Associate Editor Instructions, and reviewer instructions as needed. Consult the Technical Editor and printer before and after making additions or changes in Style Guide.
5. Think about ideas for pieces for *Journal of Nematology News* section of the *Nematology Newsletter*.

F. **Miscellaneous:**

1. The Editor-in-Chief has the responsibility to not burden the system down with patently bad work. If the manuscript is obviously not capable of being published, reject it without peer review. It is not fair to the editorial staff to do otherwise. However, if the work is from developing world authors, the Editor-in-Chief may wish to send the manuscript through the system for pedagogical reasons; in such cases the reviewers and Oversight Editor should be instructed accordingly.

2. Let authors who submit manuscripts yet fail to provide reviews know that they are not behaving responsibly.
3. Although technical consistency is extremely important, guard against senseless rigidity. Never allow science to be sacrificed at the expense of technical rules; if good grammar and good science conflict, sacrifice the grammar.

VIII. BASIC PHILOSOPHY AND RESPONSIBILITIES FOR EDITORIAL BOARD MEMBERS:

- A. The primary responsibility of an editor is to the readers of the published manuscript. Readers deserve manuscripts that contain sound science and that are clearly and readily understood. In a case of having to judge between the readers' interests and the authors' interests, generally lean towards the readers.
- B. The second greatest responsibility of an editor is to the authors of a manuscript. Authors are concerned primarily with speed, fairness, honesty, and friendliness. Nag slow reviewers. Edit manuscripts promptly. In the case of delay, send email queries to reviewers and keep authors aware of current status. By fairness is meant the ability to say "no" to friends and "yes" to scientists with whom you have disagreed historically, whether they are authors or reviewers. Be truthful when dealing with authors; do not deceive them into thinking that their research will be accepted when there is no hope, nor be highly critical when all that is required is a slight revision. Occasionally, you will cause great disappointment in authors; at such times be sympathetic and encouraging. Not one single letter should be written to an author without complimenting the research in some way. If a review is overly caustic or contains personal remarks, send it back to the reviewer and/or edit the review before sending it to the authors.
- C. The third responsibility of an editor is to the Editor-in-Chief, who must be kept informed of the progress of the manuscripts through the editorial system and the quality of the reviews provided by ad hoc reviewers and editors.
- D. The final responsibility of an editor is to yourself. The bottom line: do not take remarks from anyone personally.
- E. Lastly, in this entire affair, remember that absolute truth is often hard to determine. Nearly every comment of a reviewer, editor, or author is capable of being rebutted by an author or reviewer.

IX. PROCEDURES AND INSTRUCTIONS FOR EDITORIAL BOARD MEMBERS AND GENERAL ROUTING OF MANUSCRIPTS:

- A. **Receipt and transmission to reviewers:**
The Editor-in-Chief receives notification by email that a new manuscript has been submitted. The Editor-in-Chief logs into the PeerTrack system and views the submission, checking that it is appropriate subject matter and properly formatted for the journal, and then assigns it to themselves. Once the manuscript is in the system the Editor-in-Chief, assigns it to the appropriate subject matter Editor who chooses two reviewers and assigns the manuscript to them...
- B. **Receipt by Oversight Editor and nagging of reviewers:**
The subject matter Editor receives notification by email that they have a new assignment in PeerTrack from Editor-in-Chief. Prompt action on the part of Editorial Board members in sending manuscripts out for review can greatly decrease the length of time to publish manuscripts submitted to *Journal of Nematology*. If a reviewer does

not respond, then the manuscript should be forwarded to a new reviewer. All data on reviewer selection and times for completion of reviews are tracked in the PeerTrack system and reports can be generated by the Editor-in-Chief at any time to evaluate authors, reviewers, and editors performance.

- C. **Receipt and evaluation of reviewed manuscripts by Oversight Editor:** The Oversight Editor should acknowledge receipt of the reviewed manuscript from the reviewer and thank them for the review. The Oversight Editor reads the manuscript and evaluates it. Four scenarios are possible with respect to manuscript evaluation.
1. Both reviewers recommend rejection: In this case, the Oversight Editor must reject the manuscript.
 2. Both reviewers recommend acceptance, the Oversight Editor agrees: In this case, the manuscript is accepted.
 3. One reviewer recommends rejection, one acceptance: In this case, the Oversight Editor has two options. The Oversight Editor can make the acceptance or rejection decision based upon the judgment of the Oversight Editor, or the Oversight Editor can send it to a third reviewer for further evaluation. Sending the manuscript to a third reviewer creates a plurality for acceptance or rejection; however, the production time of the manuscript is usually delayed.
 4. Both reviewers recommend acceptance, the Oversight Editor disagrees: This is a difficult situation. The Oversight Editor should discuss this situation with the Editor-in-Chief, not only for this manuscript in particular but also the appropriateness of using the same reviewers on the same manuscript in the future. (**Note:** The Oversight Editor is free to seek the guidance or opinion of the Editor-in-Chief in matters pertaining to the acceptability of a manuscript or anything else pertaining to the *Journal of Nematology*).
- D. **Processing of rejected manuscript:**
The Oversight Editor composes an email in PeerTrack stating to the authors that the manuscript is not acceptable for publication in the *Journal of Nematology* and briefly stating the reasons for this decision. The cover letter should be polite, should not use the word “reject,” should include a statement of appreciation for the work represented by the manuscript, and should encourage future submission of the author’s work to the *Journal of Nematology*. The Oversight Editor ensures that the PeerTrack system includes comments and links to any uploaded marked documents provided by reviewers. The Oversight Editor insures that reviewers are blind copied on email correspondence on manuscripts they have reviewed. Under no circumstances are the names of reviewers to be given to authors or other reviewers.
- E. **Editing of accepted manuscript:**
1. The Oversight Editor edits the accepted (or conditionally accepted) manuscript, and carefully considers the notations, comments, questions, deletions, and other suggestions recommended by the reviewers. They also thoughtfully adds their own recommended changes to the manuscript. This is the process that has the greatest impact upon the quality of a publication and should be the most time consuming action of an editor if an editor is doing a good job. Editors should not attempt to rewrite the ms in accordance with the Oversight Editor’s own style; however, changes should be made in order to reduce wordiness or the use of passive voice and to improve clarity.
 2. Notification is then sent to the contact author through PeerTrack. The email

notification states that the manuscript has been accepted, and usually includes statements of acceptance provided certain problems have been addressed. The Oversight Editor can state: "I am pleased to inform you that the manuscript is acceptable for publication in the *Journal of Nematology* provided that the usual revisions are included." If a major revision is needed, then an indication of acceptance should not be stated in the email. The email also should include specific changes, suggestions, deletions, reinforcement (or downplaying) of points raised by the reviewers, and other recommendations of the Oversight Editor. Authors should be specifically instructed as to which points authors are required to address (either fix the manuscript accordingly or else successfully rebut the comment), which points can be addressed at the author's option, and which points raised by the reviewers should not be addressed. The last instructional line of the cover letter requests that the authors upload a revised manuscript to the PeerTrack website.

3. The Oversight Editor also blind copies this email of the review to each reviewer. The Editor-in-Chief can provide the Editorial Board with a model of a form letter to be used for this purpose.
4. Under no circumstances are the names of reviewers to be given to authors or other reviewers. If necessary, the DE should explain to a reviewer why a manuscript evaluated as deserving rejection was accepted. If necessary, the DE should also send specific comments to the reviewers about their reviews, tempering criticism with statements of thanks and appreciation. Also, the Oversight Editors thank reviewers they've worked with closely at the Annual Meeting.

F. Receipt of revised manuscript from author by Oversight Editor:

1. The Oversight Editor examines the revised manuscript submitted by the author on the PeerTrack website. If the revision still needs additional evaluation, then the Oversight Editor may, at their option, send the ms to an original or new reviewer, and based on the recommendations of the reviewer, could send the manuscript back to the author for additional revision. This action rarely happens at this stage of the review process. If the Oversight Editor believes that the revision is not satisfactory, then the revision is sent back to the author with comments indicating the problems that remain with the manuscript and the means for resolving them. Authors are responsible for addressing the points raised by the reviewers and Oversight Editor either in the revised manuscript or in the return email to the Oversight Editor. If, during the process of revision, the authors ignored significant, specific points, then the Oversight Editor should seek additional revision.
2. If the Oversight Editor finds the revision satisfactory, then they notify the corresponding through the PeerTrack system that the manuscript is accepted for publication and thanking them for publishing in the *Journal of Nematology*.

G. Further processing:

1. The paper is now in the Editor-in-Chief's hands. The Editor-in-Chief accumulates all revised manuscripts that will comprise an issue and releases them through the PeerTrack system to the Technical Editor. **Note:** At this stage, the Technical Editor usually has a few additional minor questions about manuscripts, which are addressed by the Editor-in-Chief. In very rare instances, a manuscript still may have to be returned to the author for a bit of revision and in a few other instances (ca 10% of all manuscripts), the Editor-in-Chief may have to contact the Oversight

- Editor or author about a certain point the Technical Editor has raised.
2. The Editor-in-Chief then approves final versions of the manuscripts for production. Page proofs are sent to authors and the Editor-in-Chief for corrections. Sheridan Press corrects proofs and sends out new proofs to the Editor-in-Chief, who looks at all corrections and notifies Sheridan Press of any last-minute changes before the final press run.

X. MISCELLANEOUS RESPONSIBILITIES OF EDITORIAL BOARD MEMBERS:

A. **Keeping authors informed about the review process:**

In the event of an unusual delay during the review process, e.g., delay in review or vacation by an Oversight Editor or Editor-in-Chief or Technical Editor, then the Oversight Editor should inform the contact author of the reason for the delay and express appropriate regrets and thanks for patience.

B. **Reminding authors of deadlines in returning revisions:**

It is *Journal of Nematology* policy that, after a manuscript has been returned to an author for revision, the author has 2 months. The Oversight Editor has the responsibility of informing the author of this fact if a revision has not been received. After 2 months has elapsed the manuscript is considered “withdrawn” and will have to be resubmitted as a new manuscript if publication in *Journal of Nematology* is desired.

C. **Return of abrasive reviews to Reviewers:**

Reviewers should maintain a polite attitude throughout their reviews. Offensive, abrasive, or otherwise nasty remarks will not be tolerated. The Editor should reject all such reviews. To speed up production, the DE has the option of removing the offensive passages and sending the review to the contact author. Inform the Editor-in-Chief of offensive reviewers.

D. **Providing input to Editor-in-Chief about the entire review process:** Editorial Board members are strongly encouraged to evaluate current *Journal of Nematology* practice with respect to all phases of manuscript review, processing, and printing and make appropriate suggestions to the Editor-in-Chief. The Editor-in-Chief welcomes suggestions for new reviewers at all times.

EDITOR, *NEMATOTOLOGY NEWSLETTER*

The Editor of the *Nematology Newsletter* is appointed by the Executive Board for a 3- year term. The individual may be reappointed for two additional consecutive 1-year terms. The new Editor assumes office on January 1 following appointment.

I. GENERAL RESPONSIBILITIES:

- A. Serves as a Member of the Executive Board and participates in meetings of the Executive Board at Annual Meetings of the Society.

II. SPECIFIC RESPONSIBILITIES:

- A. Establishes the general editorial and publication policies for the *Nematology Newsletter* in consultation with the Executive Board.
- B. Edits material submitted by individuals for publication in the *Nematology Newsletter*.
- C. Maintains a list of *Nematology Newsletter* correspondents, requesting information from them when necessary. Also sends out a notice to the membership via SON listserv requesting news items approximately 3 weeks prior to publication.
- D. Produces and distributes the *Nematology Newsletter* four times per year. These issues are sent to the membership via an e-mail attachment to the SON listserv and posted on the Society website by the end of March, June, September, and December.
- E. Prepares an annual report and submits it to the President prior to the Annual Meeting of the Society.

