

OPERATIONS MANUAL OF THE SOCIETY FOR FRESHWATER SCIENCE

v. 2016

R. Fuller - Update 1-16-2013
Awards updated Feb 2014 (DLS)
Sponsorship committee update 9/14 MRW
CASS & AIBS updates 11/14 MRW
Chapters update 1/15 MRW
Updated 3/15 MRW
Updated 4/15 MRW
Updated 5/16 ESB
Updated 6/16 SAT

TABLE OF CONTENTS

1.	President, President-Elect, and Past President	1
2.	Vice President	3
3.	Secretary	4
4.	Treasurer	8
5.	Finance Committee	10
6.	Endowment Committee	11
7.	Elections and Place Committee	12
8.	Awards Selection Committee	13
9.	Long-range Planning Committee	18
10.	Publications Committee	19
11.	Public Information and Publicity Committee	21
12.	Constitutional Revision Committee	22
13.	Student Resources Committee	22
14.	Taxonomic Certification Committee	23
15.	Technical Issues Committee	23
16.	Science and Policy Committee	24
17.	International Coordination Committee	25
18.	Conservation and Environmental Issues Committee	25
19.	Education and Diversity Committee	26
20.	Sponsorship and Development Committee	26
21.	Resolutions of Appreciation for SFS Members.....	27
22.	CASS and AIBS Representation.....	27
23.	SFS Chapters.....	28

1. President, President-Elect, and Past President

President-Elect

Continuous tasks in First Year:

- Chair, Awards Selection Committee during year of service as president-elect. Ensure that Award of Excellence & Distinguished Service, Environmental Stewardship, Hynes Award, and Student Awards Subcommittees are conducting business in a timely manner.
- Serve as a Member of Executive Committee, Board of Directors and Finance Committee
- Co-Chair of Standing Committees with the acting Vice President – for duties see the description of the Vice Presidents position presented below.
- Assist President when needed

Immediately following election

- Select Vice President for his/her term in office and both will be members of the Board of Directors (BoD) to begin 3-year terms beginning with the annual meeting

May/June following your election

- Attend the annual meeting, joining the Finance Committee meeting and the Board of Directors meeting prior to the conference and the new BOD breakfast meeting.
 - Introduce new Vice President at Business Meeting after your election has been announced and you are introduced.
- Select members for the Meeting Committee who will assist you in planning the program and will assist management organization with local arrangements for year in office.
- Work with Vice President to ensure that awards subcommittee membership rosters are accurate and complete and that committee chairs are aware of their responsibilities.
- Begin informal communication with meeting management organization
- Closely observe society operations at annual meeting in preparation for term in office
- Ensure that photos and descriptions of award winners are updated on the SFS website.

By October 1

- Work with web and bulletin editors to ensure that announcements requesting nominations (AoE, DSA, ESA, HA) or application information (Student Awards) are ready for submission to fall bulletin and on website; Work with awards committee to actively solicit nominations for these awards.

By February 1

- Ensure that award winners of AoE, DSA, ESA, HA, SA are announced in the Spring bulletin with photos and description of their awards. The recipient of the Award of Excellence and the Hynes Award winner should have a title and abstract submitted to the bulletin.

By Annual Meeting when you take office:

- Review committee structure and terms of current standing committee chairs to determine whose term is ending and make necessary informal appointments of chairs to begin at annual meeting, to include:
 - Graduate Student member of Board of Directors (usually this appointment is the outgoing SRC chair)
 - Election and Place – appoint two new members who will each serve a 2 year term (see Constitution)
 - Award of Excellence and Distinguished Service Award Subcommittee – appoint one member for a 3 year term (to chair subcommittee in his/her third year).
 - Hynes Award for New Investigators – appoint two members for a three year term (one of which will chair the subcommittee in his/her third year).