III. GENERAL ITEMS TO INCLUDE IN NEWSLETTERS:

- A. **PLACEMENT** listing positions available and positions wanted.
- B. **FROM THE PRESIDENT** column.
- C. **LIST OF SUSTAINING ASSOCIATES**
- D. **OBITUARIES** or **IN MEMORIAM** of nematologists are accepted for publication in the *Nematology Newsletter*. Obituaries (including photograph, if available) for Fellows and Honorary Members of the Society are to be forwarded to the Editor-in-Chief of the *Journal of Nematology* for publication.
- E. The following sections may be included if appropriate items are submitted
 - 1. Editor's Corner
 - 2. Forum
 - 3. Society Business
 - 4. *Journal of Nematology News*
 - 5. People and Places
 - 6. Other News
 - 7. Coming Events
 - 8. Calendar
 - 9. Book Reviews
 - 10. From AIBS
 - 11. Awards and Honors
 - 12. Committees
 - 13. Member Profile

IV. SPECIFIC ITEMS TO INCLUDE IN THE *NEWSLETTER*:

This assumes an Annual Meeting in July. Otherwise the schedule needs to be adjusted accordingly.

A. **March issue:**

1. Brief program and other information pertaining to the Annual Meeting (from Editor-in-Chief and/or Program Chair).

B. **September issue:**

1. Resolutions from the Resolutions Committee; thanks to contributors regarding the Annual Meeting.
2. Write-ups on Awardees (with pictures) and Awards presented at the Annual Meeting (from President).
3. Introductory write-ups on new Executive Board Members with pictures (optional).
4. Picture of new President, usually in "From the President" column.
5. Committee Memberships for the coming year (from President).

C. **December issue:**

1. Statement from Local Arrangements Chair regarding the upcoming Annual Meeting.
2. Call for abstracts and announcement of Annual Meeting (from President-Elect/Program Chair).
3. Reminder of availability of Emeritus status in the Society (from Secretary).
4. Thanks to newsletter contributors for the year.

V. ITEMS TO INCLUDE IN SUPPLEMENTS TO THE NEWSLETTER:

The supplements are posted on the Society website, but are not distributed to the membership.

- A. Full program for the Annual Meeting from the President-Elect. This supplement should be made available to the membership as soon as available prior to the Annual Meeting.
- B. Treasurer's report of expenses/income for the Society for the past year (from Treasurer).
- C. Budget for the year as approved by the Executive Board (from Treasurer).

VI. RESPONSIBILITIES AT END OF TERM OF SERVICE:

- A. Sends one electronic set of all issues of *Nematology Newsletters* produced during his/her term of service to the Archivist.
- B. Sends a template of the newsletter in Word format to the incoming editor.

VII. USEFUL INFORMATION FOR NEW EDITORS:

- A. The *Nematology Newsletter* is created using Microsoft Word. Text boxes are used to insert text (one or two column) onto an existing template.
- B. **Electronic version:**
When the newsletter is completed, the file is converted to .pdf file and sent as an e-mail attachment to the membership via the SON listserv. The .pdf file is also sent to the Web Editor to post on the Society website.

EDITOR, SOCIETY WEBPAGE

The News Editor is appointed by the Executive Board for a three-year term. The individual may be reappointed for two additional consecutive one-year terms. The new Editor assumes office on

January 1 following appointment.

I. GENERAL RESPONSIBILITIES:

- A. Serves as a member of the Executive Board and participates in meetings of the Executive Board at Annual Meetings of the Society
- B. Works with the website service provider to keep a secure website functioning

II. SPECIFIC RESPONSIBILITIES:

- A. Establishes general editorial and publications policies for the Society's web page in consultation with the Executive Board
- B. Edits materials submitted by individuals for presentation on the Society's web page
- C. Posts information and links pertinent to both Society members and the general public on the discipline of nematology and the Society of Nematologists
- D. Consults with the Treasurer (who is the responsible Fiscal Officer) on matters pertaining to maintenance fees and other costs related to operation of the Society's web page, with deference to the Executive Board
- E. Sends bills to the Treasurer for direct payment of costs incurrent for the operation of the web page
- F. Prepares an Annual Report and submits it to the President prior to the annual meeting of the Society

III. GENERAL ITEMS TO INCLUDE ON THE WEBPAGE:

- A. Membership forms
- B. *Nematology Newsletter* issues
- C. Employment notices of interest to the membership
- D. List of sustaining associates and the display of their logos on the web page
- E. Current electronic issues of the *Journal of Nematology* for members
- F. *Journal of Nematology* Author Guidelines and contact information for *Journal of Nematology* editorial board members
- G. Annual meeting information
- H. List of current committees
- I. Links to other websites
- J. Events page
- K. Other information of interest to members and non-members

IV. SPECIFIC ITEMS TO INCLUDE ON THE WEBPAGE:

- A. Full program for the Annual Meeting as soon as it is available (from President Elect/Program Chair) (publicly available)
- B. Call for abstracts for Annual Meeting (from President Elect/Program Chair)
- C. Meeting information (including dates, location, associated workshops, and registration information) (from Local Arrangements Chair)
- D. Archive of complete Annual Reports of the Officers, Executive Board Members, Standing and Ad Hoc Committee Chairs, and Representatives to Affiliated Organizations (from Secretary) (members only)
- E. Budget for the next year as approved at the Annual Meeting (from Treasurer).
- F. Updated lists of recipients: Honorary Member; Fellow; Syngenta Award; Best Student Paper Award; Meeting Dedications; Past Officers; Special Awards (Teaching; Meritorious Service, etc); Best Economic Nematology Paper Award (discontinued) .

V. RESPONSIBILITIES AT END OF TERM OF SERVICE:

- A. Sends the files used on the webpage to the incoming Web Editor.

EXECUTIVE MEMBER

Executive Members are appointed by the President-Elect, and serve a term of three years, commencing with the installation of officers at the annual Business Meeting. Three Executive Members serve on the board. Terms are staggered such that one Executive Member is appointed every year.

I. DUTIES:

- A. Assists the Executive Board in general management of the Society.
- B. Attends Executive Board Meetings during tenure.
- C. Reviews Committee Reports and present summaries to Executive Board.
- D. Functions as liaison between Executive Board and committees as designated by the President. The Executive Board Members are ex officio members of the committees with which they are affiliated and should receive a copy of all of the communications within the committee.

BUSINESS OFFICE

The Business Office of the Society is operated under the direction of the President and Executive Board. The business address is Society of Nematologists, P.O. Box 190, Mesilla Park, NM 88047, USA; phone number: 01 (575) 649-9266/. The Society's bank accounts are with US Bank. The Treasurer and Business Office choose convenient local branches for conducting Society business.

I. GENERAL RESPONSIBILITIES:

- A. Business office support
- B. Membership and subscription services
- C. Billing services
- D. Accounting services
- E. Other services as requested by the Executive Board

II. SPECIFIC DUTIES:

- A. **Business office support:**
 - 1. Provide a business office for Society mail, telephone, fax, and e-mail inquiries and orders.
 - 2. Process all incoming mail.
 - 3. Invoice, collect, and deposit money received for dues, donations, abstract fees, and any other funds related to the operation of the Society.
 - 4. Handle all correspondence related to the business of the Society.
 - 5. Provide monthly reports to the Treasurer.
 - 6.
- B. **Membership database:**
 - 1. Maintain address files consisting of names, addresses, phone numbers, fax numbers, e-mail addresses, professional web URL's, and paid status of members for the Society.
 - 2. Maintain the rosters of members systematically arranged and open to

- inspection by any member of the Society.
3. Send a list of members and/or Sustaining Associates to any member of the Executive Board at any time upon request.

C. Billing services:

1. November 1 - Invoice members for dues.

D. Accounting services:

1. Maintain a general accounting of all debits and credits using accounting software such as QuickBooks Pro.
2. Provide monthly accounting statements to the Treasurer.
3. Reconcile bank accounts every month as soon as the bank statements have been received.
4. Provide customized financial statements as requested by the Treasurer.
5. Prepare the required tax returns.
6. Arrange for annual audits or reviews by a CPA.
7. Provide additional accounting services as requested by the Treasurer.

III. SOCIETY FILES, OFFICE SUPPLIES, AND EQUIPMENT:

C. General:

1. Membership forms and templates

D. File cabinet:

1. Invoices
2. Bank Statements
3. Certificates of Deposit
4. Federal Tax Records
5. Maryland Tax Records
6. Sustaining Associates
7. Post Office
8. Member correspondence
9. Nonmember correspondence
10. N. A. Cobb Nematology Foundation
11. Sheridan Press
12. American Phytopathological Society
13. American Institute of Biological Sciences
14. Executive Board
15. Finance Advisory Committee
16. Local Arrangements
17. Treasurer's Report
18. Insurance Bond

STANDING COMMITTEES

Members of standing committees serve three-year terms unless otherwise stated (e.g. – Honors & Awards committee). All committees are governed in accordance with Article IV of the SON Constitution.

BIOLOGICAL CONTROL

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. To discuss and assess current knowledge on biological control of plant- parasitic nematodes.
- B. To identify important areas of biological control that require research.
- C. To stimulate interest among nematologists, other scientists, and the public in biological control.

II. DUTIES:

- A. Keep the membership of the Society abreast of current developments and research on biological control of plant-parasitic nematodes.
- B. Plan programs (symposia, colloquia, workshops, discussion sessions, etc.) for Annual Meetings of the Society.
- C. Update and maintain image collection in the nematode biocontrol website.

III. COMPOSITION:

- A. **Number of members:** No limit.
- B. **Length of term for members and chair:** Members will serve for a total of three years. The Chair will serve for one year; the Vice-Chairperson will serve one year before becoming Chair.
- C. **Selection of members:**
 1. Committee members must be members of Society.
 2. Members, including the Chair, will be selected by the Vice President at least 30 days before the annual meeting.

IV. DUTIES OF THE CHAIRPERSON:

- A. Submit an Annual Report, according to the form attached (Appendix IV), to the current President at least 1 month before the annual meeting.
- B. In January, notify the Vice President of the number of vacancies in the Committee and suggest nominees.
- C. Execute actions approved by the Biological Control Committee and plan an agenda for the next annual committee meeting.
- D. Preside at the annual meeting of the Committee and record the minutes of the meeting.
- E. Maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. Keep a list of all members of the Committee and their dates of service.
- G. Upon completion of the term of office, the outgoing Chairperson shall present to the incoming Chairperson all records, correspondence and membership lists which are pertinent to past and present objectives and projects, and which will ensure the continuity of the Committee.

- H. Serve as a member of the Program Committee (chaired by the President- Elect of the Society)..

ECOLOGY

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. To serve as a communication link with soil nematode ecologists.
- B. To develop a forum for discussion and exchange of ideas and techniques.
- C. To encourage professional excellence of scientists studying nematode fauna.

II. DUTIES:

- A. To plan and complete projects that will result in a sharing of knowledge concerning the interactions of nematode fauna in the soil ecosystem.
- B. To be a communication link between Society members and soil and ecology societies.
- C. To update and maintain a bibliography of research on soil nematode ecology and their role in ecosystems.
- D. To update and distribute a directory of ecologists, parasitologists, and nematologists involved in research on nematode ecology.
- E. To organize and sponsor discussion groups and symposia on nematode ecology at Annual Meetings of Society.

III. COMPOSITION:

- A. **Number of members:** No limit specified.
- B. **Length of term for members and Chair:** Members of the Committee, including Chair and Vice-Chair, will serve a total of 3 years, unless approved otherwise by the Executive Board. The Chair will serve one year; the Vice-Chair will serve one year before rotating to Chair. Reappointment of the Chair and Vice-Chair for an additional year's service is subject to approval of the Executive Board.
- C. **Selection of Members:**
 - 1. Member in good standing in Society.
 - 2. At least one member who is also an active member of the Ecological Society of America or another ecological society.
 - 3. Members, including the Chair, shall be selected by the Vice President 30 days prior to the Annual Meeting.

IV. DUTIES OF THE CHAIRPERSON:

- A. Submission of an Annual Report, according to the form attached (Appendix IV), to the current President 1 month before the annual meeting.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggestions as to nominees.
- C. Execution of actions approved at the Ecology Committee meetings and planning the agenda for the next annual committee meeting.
- D. Preside at the annual meeting of the Committee and record the minutes of the meeting.
- E. Maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. Keep a list of all members who have served the Committee and dates of service.

- G. When term of office is completed, shall present to the new Chair at the Annual Meeting all records, correspondence and membership lists which are pertinent to the past and present objectives and projects and which will ensure continuity of the Committee.
- H. Serve as a member of the Program Committee (chaired by the President-Elect of the Society).

EDUCATION

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. Attract outstanding students to the profession of nematology.
- B. Enhance teaching programs in nematology.
- C. Educate the public regarding the significance of nematology.

II. DUTIES:

- A. Continually update and distribute:
 1. Directory to Nematological Training in the USA, Canada and Mexico.
 2. A Career in Nematology Brochure. The Chairperson will coordinate with the Secretary as to distribution and housing of the brochure.
 3. Images for the Society of Nematology Slide Set (available on the SON website).
 4. Society mobile education display.

III. COMPOSITION:

- A. **Number of Members:** No limit.
- B. **Length of term for members and Chair:** Members of the Committee, including Chair and Vice-Chair, will serve a total of 3 years, unless approved otherwise by the Executive Board (Art. IV-B, Sect. 2). The Chair will serve one year; the Vice-Chair will serve one year before rotating to Chair. Reappointment of the Chair and Vice-Chair for one additional year's service is subject to the approval of the Executive Board (Art. IV-B, Sect. 2).
- C. **Selection of members:**
 1. Member in good standing in the Society.
 2. Members, including the Chair, shall be selected by the incoming President, at least 30 days prior to the Annual Meeting of the Society.

IV. DUTIES OF THE CHAIRPERSON:

- A. Submission of an Annual Report, according to the form attached (Appendix IV), to the current President 1 month before the annual meeting.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggestions as to nominees.
- C. Execution of actions approved at the Education Committee meetings, and planning the agenda for the next annual meeting of the committee.
- D. Preside at the annual meeting of the Committee and record the minutes of the meeting.
- E. Maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. Keep a list of all members who have served the Committee and dates of service.

- G. When term of office is completed, present the new Chair at the Annual Meeting all records, correspondence and membership lists which are pertinent to the past and present objectives and projects and which will ensure continuity of the Committee.
- H. Serve as a member of the Program Committee (chaired by the President- Elect of Society).

ENTOMOPHILIC NEMATOLOGY

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. To ascertain additional ways in which entomophilic nematology can be integrated into Society affairs and Annual Meetings.
- B. To stimulate interest among all nematologists in the beneficial uses of entomophilic nematodes.
- C. To strengthen ties between Society and related societies interested in entomophilic nematodes.

II. DUTIES:

- A. To develop symposia and workshops on entomophilic nematodes for Society Annual Meetings.
- B. To study the feasibility of joint meetings with the Society of Invertebrate Pathologists.
- C. To encourage/invite reviews and papers on insect nematology to be published in the *Journal of Nematology*.
- D. To provide a balanced input into the development of Society promotional and membership brochures.

III. COMPOSITION:

- A. **Number of members:** No limit.
- B. **Length of term for members and Chair:** Members of the Committee, including the Chair and Vice-Chair, will serve 3 years unless approved otherwise by the Executive Board. The Chair will serve one year; the Vice-Chair will serve one year before rotating to the Chair. Reappointment of the Chair and Vice-Chair for one additional year's service is subject to approval of the Executive Board.
- C. **Selection of members:**
 - 1. Member in good standing in the Society.
 - 2. Members, including the Chair, shall be selected by the Vice President, at least 30 days prior to the Annual Meeting of the Society.

IV. DUTIES OF THE CHAIRPERSON:

- A. Submission of an Annual Report, according to the form attached, to the current President 1 month before the Annual Meeting.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggestions as to nominees.
- C. Execution of actions approved at the Entomophilic Nematology Committee meetings, and planning the agenda for the next annual meeting of the committee.
- D. Preside at the annual meeting of the Committee and record the minutes of the meeting.
- E. Maintain a file of all records, past and present, of the activities of the Committee,

- including current operational procedures and correspondence.
- F. Keep a list of all members who have served the Committee and dates of service.
- G. When term of office is completed, shall present the new Chair at the Annual Meeting all records, correspondence and membership lists which are pertinent to the past and present objectives and projects and which will ensure continuity of the Committee.
- H. Serve as a member of the Program Committee (chaired by the President- Elect of Society).

EXTENSION

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. Foster and encourage sound educational programs in extension nematology.
- B. To develop a forum for discussion and exchange of ideas and techniques.
- C. To encourage professional excellence of nematologists involved in extension.
- D. To assist the Society in the determination of crop losses due to nematodes.

II. DUTIES:

- A. Plan the extension program for the Annual Meeting.
- B. Consider and respond to matters pertaining to the welfare of the philosophy of extension nematology.
- C. Foster applied nematology.
- D. Update crop loss figures, examine topics pertaining to crop loss, and encourage the development of appropriate methodologies for evaluating crop losses due to nematodes.
- E. Work together with Industry Committees to solicit support / donation for annual meetings and sustaining members. Communicate with Local Arrangements Committee regarding soliciting efforts prior to the local arrangements meeting.

III. COMPOSITION:

- A. **Number of members:** No limit.
- B. **Length of term for members and Chair:** Members of the Committee, including the Chair and Vice-Chair, will serve 3 years unless approved otherwise by the Executive Board. The Chair will serve one year; the Vice-Chair will serve one year before rotating to the Chair. Reappointment of the Chair and Vice-Chair for one additional year's service is subject to approval of the Executive Board.
- C. **Selection of members:**
 1. Member in good standing in Society.
 2. At least one member from industry; one member from each major agricultural region of the U.S. and/or major crop type; one representative of a major crop grown outside the U.S.A.
 3. A federal extension plant pathologist serves as a representative of a major crop grown outside the U.S.A.
 4. Members, including the Chair, shall be selected by the incoming President, at least 30 days prior to the Annual Meeting of the Society.

IV. DUTIES OF THE CHAIRPERSON:

- A. Submission of an Annual Report, according to the form attached, to the current President 30 days prior to the Annual Meeting.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggestions as to the nominees.
- C. Execution of actions approved at the Extension Committee meetings and planning the agenda for the next annual meeting of the committee.
- D. Preside at the annual meeting of the Committee and shall record the minutes of the meeting.
- E. The Chair shall maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. The Chair shall keep a list of all members who have served the Committee and dates of service.
- G. The Chair, when term of office is completed, shall present to the new Chair at the Annual Meeting all records, correspondence and membership lists which are pertinent to the past and present objectives and projects and which will ensure continuity of the Committee.
- H. The Chair serves as a member of the Program Committee (chaired by the President-Elect of Society).

FINANCE ADVISORY

I. DUTIES:

The Finance Advisory Committee will assist in the development of Annual Budgets to be considered by the Executive Board. They will also discuss all financial aspects dealing with investments, assets, and expenditures of the Society in order to insure financial stability.

II. COMPOSITION:

The Finance Advisory Committee consists of the Treasurer, Business Office Manager, immediate past-Treasurer, current Editor-in-Chief *Journal of Nematology*, and two past-Presidents. The Treasurer chairs the committee. The past Presidents will be selected and appointed on the second and third year after the Treasurer has been elected and each will serve for three years. These members are recommended by the President and approved by the Executive Board.

HONORS AND AWARDS

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. Determine the criteria by which nominees for awards will be judged
- B. Solicit nominations for the awards
- C. Determine the procedure for recognition of the awardees

II. DUTIES:

- A. **Recommend an Honorary Member and select Fellow(s) of the Society**
 1. **Honorary Member:**
 - a. Requirements - According to our By-Laws, "A person who is awarded honorary life membership for meritorious and superlative contributions

to the science of nematology. The number of living persons in this category of membership shall not exceed 2% of the regular and emeritus membership. This award, the highest honor the Society can bestow, is limited to no more than one person per year.”

- b. Although not spelled out in the Constitution, it is generally accepted that this honor be reserved for those near or in retirement who have fulfilled the constitutional requirements of "...meritorious and superlative contributions...to nematology." Nominations are to be solicited by an announcement in the *Nematology Newsletter* (placed by the Chairperson of the Honors and Awards Committee). This announcement should also be sent to the membership via SON listserv and appear annually in the March newsletter (issue 1). Other announcements may be made as deemed necessary and appropriate. All nominations must be prepared according to the guidelines listed below.
- c. The Honors and Awards Committee shall recommend one person for consideration by the Executive Board, or may recommend that no one be elected in a given year. Honorary Members need not be members of Society. Travel and per diem costs for any Honorary Member recipient (honoree only) to attend the Annual Meeting will be paid by SON, while registration and banquet costs will be covered by the Local Arrangements Committee.

2. **Fellow of the Society:**

- a. Requirements - The Constitution reads, "A member, regular or emeritus, who is recognized for distinguished contributions to the science of nematology. No more than 0.4% of the living membership may be elected in any given year." Subscribers do not count as members. Normally this honor should be bestowed upon a member of the Society, who has excelled in areas of significant research, teaching, or extension contributions, or through contributions in service to the Society, or the science of nematology, above and beyond those of most members. Age or career stage of an individual is not a consideration.
- b. Nominations are to be solicited by an announcement in *Nematology Newsletter* (placed by the Chairperson of the Honors and Awards Committee). This announcement should also be sent to the membership via the SON listserv. All nominations must be prepared according to the guidelines listed below.
- c. The Honors and Awards Committee shall notify the President of their selections. The President notifies the Fellows-elect. Newly-elected Fellows are presented with a plaque at the Annual Awards Banquet.

3. **Nomination procedure:**

- a. The Honors and Awards Committee will actively solicit suggestions from all members of the Society for individuals to be recognized as Honorary Member, Syngenta Awardee or Fellow of the Society. Confidentiality relative to nominees becoming or being made aware that they are being considered for an honor or award is expected to be exercised by the nominator(s) and others associated with the selection process. Dossiers should be compiled without the nominees' knowledge.

- b. The nominator must provide a dossier for each individual nominated. The Honors and Awards Committee will evaluate these dossiers and may nominate one person for the Honorary Member to be elected and select one or more persons for Fellow of the Society. The Honors and Awards Committee will forward their nominee for the Honorary Member to the Executive Board no later than 120 days prior to the Annual Meeting.
- c. The President will notify the Honorary Member-elect and Fellow(s)-elect no later than 60 days prior to the Annual Meeting so that they may attend the banquet and the ceremony of their recognition by the Society. As a courtesy, the Chair may call the nominators to inform them of the outcome of the selection. Nominators may be encouraged to resubmit a nomination for the next year.

B. Nominate candidate to receive the Syngenta Crop Protection Award:

This \$1,000.00 award is presented by Syngenta Crop Protection, Inc. The recipient receives a letter from Syngenta at the Annual Awards Banquet, along with contact instructions regarding tax information needed to issue the check. The criterion as suggested by the sponsor is that the recipient has made contributions in nematology, not previously recognized, which have led to the significant advancement of agriculture. The contribution should have been made within the last 5 or so years and the nominee should be within 15 years of having received the Ph.D. degree. This would, we believe, apply to those who make such contributions in teaching, extension, research, administration, or public service such as might be rendered by a department chairman, dean, etc., or member of a state legislature or U.S. Congress in furthering nematology. When viewed in that context, we believe that the sponsor is wise to have the one broad criterion. Further, it is intended that recipients be younger persons (i.e., with less than 15 years professional service). All nominations must be prepared according to the guidelines listed below.