- Environmental Stewardship Award Subcommittee – in conversation with the Chairs of the Technical Issues, Science and Policy and Conservation and Environmental Issues Committees, have one person from each committee appointed to a two year term – one of which will chair the subcommittee in their second year.
 - Finance Committee – make one appointment for a 3 year term
 - Endowment Committee – make one appointment for a 5 year term and name the committee member in their 4th year as chair. The 5th year member shall serve as assistant chair.
 - Journal Endowment Committee – make one appointment for a 2 year term, this person will need to fill either the BOD rep or Journal AE slot depending on who is rotating off
- Review Society finances with Chair of Finance Committee and Treasurer, and make initial decisions about expenditures during term in office.
 - Prepare Presidential agenda for presentation at Business Meeting
 - Communicate with current President about important overlapping issues
 - Purchase traditional inscribed mug for outgoing President
 -

At Annual Meeting:

- Attend Finance Committee and Board of Directors meetings
- Deliver agenda at end of Business Meeting and introduce new Delegates
- Conduct new Board of Directors breakfast meeting

President

Throughout the year, the President maintains close contact with the Vice President who will ensure that all committee business proceeds in a timely manner. The President keeps in communications with the other Society Officers (i.e., President-Elect, Secretary, Treasurer) regarding important issues and decisions. Key deadlines for the President are as follows:

- 1 July: Completes all committee appointments; submits message (e.g. Presidential agenda for year) for President’s Environment in summer Bulletin; coordinates with Vice President to ensure that names and addresses of officers, BoD members, and committee chairs are submitted to the summer Bulletin
- 21 September: Confirms that progress is being made by standing and special committees; communicates via Vice President any necessary information to the Executive Committee and BoD; submits message for President’s Environment in winter Bulletin. Works with Vice President to Coordinate conference call with BoD.
- 1 December: Confirms that progress is being made by critical committees, including the Election and Place Committee, Local Arrangements Committee, and Program Committee; communicates with other officers as needed on specific society matters. Works with Vice President to Coordinate conference call with BoD.

- 1 February: With Vice President and President Elect, discuss committee progress, make recommendations to specific committees as needed, and identify issues that will require discussion and voting by the BoD prior to Annual Meeting; submits message for President's Environment in spring Bulletin. Gets sponsorship letters from Sponsorship Committee and send to sponsors.
- 1 March Works with Vice President to Coordinate conference call with BoD.
- 1 May: Make final preparations with Vice President for annual BoD meeting; ensure that plaques for Award of Excellence, Distinguished Service Award, Environmental Stewardship Award, Hynes Award, and certificates for student awards are prepared (currently, Secretary has the certificates prepared, and Milt Ward handles the plaques). Work with Vice President to Coordinate conference call with incoming Presidents and past President to discuss administrative transition and priorities.

At Annual Meeting Beginning your Term:

- Attend Finance Committee
- Attend BoD meeting
- Update SFS Operations Manual and provide to incoming Vice President for further updates
- Attend Publications Committee meeting
- Attend Standing Committee Lunch
- Attend business lunch and present your agenda
- Plan agenda and attend the new BoD breakfast meeting
- Attend the annual meeting planning committee for subsequent year meeting planning

At Annual Meeting Concluding your Term:

- Attend Finance Committee
- Attend BoD meetings, and other committee meetings as necessary
- Deliver Presidential Address; introduce recipients of Award of Excellence, Distinguished Service, and Environmental Stewardship Awards; introduce and hand out Student Awards and Hynes Award from previous year
- Conduct Business Meeting; turn meeting over to new President; breathe again

Past President

Continuous tasks:

- Provide advice and guidance to President and President-Elect as required
- Chair the Election and Place Committee and ensure that candidates are obtained for President-Elect, Secretary or Treasurer as necessary, and Delegates for 2 categories (Early Career Membership, Academic Employment, non-North American Residence and Non-Academic employment depending on which will be vacant). Also, actively seek next venue and location for Annual Meeting in collaboration with a meeting management organization, which is typically 3 years in arrears

- Participate in other committees as requested by President

At Annual Meeting Concluding Your Term:

- Attend the BoD Meeting
- Attend meeting of the Award of Excellence and Distinguished Service Award Selection Subcommittee

2. Vice President

The Vice President is selected by the President Elect and serves a 3 year term as a member of the BoD. The VP serves as a non-voting member of the Executive Committee. For all meetings, the Vice President is responsible for running the meeting..