C. Select the Best Student Paper at the Annual Meeting:

The Honors and Awards Committee is charged with the responsibility for developing criteria on which oral presentations will be judged, and for judging the competitions at the Annual Meeting of the Society. Judges are selected by the H&A Committee. The Chair of the Program Committee selects the Chair and Co-Chair of the Oral Presentation Session. The judging shall be done and a decision made so that the student may be recognized at the presentation ceremony at the banquet during the Annual Meeting at which the papers are presented. Current Honor and Awards Committee members who have students in the competition should be replaced as judges because of potential conflicts of interests. In consultation with the Program Chair, the Chair of H&A may choose to limit oral presentations to a 2-hour session plus a 1.5 hour session. Because of half-hour breaks in the morning and afternoon, 14 student presentations will fit in two sessions without extending over the lunch hour or after 5 pm. If there are more than 14 abstracts submitted, then the Honors and Awards Committee may select the top abstracts based on how well they are written and organized. Students whose abstracts are not selected for the Oral Presentation Session will be placed in a regular session. Students can enter only one presentation per year in the competition. All students presenting papers in competition are expected to attend the awards ceremony.

1. Criteria for judging student papers:

- a. Oral Presentation Contribution:
 - Originality
 - Degree of difficulty
 - Objectives established and supported
 - Organization
 - Quality of visual aids
 - Ability to communicate
 - How questions are handled
 - Within time limit

- b. Abstract:
 - Organization
 - How well it is written
 - Within space limit

2. Scoring:

Each sub-category is to be scored on a 1-10 basis with 1 = poor and 10 = excellent. The scores for sub-categories under Contribution will be multiplied by 2 to emphasize their importance. The paper with the highest total score when the scores of all judges are added shall be declared the winner. In the event of a tie, the Committee shall deliberate to determine if two winners are appropriate. If a vote is necessary to declare a single winner, the Chair (or in his absence, the Vice-Chair) will vote only to break a further tie. The attached form is used in the evaluation.

3. Acknowledgment:

In addition to a plaque, each of the 'First Place' student winners will receive a check for \$250. If a competition has 10 or more participants, then a second place award will be given. The second place awardee will receive \$100. In the case of a tie, only two first place awards will be presented.

D. Student Travel Awards:

The Honors and Awards Committee is responsible for announcing and selecting graduate student travel awards sponsored by Dow AgroSciences. Four awards of \$500 each will be given to students presenting papers (oral or poster presentations) at the annual meeting. The qualifications for eligibility for the Travel Award include: a) current membership in the Society; b) full time student status or completion of graduate degree requirements no more than 12 months before the meeting; c) submission of abstract. Criteria for selection: quality of science (determined from the submitted abstract) and financial need.

Preference will be given to students in the final year of their graduate program (M.S. or Ph.D). A person may receive this award only once.

III. GUIDELINES FOR PREPARATION OF DOSSIERS:

A. Dossier:

1. Statement:

Dossiers should include a detailed double-spaced statement of no more than four

pages evaluating the scope and significance of the scientific contributions to nematology that should qualify the nominee for the particular award for which he/she is nominated.

This statement will be used in the Honors and Awards Program at the banquet if the candidate is selected for the award. See previous Honors and Awards Programs for examples of style and content appropriate for the statement.

Statement should include:

- a. Name and educational background
- b. Current and previous positions
- c. Primary responsibilities and/or research interests
- d. Contributions to nematology and agriculture and/or to the basic sciences and the significance of these contributions
- e. Contributions through teaching, extension, and/or administration
- f. Awards

2. **List of publications:**

A list of publications should be included and be as complete as possible. List publications (single space) with titles and separate them into the following categories if possible:

- a. Book chapters or reviews
- b. Journal publications
- c. Other publications, e.g. research bulletins, laboratory manuals, extension publications, etc.
- d. Abstracts can be listed if desired, otherwise give total number. If included, list abstracts separately.

3. **Letters of endorsement:**

Two letters of endorsement are required in each dossier. The letters should be addressed to the Chair of the Honors and Awards Committee, but are sent to the nominator to be included in the dossier when it is submitted.

B. **Nomination procedure:**

Ten complete copies of the nomination should be sent to the Chair of the committee prior to the due date. Dossiers that are received late or that are incomplete will be deferred for consideration until the following year.

IV. PLAQUES FOR AWARDEES AND OUTGOING SOCIETY OFFICERS:

Plaques are presented to recipients of Honorary Member, Fellow, and Best Student Paper awards and to the President, Secretary, Treasurer, Editor-in-Chief, Web Editor, and Newsletter Editor at the end of their term of office. Plaques may be ordered from Show And Tell Products, 1026 Andrews Run, Suite F-105, Hendersonville, TN 37075; Phone and Fax: (800) 684-7287; Chuck@ShowAndTellProducts.biz. Allow a minimum of six weeks for preparation.

V. RESTRICTIONS ON ALL SOCIETY AWARDS:

The following restrictions should be followed in considering nominees for any award in the Society.

- A. Award(s) shall be limited to one per person for any given year (any awards presented

by other Society committees should be coordinated with the Honors and Awards Committee).

- B. A given person shall be presented a specific award only once.
- C. A specific award, such as Fellow, shall be limited to one person per organization unit (department or institute) per calendar year.

VI. COMMITTEE COMPOSITION:

- A. **Number of members:** 10, with more than one half being past awardees.
- B. **Length of term:** 2 years, with one-half of the members rotating off each year. The Vice-Chair will normally become Chair and should be selected from among the new members of the committee.
- C. **Selection of members:**
 - 1. Member in good standing in Society.
 - 2. Members, including the Chair, shall be selected by the Vice President approximately 30 days after the Annual Meeting.

VII. DUTIES OF THE CHAIR:

- A. Submission of an Annual Report according to the form presented in the Appendix IV to the current President of the Society by June 15, or earlier if so desired.
- B. Notify the Vice President shortly after the Annual Meeting of the number of vacancies in your Committee and any suggestions as to nominees.
- C. Execute actions approved by the Honors and Awards Committee at meetings and planning the agenda for the next annual committee meeting.
- D. Preside at the Annual Meeting of the Committee and record the minutes of the meetings.
- E. Maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. Keep a list of all members who have served the Committee and dates of service.
- G. Place "Call for Award Nominations" in the Nematology Newsletter in the March issue and send out via the SON listserv as well. The President-Elect should receive copies of this correspondence.
- H. Coordinate distribution of all award nominations to committee members.
- I. Assist the President in securing edits of biographical sketches of awardees as well as a recent photograph of each awardee.
- J. Prepare a one paragraph career summary to be read by the President at the Awards Banquet.
- K. Develop Honors and Awards program for Annual Meeting.
- L. When the term of office is completed, present to the new Chair at the Annual Meeting all records, correspondence and membership lists which are pertinent to past and present objectives and projects and which will ensure continuity of the Committee's work.
- M. Draft any resolutions or recommendations that are to be presented to the Executive Board and send them to the President of the Society for their signature. The President will send the resolution to the recipient on behalf of the Society, with copies to the Executive Board and the Honors and Awards Committee.
- N. Prepare certificates or plaques of recognition for outgoing officers in the Society. The Society Secretary, Treasurer, and Editors of the *Journal of Nematology*, *Nematology Newsletter* and the webpage should be recognized. The immediate Past-President is presented a "President's Plaque."

- O. Evaluate the old nominations and discard those that are no longer viable before forwarding nominations to the incoming chair.

INDUSTRY

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. To recruit Sustaining Associate Members for the Society of Nematologists.
- B. To attract and encourage the integration of industry personnel into the membership and functions of the Society of Nematologists.
- C. To stimulate interest in and provide recognition for outstanding research in economic nematology.
- D. To obtain financial and other support from industry for the Society.

II. DUTIES OF THE COMMITTEE:

- A. Serve as liaison between industry and the Society of Nematologists.
- B. Serve as an organ to consider and respond to matters pertaining to the welfare of the philosophy of industry in the science of nematology.
- C. Plan the industry portion of the program for the Annual Meeting of the Society.
- D. Work together with Extension Committee to solicit support / donation for annual meetings and sustaining members. Communicate with Local Arrangements Committee regarding soliciting efforts prior to the local arrangements meeting.
- E. Cooperate with other committees of the Society.
- F. The Committee shall invite members of industry to become Sustaining Associates of the Society via annual letters and personal contacts. Each Sustaining Associate should designate one person to act as the contact person to the Society for all solicitations for funds to support Society activities.
- G. The Committee shall provide a current list of Sustaining Associates, including the Society contact person for each Sustaining Associate, to the President, other Society officers, the Chair of the Local Arrangements Committee, and the current Program Committee Chair, and shall maintain a list of potential sustaining associates.
- H. The Committee shall ensure proper listing of Sustaining Associates in all issues of the *Journal of Nematology*, *Nematology Newsletter*, Society webpage, and other appropriate media of the Society.
- I. The Committee shall maintain contact with the Sustaining Associate contacts; one reason is to ensure that subscriptions and announcements from the Society reach the appropriate individual(s) of the Sustaining Associate Member.

III. COMMITTEE COMPOSITION:

- A. **Number of members:** not specified
- B. **Length of term for members and Chair:** Members of the Committee, including Chair and Vice-Chair, will serve a total of 3 years, unless approved otherwise by the Executive Board. The Chair will serve one year; the Vice-Chair will serve one year before rotating to Chair. Reappointment of the Chair and Vice-Chair for one additional year's service is subject to the approval of the Executive Board.
- E. **Selection of members:**
 - 1. Member in good standing in Society.
 - 2. It is recommended that the chemical, commodity, and service branches of the industry and extension be represented on the Industry Committee.

3. Members, including the Chair, shall be selected by the incoming President at least 30 days prior to the Annual Meeting of the Society.

IV. DUTIES OF THE CHAIR:

- A. Submission of an Annual Report according to the attached form (Appendix IV) to the current President via the Executive Board liaison by June 15.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggestions as to nominees.
- C. Execution of actions approved at the Industry Committee meetings and planning the agenda for the next Annual Meeting of the Committee, which is held in conjunction with the Annual Society of Nematologists Meeting.
- D. The Chair shall preside at the Annual Meeting of the Committee and record the minutes of the meeting.
- E. The Chair shall maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. The Chair shall keep a list of all members who have served the Committee and dates of service.
- G. The Chair, when term of office is completed, shall present to the new Chair at the Annual Meeting, all records, correspondence and membership lists, which are pertinent to the past and present objectives and projects and which will ensure the continuity of the Committee.
- H. The Chair serves as a member of the Program Committee (chaired by the President-Elect of the Society).

LONG RANGE PLANNING

I. PURPOSE:

To study issues affecting the Society in the long term and to periodically make recommendations to the Executive Board.

II. DUTIES:

- A. Report through its Chair to the Executive Board of the Society.
- B. Prepare an annual report for presentation at the time of the Annual Business Meeting of the Society.
- C. Meet at least once annually and otherwise to conduct its affairs by email or other communication.
- D. Recommend to the Executive Board actions that would, if followed, help the Society serve its members and the profession optimally.
- E. Serve as a sounding board for ideas affecting the Society and the professional interests of its members.
- F. Monitor and periodically report and recommend on the professional status of the Society, the overall scientific standards of nematology and the general training of nematologists to satisfy a wide range of needs.
- G. Encourage the Society and its members to maintain good communication within the science of nematology and between nematology and related sciences.
- H. Review periodically the Society's organization and management systems so that they encourage an appropriate leadership advocacy role for the Society.

- I. Consider and recommend upon those topics referred to it by the Executive Board.

II. COMMITTEE COMPOSITION:

The Committee composition is designed to bridge several generations of the Society and Executive Board membership. The Committee shall be composed of six (6) members as follows:

- A. The two most recent Past-Presidents of the Society with the immediate Past-President serving as Chair;
- B. One Fellow of the Society who shall not be eligible under (A) above;
- C. One member of the Society who has between 2 and 5 years standing as a Member of the Society.
- D. The current President and President-Elect of the Society.
- E. Membership shall change immediately after the Annual Business Meeting. The terms of membership of each of (B) and (C) above shall be for two years, and terms for (B) and (c) shall not be coincident.

III. ITEMS FOR CONSIDERATION:

- A. Quality of the *Journal of Nematology*
- B. Should the Society sponsor/encourage special publications?
- C. Future fiscal policies of the Society
- D. Encouraging the updating of the Manual of Operations
- E. Policy on funding various projects (conferences, international meetings, workshops, etc.)
- F. Review Society Budget to determine a reasonable amount of money to keep banked to help insure solvency and continued growth over a long period of operation
- G. Review long-range needs for nematologists worldwide. Are we currently producing sufficient students for replacements in future?

MEETING SITE SELECTION

I. SPECIFIC FUNCTIONS AND PURPOSE:

- A. To accept invitations for future sites for Annual Meetings of the Society
- B. To initiate invitations for sites for future Annual Meetings of the Society
- C. To select and recommend an appropriate site for holding the Annual Meeting of the Society.

II. DUTIES:

- A. Review past meeting sites and propose possible future meeting sites. The Committee shall contact appropriate Society members to consider holding the meeting at the suggested site and request a formal invitation.
- B. Attempt to select meeting sites that do not favor one section of the country repeatedly.
- C. Consider all invitations.
- D. The Committee may ask a potential host to submit supporting documents regarding transportation, meeting room facilities, hotels, audiovisual aids, pre-meeting and post-meeting tours, entertainment, anticipated charges, etc., to more judiciously select a potential site.
- E. Make recommendations to the Executive Board for approval of a selected site.

III. COMMITTEE COMPOSITION:

- A. **Number of members:** 4
- B. **Selection of Members** - The Vice-President chairs and the President-Elect and President serve as members. The fourth member is appointed by the Vice President as with all other committees.

IV. DUTIES OF THE CHAIR:

- A. Submit site recommendations for the approval of the Executive Board.
- B. Notify the host, who in most instances will become Chair for the Local Arrangements Committee, of the acceptance of the invitation.
- C. Send a checklist of duties and areas to be considered in making arrangements to the Chair of the Local Arrangements Committee.
- D. Try to assure that meeting dates will not conflict with dates for other major scientific meetings, such as Organization of Nematologists of Tropical America (ONTA), European Society of Nematologists (ESN), American Phytopathological Society (APS), or the International Congress of Nematology, etc.

MEMBERSHIP

I. SPECIFIC FUNCTIONS AND PURPOSE:

To provide leadership in devising and implementing recruitment activities.

II. DUTIES:

- A. To provide leadership in recruiting non-member nematologists and other scientists to join the Society.
- B. To encourage student membership by having nematologists show students the benefits of being a member of the Society.
- C. To coordinate our activities with other Society committees so that the interests of the membership committees are represented.

III. COMMITTEE COMPOSITION:

- A. **Number of members:** Not specified.
- B. **Length of Term for Members and Chair:** Members of the Committee, including Chair and Vice Chair, will serve a total of 3 years, unless approved otherwise by the Executive Board. The Chair will serve one year; the Vice Chair will serve one year before rotating to Chair. Reappointment of the Chair and Vice Chair for one additional year's service is subject to the approval of the Executive Board.
- C. **Selection of Members:**
 - 1. Member of Society in good standing.
 - 2. Members including the Chair shall be selected by the Vice President at least 30 days prior to the Annual Meeting of the Society.

IV. DUTIES OF THE CHAIR:

- A. Submit an Annual Report, according to the attached form (Appendix IV), to the current President by June 15.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggestions as to nominees.

- C. Execute actions approved at the Membership Committee meetings and plan the agenda for the next Annual Committee Meeting.
- D. Preside at the Annual Meeting of the Committee and record the minutes of the meeting.
- E. Maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. Keep a list of all members who have served the Committee and dates of service.
- G. When the term of office is completed, shall present to the new Chair at the Annual Meeting all records, correspondence and membership lists, which are pertinent to the past and present objectives and projects and which will ensure the continuity of the Committee.

PLANT RESISTANCE TO NEMATODES

I. SPECIFIC FUNCTIONS AND PURPOSE:

To acquaint scientists with the current status of plant resistance to nematodes.

II. DUTIES:

To foster communication among scientists and promote interest in plant resistance to nematodes mainly through sponsoring periodic symposia, colloquia, and other similar activities at Annual Meetings of the Society.

- A. Serve as a focal point for individuals to contact for implementation of new ideas, requests, etc., concerning plant resistance to nematodes.
- B. Conduct periodic cooperative projects, such as, production of a manual for evaluating plant resistance to nematodes, an informal newsletter, a list of research priorities concerning plant resistance to nematodes, etc.

III. COMMITTEE COMPOSITION:

- A. **Number of members:** Not specified.
- B. **Length of Term for Members and Chair:** Members of the Committee, including Chair and Vice-Chair, will serve a total of 3 years, unless approved otherwise by the Executive Board). The Chair will serve one year; the Vice-Chair will serve one year before rotating to Chair. Reappointment of Chair and Vice-Chair for one additional year's service is subject to approval of the Executive Board.
- C. **Selection of Members:**
 - 1. Member of Society in good standing.
 - 2. Members including the Chair shall be selected by the Vice President at least 30 days prior to the Annual Meeting of the Society.

IV. DUTIES OF THE CHAIR:

- A. Submission of an Annual Report, according to form attached (Appendix IV), to the current President by June 15.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggestions as to nominees.
- C. Execution of actions approved at the Plant Resistance to Nematodes Committee meetings and planning the agenda for the next Annual Committee Meeting.
- D. The Chair shall preside at the Annual Meeting of the Committee and record the minutes of the meeting.

- E. The Chair shall maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. The Chair shall keep a list of all members who have served the Committee and dates of service.
- G. The Chair, when term of office is completed, shall present to the new Chair at the Annual Meeting all records, correspondence and membership lists, which are pertinent to the past and present objectives and projects and which will ensure the continuity of the Committee.
- H. The Chair serves as a member of the Program Committee (chaired by the President-Elect of Society) (Art. IV, Sect.4).

REGULATORY NEMATOLOGY

I. SPECIFIC FUNCTIONS AND PURPOSE:

The purpose of the Committee is to further the aims of regulatory nematology by:

- A. Creating an awareness of nematodes that are considered to be of regulatory significance or possible regulatory significance.
- B. Providing input relative to regulatory aspects of nematode biocontrol agents and genetically engineered organisms which may involve nematology.
- C. Promoting and focusing on the need for, and significance of, regulatory nematology and nematologists.
- D. Providing recommendations and interacting with other nematologists, scientists, governmental officials, and administrators on matters of regulatory concern when necessary, including oversight and maintenance of the Widely Prevalent Phytoparasitic Nematode List (WPPNL).

II. DUTIES:

- A. Bring information to the attention of the Society via the Executive Board regarding nematodes, problems, or policy changes of regulatory significance; offer recommendations and suggestions for action as may be appropriate or requested.
- B. Prepare informational articles for inclusion in the *Nematology Newsletter*, webpage or other publication, or use other appropriate means to create awareness within the Society in regard to:
 - 1. Nematodes of regulatory significance or possible regulatory significance. (Distributional information, major host plants, a description of how agencies regulate the nematode, changes in policy, new information, etc., may be topics for attention.)
 - 2. Other matters of regulatory concern or related topics.
- C. Promote a mutual awareness of, and working relationships among, those involved with regulatory nematology in ways deemed appropriate by the Committee; and to serve as a base in the Society where such individuals may interact and obtain information.
- D. Annually contact State Pest Regulatory Officers (SPROs) to maintain a current list of names, addresses, phone numbers, and emails of the SPRO in each state. Provide a copy of this list to APHIS-PPQ Pest Permitting Branch, Unit 133, 5C-03.20, 4700 River Road, Riverdale, MD 20737. Request input from SPROs regarding changes needed for the nematode pest list in their state (list at:

III. COOPERATORS AND SPONSORS:

The Committee recognizes the opportunity it has for interaction with other individuals and groups to achieve its goals and objectives, obtain information, share concerns, and cooperate when necessary toward mutually desirable ends. These individuals and groups may include:

- A. The U. S. Department of Agriculture, Animal and Plant Health Inspection Service (USDA-APHIS)
- B. The Cooperative Agricultural Pest Survey (CAPS) program of USDA- APHIS- PPQ (Plant Protection and Quarantine)
- C. The Chair of the American Phytopathological Society's Regulatory Work and Foreign Plant Disease Committee (RWFPDC)
- D. Regional and national plant board representatives
- E. U.S. Congressional Committees on Agriculture

IV. COMMITTEE COMPOSITION:

- A. **Number of members:** Not specified.
- B. **Length of Term for Members and Chair:** Members of the Committee, including Chair and Vice Chair, will serve a total of 3 years, unless approved otherwise by the Executive Board. The Chair will serve one year; the Vice Chair will serve one year before rotating to Chair. Reappointment of the Chair and Vice Chair for one additional year's service is subject to the approval of the Executive Board.
- C. **Selection of Members:**
 1. Member of Society in good standing
 2. Members, Chair and Vice Chair shall be selected by the Vice President
 3. This Committee should include members with experience and/or interest in regulatory issues, policies and procedures, and with expertise in nematode biocontrol agents and genetic engineering as it relates to nematology.
 4. **NOTE:** The Committee has recognized the desirability of including regulatory nematologists from California, Florida, and Canada in its membership and/or activities.

V. DUTIES OF THE CHAIR:

- A. Submit an Annual Report to the President in the prescribed format (Appendix (IV) two months prior to the Annual Meeting (or when called to do so by the President).
- B. Provide notification to the Vice President in January (or when called to do so by the Vice President) of the number of vacancies in the Committee and suggestions as to nominees.
- C. Plan the agenda for the Annual Committee Meeting held during the Society Annual Meeting.
- D. Carry out (or delegate) actions approved by the Committee at its meeting or in correspondence, and keep the members updated on actions taken as may be appropriate.
- E. Preside at the Annual Meeting of the Committee, record the minutes of the meeting, and distribute copies of the minutes to the Committee members.
- F. Maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- G. Keep a list of all members who have served the Committee and dates of service.

- H. Upon completion of his/her term of office, present to the incoming Chair at the Annual Meeting all records, correspondence, membership lists, and other information pertinent to the past and present objectives and projects, which will ensure continuity of the Committee.
- I. Serve as a member of the Program Committee (chaired by the President- Elect of Society) (Art. IV, Sect.4).
- J. Update the Committee's section of the Society Operations Manual (pending approval by the Committee) as necessary to maintain accuracy.

STUDENTS IN NEMATOTOLOGY

I. SPECIFIC FUNCTIONS AND PURPOSE:

...to be developed...(by student committee)

II. GOALS:

- A. ...to be developed...

III. COMMITTEE COMPOSITION:

- A. ...to be developed...

IV. DUTIES OF THE CHAIR:

- A. Submit an Annual Report, according to form attached (Appendix IV), to the current President by June 15.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggest nominees.
- C. ...additional duties to be developed...
- D. When term of office is completed, shall present to the new Chair at the Annual Meeting all records, correspondence and membership lists, which are pertinent to the past and present objectives and projects, and which will ensure the continuity of the Committee.

SYSTEMATIC RESOURCES

V. SPECIFIC FUNCTIONS AND PURPOSE:

This committee furthers and fosters the development and advancement of nematode collections and services, nematode taxonomy, and international capabilities in biosystematic services and resources.

VI. GOALS:

- A. Survey, identify and make known to the nematology scientific community the existing regional and international biosystematic services and resources.
- B. Encourage workers in nematology to make full use of existing systematic collections and services and to contribute by various means, including deposition of type and voucher specimens on which published researches are based in recognized nematode collections.
- C. Serve the Editorial Board of the *Journal of Nematology* in an advisory capacity on policy and standards in format and content of taxonomic papers.

- D. Participate in, and cooperate with, other systematic organizations, such as the National Science Collections Alliance (formerly the Association of Systematic Collections), when necessary to achieve common goals and objectives.

VII. COMMITTEE COMPOSITION:

- A. **Number of members:** Eight, four of whom will be established curators of working collections.
- B. **Length of Term for Members:** Chair shall serve one year, and one year following as Past Chair; Vice Chair will serve one year prior to rotating to Chair and one year as Past Chair. Members will serve three years..

VIII. DUTIES OF THE CHAIR:

- A. Submit an Annual Report, according to form attached (Appendix IV), to the current President by June 15.
- B. In January notify the Vice President of the number of vacancies in the Committee and suggest nominees.
- C. Execute actions approved at the Systematic Resources Committee meetings and plan the agenda for the next Annual Committee Meeting.
- D. Preside at the Annual Meeting of the Committee and record the minutes of the meeting.
- E. Maintain a file of all records, past and present, of the activities of the Committee, including current operational procedures and correspondence.
- F. Keep a list of all members who have served the Committee and dates of service.
- G. When term of office is completed, shall present to the new Chair at the Annual Meeting all records, correspondence and membership lists, which are pertinent to the past and present objectives and projects, and which will ensure the continuity of the Committee.

AD HOC COMMITTEES

PROGRAM

The Program Committee exists for two years and begins its activities two years before the Annual Meeting for which the committee is planning. The Chair of the Program Committee is the newly-elected Vice President. The Program Committee members are the Vice Chairs of the Standing Committees (By-Laws Art. IV, B,4) as the Standing Committees are constituted when the Program Committee Chair assumes the office of Vice President.

I. PURPOSE AND DUTIES:

The Program Committee is responsible for developing the Program for the Annual Meeting to be held two years hence.

- A. During its **first year** of existence the Program Committee develops a general outline of the types of symposia, colloquia, workshops, etc. they propose to have. By **December** the Program Committee Chair informs the Executive Board and the Local Arrangements Committee Chair of its general plans. The Executive Board and LAC Chair may convey their comments and suggestions to the Program Committee Chair by **March**. By **April** of the first year, the Program Committee Chair extends invitations to participants in the invited portions of the Program. At the **conclusion of its first**

year of existence - i.e., at the next meeting of the Executive Board - the Program Committee Chair presents a reasonably firm outline (titles, speakers, etc.) of the program to the Executive Board. The Program Committee Chair submits a budget request (usually to support symposium speaker travel, etc requested by Program Committee members; typically around \$15,000) to the Executive Board for consideration. The Treasurer incorporates the amount approved by the Executive Board into the next year's budget.

- B. The **second (final) year** of the Program Committee's existence is used to adjust the program where necessary to accommodate any participant withdrawals and to otherwise modify the program.

LOCAL ARRANGEMENTS

The Local Arrangements Committee (LAC) is responsible for selecting and securing facilities for the Annual Meeting of the Society.

I. DUTIES:

Planning for a meeting and selecting the meeting site should begin at least three years prior to the dates of the meeting, and preferably earlier. Of course this cannot be initiated until the Executive Board has approved a site. Several facilities should be investigated and bids obtained; everything should be documented in writing. Proposals should include a description of the facilities, projected costs, transportation, and potential social events.

In the selection process, consider convention facilities and sleeping room conditions. Facilities should have adequate numbers of meeting rooms with high ceilings and quality acoustics, soundproofed from external noise, and have good lighting. It may be difficult to know exactly how many session rooms will be needed because the program may only be in the very early stages of development. No one will know how many oral or poster presentations will be given at the meeting. Plan on having at least two rooms available for concurrent sessions, three rooms is probably safer. Meeting rooms should be close together and have comfortable seating. A large room should be available for poster presentation. In the past, a practice/review room has been provided. This may be less of a concern today.

II. COMMITTEES:

The LAC Chair may choose to organize using subcommittees or using a committee of the whole. The LAC Chair selects the members of the committee. As needed, the LAC Chair assigns responsibilities for various functions. The important thing is not how the tasks are accomplished but that the tasks are accomplished. There are many equally valid approaches to handling local arrangements. Use the one that works for you.

III. RESPONSIBILITIES OF LOCAL ARRANGEMENTS:

A. **Facility Selection:**

If the convention site is a hotel, you will sign a contract guaranteeing a certain number of rooms over a period of days. Examples of hotel contracts from recent meetings are available on the Society website in a private file available to the LAC Chair and members of the Executive Board. Your hotel room occupancy should not be too high or too low. You can base the estimate on the previous year's attendance (if last year was well attended, the next year might have less attendance or vice versa), the estimated cost of attending the meeting (if it will be expensive to travel, lodge, or register attendance may

be reduced). Remember that not all attendees will be in a separate room — some people will share a room among two attendees. (Note: In contract negotiations by the LAC Chair generally, for every 50 rooms occupied by the Society, one room is donated free to the Society by the meeting hotel. If registration is such that there is one room free, it should go to the President; if a second free room is generated it should go to the Chairperson of the LAC, and any third free room to the President-Elect.) Local Arrangements may want to plan and arrange emergency contingencies, e.g. medical doctors, pharmacy, dentist, etc.

B. Financial Matters:

It is generally a good idea to request “start-up funds” (typically ~\$10,000) from the Executive Board at the prior annual meeting. These funds are used for down-payments and other incidentals incurred prior to collection of registration fees during the meeting year. Ideally these funds should be recouped from income generated by the meeting and returned to the Society as part of the meeting proceeds. You will need to develop a budget 10-12 months before the meeting. Local arrangement chair may access the SON credit card for local arrangement activities by consulting with the SON treasurer. Copies of final financial statements from prior meetings and a “meeting registration fee calculator” are available in the private website file previously mentioned that contains examples of hotel contracts. A meeting should pay for itself and better meetings will return money to the Society. Your income sources are registration fees and donations.

1. Budget:

Items that might be on the budget are gifts, graphics, coordinator fees, food (first and second Executive Board meetings, Editorial Board meeting, possible Cobb Foundation lunch, morning and afternoon breaks, opening reception, banquet, and poster session), entertainment, printing (name tags, programs, banquet, any mailings), poster display, audio-visual and projection, meeting rooms (there could be set up and rental fees; however, rental fees are usually waived if sufficient food is purchased), postage, transportation, and other items that might be needed by the LAC (see prior financial statements above for examples of past meeting expenses). Local Arrangement Committee should work with the treasurer in making local arrangement budget plans.

2. Registration Fee:

Calculate the registration fee by dividing the estimated budget by the estimated number of attendees, as detailed in the Excel “calculator” file above. You will need to set a regular member fee, student member fee, non-member fee, non-member student fee, accompanying person fee. Set late registration fees 20-25% higher. Student fees are usually 50% of the regular member fees. As you consider this, don't try to barely slip by. Set the registration fee so as to allow you some buffer. Remember that the meeting should break even or return funds to the Society—not cost the Society. The cost of meeting registration and banquet fees for any new Honorary Member recipient should be factored into the budget, as these expenses are covered by the LAC. Note that Emeritus Members pay the student registration rate, and all attending Honorary Members get free registration.

3. Extracurricular funds:

Extension and Industry committees will be the primary contact to solicit support for annual meetings and sustaining members. Local Arrangements Committee should

contact the Extension and Industry Committee chairs prior to the local arrangements meeting. Although the LAC Chair and Program Chair can write letters soliciting donations from companies to assist with the meeting, their efforts should be coordinated with Extension and Industry Committees to ensure that one company is not solicited more than once. Contributors are designated as "Sustaining Members" and acknowledged by a poster in the registration area, listing in the technical program and banquet program, and posting of their logos in SON website. Recommended donations for Sustaining Members are \$500 per year (from Jan 3 to December 31 each year).

C. **Registration:**

Registration and payment is handled online through the Society website. The Business Office simply modifies the previous registration form for the current meeting. A printable version of the registration form is also available for those not wishing to pay online by credit card. *Refund requests:* Make sure that the Registration Form states that "Whoever wants to cancel their registration should notify the LAC of the cancellation one month prior to the meeting to receive a 75% refund, after that registration is not refundable, but they can apply their registration fees to next year's meeting".

D. **Transportation:**

The LAC should have pertinent information available describing travel to the meeting site. If there are multiple airports, let attendees know which is the closest. Tell attendees how to get from the airport to the conference site – such as hotel shuttle (if available), bus, cab, etc. Arrange for transportation to off-site events. The LAC may want to offer a tour of the area.

E. **Banquet and Entertainment:**

The LAC is responsible for all the social and food functions, including selection of menus and beverages for receptions, banquets, socials, etc., and arranges for any entertainment. The LAC covers the costs of the banquet ticket for any Honorary Member recipient, and one complimentary ticket for each company that is "Friend of the Society" for the Annual Meeting.

F. **Projection and Exhibit:**

The LAC arranges for visual aids, easels, poster boards, pointers, etc. Secure trained operators of the equipment and ensure that all sessions are staffed where required. Make sure that all the equipment is in good working order. Discourage overhead projection. Provide an equipped practice room. Only large screens should be used, preferably 8 X 8 foot square.

G. **Spouses Program:**

The intent is to assist spouses of Society members in becoming acquainted with the area around the meeting site and to assist them with sightseeing, tours, shopping, etc. A spouses' hospitality room should be set up for the duration of the meeting hosted by members of the LAC and their spouses. Arrange tours that would be of interest to spouses of Society members. Develop a budget and provide this information to Finance, Registration, and Coordination. Recommend a registration fee for spouses.

H. **President's Reception:**

Funded out of the proceeds raised by the LAC. Provisions should be reasonable (hors

d'oeuvres, beer/wine/tea/water) but not extravagant. Refer to past costs of President's receptions in the cost summary from recent meetings.

IV. TIMING:

A. **18 months prior to the meeting time:**

Preliminary planning must start at least 18 months, preferably 24 months, prior to the time of the Annual Meeting. Ask Treasurer to budget for any hotel or Convention Center reservation deposits. Meet with the host convention center/hotel to establish tentative needs for convention rooms, meeting rooms, number of reserved guest rooms, etc. Negotiate a contract with the Hotel/Convention Center (see examples in private file on Society website as previously mentioned). At the organizational meeting the responsibilities for each subcommittee are outlined. Those items need to be established which will be included in the preliminary announcement of the meeting; **this announcement should be sent out 10 months in advance of the meeting and made available on the webpage, NNL, SON listserv, and through social media (facebook, twitter, etc.).** Issues that should be resolved by this time for inclusion in the preliminary announcement include 1) tentative spouses program and tours, if needed 2) public relation ideas to promote the meeting, 3) notices prepared for posting on appropriate websites such as those for American Phytopathological Society, ONTA, ESN, IFNS, etc. Finance should develop a list of potential contributors (lists, with contact people, should be passed from one LAC to the next) and posted to the private file on the Society website.

B. **14 months prior to meeting:**

Ask Treasurer to budget for start-up costs for the meeting, prior to receiving any registration fees or donations (usually in the range of \$10,000, depending upon the anticipated out of pocket expenses prior to establishing cash flow through donations and registration fees. This is technically a loan).

C. **12 months prior to meeting:**

1. Entire committee meets to bring plans current, assess schedules, review progress and responsibilities. Hotel rates should be firm, colloquia and symposia for the technical program should be taking shape (Program Chair responsibility). Tours should be finalized and a fairly fixed schedule should be established for the remaining 12 months. The Program Chair should be reminded by the LAC Chair to contact the Editor-in-Chief regarding submission of abstracts.
2. THE LAC Chair should have pretty firm ideas by this time about:
 - a. Costs of banquet, entertainment, and convention facilities
 - b. Announcements prepared for news releases
 - c. Printed outline of spouses program, if any
 - d. Preliminary costs and income data (review financial status)
 - e. Formulation of registration packet well along
 - f. Information for information desk
 - g. Estimated needs for projection equipment and exhibits

D. **10 months prior to meeting:**

1. Send general informational notice to the Society website and those of other related societies.
2. Sustaining Associates should NOT be solicited for monetary contributions as Sustaining Members to support annual meeting activities until AFTER the

December 1 preceding the next annual meeting of the Society. The Chair of the Industry Committee should be contacted by the Chair of the LAC to provide the names of individuals within specific industries, Society contacts, to whom the letter of solicitation should be sent in early January. If no response is received to the letter of solicitation a follow-up letter should be sent February 1. Refer to section III B.3. above for suggested donation amounts.

E. 6 months prior to the meeting:

Establish a budget for income and expenses. Firm up the amount of the registration fee (students and emeritus members should pay a reduced fee, 50% of regular fee). Breakdown of registration will approximate 10-20% spouses, 65-75% regular members, and 15-25% student members. In Baltimore (1991) only 15% of the total who finally registered did so by the early registration deadline -- only 34 of the 227 who finally showed up for the meeting. So be prepared for lots of sleepless nights and chewed to the elbow fingernails. For subsidized events (banquet, pre-meeting social, etc.) charge non-registered spouses and guests who attend full costs.

F. 5 months prior to the meeting:

Schedule an update meeting of LAC. The Program Chair should be reminded by the LAC Chair to prepare the abstract submission forms and issue the "Call for Papers" (see Appendix VI as a template) via the Society website and listserv. The "Call for Papers" should be accompanied by registration information which is prepared by the LAC Chair. Abstract submission, payment of abstract fees, and registration occurs through the Society website with assistance from the Business Office. Registration information should inform those wishing to pay for registration by check, purchase order, or electronic fund transfer (EFT) to contact the Business Office for assistance.

G. 2-3 months prior to the meeting:

Program Chair obtains abstracts as they are received through the website. Work with Program Chair to develop the program and insure appropriate rooms and times are available. Help proof the program before printing. The program is printed locally as a LAC expense. Print sufficient copies to allow for both pre-registrants and an estimated number of late registrants. Keep the membership posted via SONLISTSERV announcements and make sure that the Program Chair posts the final program on the webpage as early as possible. Make sure that the program (including abstracts) has been printed for distribution at the meeting. Design and order "registration gifts" for distribution at registration (These can include tote bags, water bottles, beach towels, tee-shirts, etc). Make sure that they fit within the budget from registration fees.

H. 2 weeks prior to the meeting:

Meet with convention center staff to assure that all aspects of the meeting have been addressed including registration, food functions, coffee breaks, receptions. Prepare name tags.

I. 2 days prior to meeting:

Set up registration desk and information booth. Organize the registration such that the flow of people is smooth and rapid -- people will be tired and grumpy from travel. Optional - arrange for a secretary to be present to assist with typing for the LAC as well as Committees and other official Society business.

- J. **During the meeting:**
Clearly identify the person in charge. This person should be housed at the convention facility. Keep an information desk and emergency facilities available throughout the meeting. Post an activity bulletin board and transportation schedule. Provide a bulletin board for notices and communication among attendees. Schedule a "Get Acquainted Social" for spouses for the first morning of the meeting.
- K. **Post-meeting activities:**
Schedule a wrap-up meeting to discuss the various aspects of the meeting within a day or two after the meeting is over. Update the LAC section of the Manual of Operations to be passed on to the next LAC. Prepare a final report including a statement on receipts and disbursements.
Breakdown of receipts includes: registration, banquet, special food functions, tours, contributions from Sustaining Members, grants, other. Breakdown of disbursements includes: cost of meeting facilities, food functions, postage, secretary, coffee breaks, supplies, registration, tours, registration packet stuffers, etc. Acknowledge special guests, helpers, and contributions. Send electronic files containing: .pdf of the negotiated hotel contract; final conference financial statement containing breakdown of expenses and income as just described; MS Word copy of the meeting program; MS Word copy of the Banquet Program; breakdown of meeting attendance (regular members, students, spouses, non-members, oral papers presented, posters presented) to the SON web editor for posting, the newly-advanced President-elect/Program Chair for the coming year, and next year's LAC Chair.

REPRESENTATIVES TO CURRENT AFFILIATIONS

(NOTE: This section believed to be incomplete, particularly during the mid 1980's.)

American Institute of Biological Sciences (AIBS) - K. D. Fisher (1981-1983), R. V. Rebois (1981-1984), L. R. Krusberg (1985-1989), D. W. Dickson (1989-90), L. R. Krusberg (1990-1996), S. L. Meyer (1996-2001), S. M. Schneider (2006), E.P. Masler (2007-2016)

International Federation of Nematology Societies (IFNS) - K. R. Barker (1995-2002), D. J. Chitwood (1995-2002), H. Melakeberhan (2000-2006), L. W. Duncan (2002-2010), R.L Huettel (2007-2010); Robin Giblin-Davis (2015-2018); Axel Elling (2015-2018).

National Science Collections Alliance (NSCA) (formerly: Association of Systematics Collections, = ASC) - E. M. Noffsinger (1983-1993), J. G. Baldwin (1993-1997), L. Carta (1998-2001), Z. Handoo (2002-2007), L. Carta (2008-2010)

PAST REPRESENTATIVES TO CURRENTLY DEFUNCT OR INACTIVE AFFILIATIONS

(NOTE: This section is believed be incomplete, particularly in the mid 1980's.)

American National Standards Institute (ANSI) - R. E. Michell (1983-1984, 1989- 1990), J. Feldmesser (1983-1984, 1987-1988)

American Phytopathological Society (APS) - H. V. Morton (1992-1994), (1996-97)

Association for the Advancement of Agricultural Sciences in Africa (AAASA) - R. N. Huettel (1987-1990)

Coalition on Funding Agricultural Research Missions (CoFARM) - L. R. Krusberg (1992-1996), J. M. Halbrendt (1998-2001), D.J. Chitwood (2002-2010)

Council for Agricultural Science and Technology (CAST) - A. W. Johnson (1981- 1984), D. W. Dickson (1985-1991), C. W. Laughlin (1991-1993), S. A. Lewis (1993-1996), G. L. Tylka (1996-97), A. P. Nycepir (1998-2000), J. Thies (2000-2001), J. D. Eisenback (2002-2010)

Federation of Scientific Agricultural Societies (FSAS) - D. W. Dickson (1981-1983), G. Fassuliotis (1983-1984)

Federation of Societies of Parasitology (FSP) - R. I. Bolla (1992-1994), D. J. Chitwood (1994-1997), C. H. Opperman (1997-2001)

Intersociety Consortium for Plant Protection (ISCPP) - D. W. Dickson, J. M. Ferris, J. M. Webster (1981-1982), D. W. Dickson, D. W. Freckman, J. M. Webster (1982- 1983), J. M. Webster, D. W. Freckman, G. D. Griffin (1983-1984), D. W. Freckman, G. D. Griffin, G. Fassuliotis (1985-1986), 1987-1988: G. Fassuliotis (1987-1988), R. Rodriguez-Kabana (1989-1990)

Metric Coordinator - J. A. Veech (1981-1984)

National Research Council, Assembly of Life Sciences (NRC) - W. F. Mai (1981- 1990)

Plant and Soil Sciences Forum (PSSF) - D. J. Chitwood (1996-2001)

APPENDIX I

PROCEDURES FOR CONDUCTING SOCIETY BUSINESS BY EMAIL [ELECTRONIC EXECUTIVE BOARD MEETINGS]:

The Society of Nematologist Constitution & Bylaws allows for regular and special meetings of the Executive Board. The Constitution text requires notification of the special meeting as well as connoting physical meetings of the Board. However, over the past 20 years, the EB has found email meetings to be essential to the functioning of the Society. The EB therefore adopts the following procedures to ensure the continued trust and respect of our fellow members.

PROCEDURES FOR CONDUCTING EXECUTIVE BOARD BUSINESS BY EMAIL:

The email meeting must follow proscribed procedures for special meetings as outlined in the Constitution and Robert's Rules of Order Newly Revised with minor adjustments.

Until such time as the Constitution & Bylaws of the Society are modified, at each regular meeting of the Executive Board, a resolution will be introduced stating that all Executive Board members agree to participate in electronic meetings throughout the upcoming year, have access to email, that the voting members of the Board (all members elected by the membership [President, President-Elect, Vice-President, Immediate Past- President, Secretary, Treasurer] and the Editor-in-Chief of the *Journal of Nematology*) constitute a quorum, and the quorum is assumed present until a meeting is adjourned.

1. The President will email the EB **seven days** before the meeting is to take place, provide the agenda for the meeting, and a date for adjournment.
2. All communications will be addressed to the President and copied to the entire Executive Board. The President will moderate the meeting. The President will ensure that the order of business is followed and Robert's Rules of Order Newly Revised are adhered to.
3. Any EB member may make a motion. The motion will require a second.
4. After the EB member has moved, the President will "state the question on the motion," set a time limit for discussion, and provide a time for the conclusion of voting. The voting time should generally be sufficiently long to allow all voting EB members to have the opportunity to vote in light of diverse time zones among the EB members. **Four yea votes** are needed to carry a motion during the electronic meetings.

These suggestions are based on the requirements of special meetings as stated in the Constitution, Article III Section 4. Special Executive Board Meetings and from the American Institute of Parliamentarians (<http://www.parliamentary procedure.org>).

APPENDIX II

SAMPLE COMMENDATION LETTER: FELLOW

(Date) _____

Dr. _____

Dear Dr. _____:

It is with great pleasure that I inform you that the Honors & Awards Committee of the Society of Nematologists has recommended you for elevation to the rank of Fellow of the Society. As stipulated in the Constitution & By-Laws, this honor may be bestowed on no more than 0.4% of the living membership in any given year, and is intended to recognize those who have excelled in areas of significant research, extension, and/or service contributions to the Society above and beyond those of most members.

I sincerely hope that you can attend the (__)th Annual Meeting of the Society of Nematologists (insert date) in (insert meeting location). You will be specifically honored at the Society's Awards Banquet the evening of (insert date), and at the President's Reception.

It is truly a pleasure to recognize a respected nematology colleague with this honor!

With Best Regards,

President

APPENDIX III

SAMPLE COMMENDATION LETTER: SYNGENTA AWARD RECIPIENT

(Date) _____

Dr. _____

Dear Dr. _____:

It is with great pleasure that I inform you that the Honors & Awards Committee of the Society of Nematologists has selected you as the (year) recipient of the Syngenta Crop Protection Award. As stipulated by the sponsor, this award is most often presented to early-career scientists who have made significant contributions to the advancement of nematology and agriculture.

I sincerely hope that you can attend the ___th Annual Meeting of the Society of Nematologists (date) in (location of meeting). You will be specifically honored at the Society's Awards Banquet the evening of (date), and at the President's Reception.

It is truly a pleasure to recognize a respected nematology colleague with this honor!

With Best Regards,

President

APPENDIX IV

STANDING COMMITTEE REPORT FORM:

20xx COMMITTEE REPORT TO SOCIETY OF NEMATOLOGISTS EXECUTIVE BOARD

Committee:

Chair:

Members:

Project Title:

Accomplishments: (*...example from past Finance Advisory Committee*) The committee has reinvested Society funds in certificates of deposits. Two CD's that were earning 3.25% annually were retired, and the \$90,000 received was used to purchase two new certificates, one for \$65,000 at 7.65% (five year maturity) and the other for \$25,000 at 6.5% (six month maturity). The six month certificate matured in July, and it was reinvested at 6.0% for 15 months. The Society Money Market account, which was earning only 2.75% was used to purchase a \$21,000 certificate at 5.8%. It is expected that these changes will approximately double our interest income in 1996. Our checking account was changed from a non-profit, non- interest bearing account to an interest-bearing account earning 1.75% annually. The four-month (September-December, 1994) interest from this simple change resulted in an additional \$400 of income.

Projected Activities: Continue to look for secure sources of investment that provide high yields. Investigate the possibility of separating our business office and banking functions to provide better financial control and to improve service to our members.

Budget for 20XX:

Members rotating off:

Proposed new members:

APPENDIX V

SAMPLE LETTER OF INVITATION TO SUPPORT APPLICATION FOR TRAVEL VISA

Date:

***name full address of attendee requesting letter**

Dear _____:

The purpose of this letter is to inform you that we received the abstract of your paper titled: “TITLE”. **Authors, Author address.** Your paper has been accepted for presentation at the 54th Annual Meeting of the Society of Nematologists in (meeting location and dates). Following your presentation, the abstract will be published in an upcoming issue of the *Journal of Nematology*. In an event that if you are unable to present your paper/poster(s) in the meeting, your abstract(s) will not be published in the journal unless a good reason for not being able to attend is presented.

I am looking forward to meeting you in Lansing, and to seeing your presentation.

Thank you for your participation!

Regards,

_____, Ph.D.
Program Chair
President Elect

APPENDIX VI

SAMPLE: "CALL FOR ABSTRACTS"

SUBMISSION OF ABSTRACTS

Deadline April 30, (____)

1. SUBMITTING YOUR ABSTRACT

- Abstracts for all SON oral and poster presentations should be submitted via the SON Conference Website.
- Your abstract will be limited to 500 words.
- Abstracts must be received by (____ **due date**____) with payment.
- If you are not able to submit your abstract(s) via the SON webpage, please send your abstract in a PC compatible format as an e-mail attachment to: (____ email address of Program Chair____)
- Please indicate in the e-mail that a check (made out to SON in \$US) or a purchase order is being mailed.

SON Annual Meeting

c/o (name and mailing address of Local Arrangements Chair)

2. GENERAL INSTRUCTION

- Abstracts and payment must be received by (____ due date____).
- Abstracts will be presented in a program booklet that will be distributed at the meeting. This version is unedited; therefore, you are requested to have your abstract reviewed by two colleagues before submission.
- Abstracts for oral and poster presentations will be published in the *Journal of Nematology*. This version is edited before it is accepted for publication. The abstract may be returned to the author for revision. Abstract will not be published if it is not presented at the meeting.
- The \$50.00 per abstract payment **must** accompany the abstract. Payment should be made by credit card during the website transaction. However, if you would prefer to pay by check (payable to SON) or a purchase order this must be done before the abstract will be accepted. In this case, please send your check or purchase order with a hard copy of the abstract and the Abstract Payment Form (page 4 of these instructions) to:

SON Annual Meeting

c/o (name and mailing address of Local Arrangements Chair)

- If a paper or poster is not presented at the meeting or if payment is not received at submission, the abstract will not be published.
- Time for oral presentations = 12 minutes, plus 3 minutes for discussion.
- An LCD projector will be available for oral presentations. A laptop and a LCD in a preview room will be available, and presenters should bring their talks prepared in Power point or Power point-compatible format. **All talks will need to be preloaded before the beginning of the session.**

3. ABSTRACT FORMATTING INSTRUCTIONS

- The abstract should be in 12-pt font (a Times font is preferred), single spaced and with left justified margins and right unjustified margins.
- Capitalize all letters in the abstract title.
- Include the full name of the first author (last name, first name).
- Additional authors should be listed by initials followed by surname.
- All authors should be listed using bold print.
- List author addresses immediately after list of authors. Use superscript numbers to clarify authors and addresses.
- Start the abstract on the line following the line with the last author's address.
- Indent the first line of the abstract 5 spaces.
- Scientific names should be italicized but omit taxonomic authorities and references.
- Abstracts are limited to 500 words including title authors and addresses.
- If you have any publication or formatting questions, please contact the JON Editor-in-Chief: (name, mailing address, and email of current Editor-in-Chief)

Sample Abstract

RESILIENCY OF A NEMATODE COMMUNITY AND SUPPRESSIVE SERVICE TO TILLAGE AND NEMATICIDE APPLICATION. **Timper, Patricia¹, R.F. Davis¹, and G. B. Jagdale²**. 1USDA ARS, P.O. Box 748, Tifton, GA 31793, 2Plant Pathology Dept., University of Georgia, Athens, GA 30602.

We hypothesized that populations of predatory and omnivorous nematodes would be slower to recover from conventional tillage and nematicide application than other nematode trophic groups, and that lower populations of predators and omnivores would lead to greater survival and reproduction of plant-feeding nematodes (i.e., pest resurgence). A field study was conducted from 2008-2010 with two tillage regimes (strip and conventional) and two nematicide treatments (the fumigant 1,3-dichloropropene and a no-nematicide control) with six replications. Soil samples were collected pre-fumigation, post plant, and mid season during each year. Tillage had little impact on the nematode community, but 1,3-D reduced numbers of all trophic groups compared to the control at post plant and mid season. Omnivores and predators were not severely impacted by the nematicide treatment; populations of both groups repeatedly recovered by the following spring from the yearly application of 1,3-D, with the exception of predators in 2008. We used two bioassays to measure the suppressive service of the soil community: one determined survival of the reniform nematode (*Rotylenchulus reniformis*) and the other reproduction of *Meloidogyne arenaria* on peanut. Survival of *R. reniformis* was greater in defaunated compared to native soil indicating that the soil contained organisms that consumed nematodes. Application of 1,3-D led to an increase in survival of the *R. reniformis* from 53% in the control to 78% in treated plots at post plant, and from 55% in the control plots to 66% in treated plots at mid season. Likewise, reproduction of *M. arenaria* was greater in soil treated with the nematicide. At post plant, survival (%) of *R. reniformis* was negatively correlated with abundance of predators + omnivores. Organisms other than nematodes were likely involved in the suppressive service. This was particularly evident at pre-fumigation, when survival of *R. reniformis* was lower in plots previously treated with 1,3-D than in control plots. The nematicide may have altered the soil community to allow a fungal, bacterial, or invertebrate antagonist of nematodes to increase in abundance.

4. INSTRUCTIONS FOR POSTER PRESENTATIONS

Each poster will be given a number and allotted a space **4' high x 3' wide (or 122 cm x 91 cm)** (Portrait). The spaces will be numbered ahead of time so that you will know where to place your poster. Pushpins will be provided for mounting the poster.

Indicate the title, and name(s) of author(s) at the top of your poster so that it may be identified easily; the lettering for this heading should be at least 1" (30.5 cm or 72 points) high.

As a general guideline, text and illustrations should be comfortably read from a distance of 3 to 4 feet (or 1 m), so make them large enough to be seen clearly. Charts, drawings, photographs and illustrations might well be similar to those used in making slides and more heavily drawn. Simple use of color can effectively add emphasis. Your poster should be printed on lightweight materials that could be supported by pushpins. Hand-lettered material is generally unsuitable for professional and effective poster presentation. Typed material should use the largest font possible, but at least 30 points in size. Illustrated materials should be kept simple. It also might be useful to have small copies of the poster for handouts, and a tablet of suitable sketch paper as well as a felt marker to use in discussion and further illustration.

ABSTRACT PAYMENT FORM

(Please **do not use this form** if you have completed abstract submission and payment via the SON webpage. Complete this form and submit at same time as submitting the abstract via the webpage, only if you are submitting payment in check form or for manual credit card processing.)

A. Contact author's name, business address, phone number, facsimile (FAX) number, e-mail :

B. How was abstract submitted?

Via webpage, I am paying for the abstract with this form. I have attached a hard copy of the abstract for reconciliation purposes only.

I have submitted my abstract via email attachment and am paying for it with this form. I have attached a hard copy of the abstract for reconciliation purposes only.

C. Each abstract submitted is subjected to a publication fee.

\$50 U.S. Check enclosed (drawn on a U.S. bank only)

\$50 U.S. Purchase Order attached:

\$50 U.S. Visa/MasterCard

Card Number : _____ Exp. Date : _____

Name exactly as it appears on card : _____

Note : We can accept only Visa/MasterCard for credit card payment.

D. Type of presentation (please check one) :

Oral Poster

E. Subject area (see codes below). Sessions will be arranged and posters grouped by these subjects to the extent possible. List first and second choices.

Code : 1. _____ 2. _____

Subject Matter Codes-

Invited Contribution

Student Paper

Student Poster

Biological Control

Ecology/Behavior

Entomopathogenic Nematodes

Genetics

Resistance

Host Parasite Interactions

Management

Taxonomy/Systematics

Other

*Presentations will organized by subject matter by conference organizers

F. Name of the person who will present the paper or poster during the meeting:

G. Names of two people who reviewed the abstract :

Deadline for postmark: If you are using this form because you were unable or unwilling to submit payment via our webpage, then please complete the form, attach or provide details of payment, attach a hard copy of the submitted abstract, and send to: SON Annual Meeting, c/o (name and mailing address of Program Chair). **Deadline:** (due date).

APPENDIX VII

THANK YOU FORM LETTER TO SYMPOSIUM CONVENERERS:

Date:

(Name of Symposium Organizer)

Dear__:

Thank you for your work in organizing a special session for the Society Meeting in City, State, Date. Your symposium, TITLE, will receive \$AMOUNT from Society to defray your speakers' expenses.

Please follow carefully the procedures noted below for reimbursement of speaker expenses.

1. By (ENTER DATE; USUALLY 2 MOS. BEFORE MEETING), complete the enclosed "Speakers to Receive Funding" form with the names and complete addresses of all speakers who are to receive funds. Send a copy of this form to me and the Society Treasurer at the addresses or fax numbers noted below.
2. Forward a copy of the enclosed "Society Travel Expense Voucher" and the "Instructions for Reimbursement of Expenses Incurred at the Society Meeting" to each of your speakers.
3. Each speaker is to return the form to you no later than (ENTER DATE HERE) , along with the original receipts. Verify that their address is complete and that their reimbursement amount is correct. (Full addresses are needed for us to process the reimbursement check.)
4. When all of the reimbursement voucher forms have been received from each of the speakers, please note approval by signing each form and forwarding the forms and original receipts to the Society Treasurer at the address noted below by (ENTER DATE HERE; I.E., 2 MONTHS AFTER MEETING). Remember that your reimbursement total cannot exceed your allocated funds.
5. The deadline for the speakers to send their completed forms to you is (ENTER DATE HERE; I.E., 2 MONTHS AFTER MEETING).

If you have questions or concerns, please contact me.

Sincerely,

- YOUR NAME, ADDRESS, TELEPHONE & FAX NUMBERS, AND E-MAIL ADDRESS.

- Society TREASURER'S NAME ADDRESS, TELEPHONE & FAX NUMBERS, AND E- MAIL ADDRESS.

APPENDIX VIII

FUNDS TRACKING FORM FOR SYMPOSIA CONVENERERS:

To: Symposium (Organizer Name) Re: (Symposium Title)

q Funds to be used for Hotel and Travel Arrangements (specify below the name[s] and address[es] of each speaker[s] to receive funding and the maximum amount they are to receive)

Speaker

Maximum of funds allowed

Example: John Smith
Cornell University
Dept. of Plant Pathology 125 Dover Path
Ithaca NY 14853

\$150.00

Please send a copy of this completed form to:

- YOUR NAME, ADDRESS, TELEPHONE & FAX NUMBERS, AND E-MAIL ADDRESS.
- Society TREASURER'S NAME ADDRESS, TELEPHONE & FAX NUMBERS, AND E-MAIL ADDRESS.

APPENDIX IX

EXPENSES FORM FOR INVITED SYMPOSIUM SPEAKERS:

To: Symposium Session Speaker (ENTER NAME) From: YOUR NAME, Society Program Chair
Re: Expense Report

Itemize your allowed expenses incurred while speaking at the APS/SON/MSA Joint Meeting. (Re: Specific Joint SON/APS Symposia - Additional funds may have been approved by APS. If so, please contact your session organizer regarding the separate arrangements for reimbursement of those funds). Please be sure to include all original receipts when submitting the form to your session organizer.

Expense reports are to be sent to your session organizer at the address noted below for receipt by the organizer no later than (ENTER DATE HERE). If the forms are not submitted by that date, you will not be reimbursed.

Session Organizer: Address:

SYMPOSIUM TITLE:

Society Travel Expense Voucher

Name of Speaker: _____
Address: _____

Itemized allowed expenses: _____ / _____
Signature of Speaker Date

Hotel - \$ _____ / _____
Travel - \$ _____ Signature of Organizer Date

TOTAL- \$ _____

If you have further questions or concerns please contact me:

Your Name, Society Program Chair
ADDRESS, TELEPHONE & FAX NUMBERS, AND E-MAIL ADDRESS. RETURN FORM &
RECEIPTS TO YOUR SESSION ORGANIZER