The Vice President works closely with the President during his/her year as acting President. The Vice President supports the work of the President by:

- Together with the President, coordinating the schedule and agenda items of the monthly Executive Committee conference calls, the quarterly BoD conference calls/annual meeting, and the Business Luncheon at the Annual Meeting of the Society.
- The Vice President will coordinate with the Chair of the Local Arrangements Subcommittee to set dates and provide numbers of attendees at the BoD meeting and the lunch time meetings of all SFS committees
- The Vice President should act as an intermediary between our membership services provider, and the BoD and Executive Committee for general administrative issues.
- Editing letters directed to the President from Committees that address the official views of the Society on environmental science and science education issues.
- Seeking the vote of the BoD on Presidential letters stating the views of the Society.

The Vice President is responsible for coordinating the efforts of standing and ad hoc committees so they may carry out their charges and address current Society needs.

- The VP acts as the Co-Chair of all SFS standing committees (along with the President Elect).
- Before each quarterly BOD meetings the Vice President should reach out to all committee chairs and collate any concerns, updates or issues into a summary document that will be provided to the BOD members and may dictate some items on the agenda. In each communication the Vice President should provide a web link to the Operations Manual.
- The Vice President along with the President Elect must ask the Chairs of SFS committees to submit their annual reports 3–4 weeks before the annual meeting
- The VP must distribute these reports to all members of the BoD ~ 2 weeks prior to the annual meeting.
- The VP should invite representatives of standing committees who need to discuss issues with the BoD to voice these concerns at the BoD meeting ahead of the annual meeting.
- The VP should invite all standing committee chairs to attend the new BoD breakfast.

- The new VP shall submit committee reports to Ron French by 15 June for publication in the summer Bulletin.

The Vice President is responsible for all changes to the society bylaws.

- The VP shall forward all proposed bylaw changes from Committees to the BoD for possible amendment and a vote.
- It is the duty of the VP to insure that bylaw changes passed by the BoD are posted on the SFS website at least 30 days prior to the annual meeting.

The Vice President serves as the AIBS representative for the Society for Freshwater Science, and in that role is expected to:

- Advise the President on selection of a SFS member(s), preferentially from the Education and Diversity Committee, to represent the Society at the annual Education Summit of the AIBS.
- Advise the President on SFS support for 1 or 2 of its female members to attend the annual symposium of Women Evolving in the Biological Sciences (support provided by the Presidential Discretionary Fund).

At Annual Meeting Beginning Your Term

- Attend BOD meeting
- Attending standing committees lunch
- Attend Business Lunch
- Plan the agenda and moderate the new BOD Breakfast Meeting
- Assist the incoming President in recruiting members to standing and ad hoc committees
- Together with the new President request updates to the Operations Manual from all committee chairs and members of the Executive committee and deliver updated Operations Manual to new President Elect and to the SFS archive.

At Annual Meeting Concluding Your Term

- Organize and run Board of Directors Meeting
- Attend Business Lunch
- Provide advice to incoming President and Vice President as needed

3. Secretary

Secretary

What the Constitution and By-laws say about the Secretary position:

The **Secretary** and Treasurer shall each hold office for a term of three years, and their terms shall not be conterminous.... The official term... shall begin at the close of the annual business meeting at which their election is announced.

Article 5. Office of Secretary.

The Secretary shall be responsible for keeping the minutes of annual business meetings, BoD meetings and the Executive Committee meetings, and the normal correspondence of the Society. He/She shall oversee all authorized ballots, including the annual election of officers and delegates. The Secretary shall submit a report of the Secretary's activities to the Society annually. All historical records shall be kept in the possession of the Secretary. Upon the death, incapacitation, or resignation of the Treasurer, he/she shall assume the duties of the Treasurer until a new Treasurer is elected. He/She shall serve as an ex-officio member of the Executive Committee.

C. Election and Place Committee. The Election and Place Committee (the "EPC") shall be responsible for organizing elections of Society officers and delegates to the Board and shall recommend possible Society Annual Meeting sites at least three (3) years in advance of the meeting. The EPC shall consist of the Past-President (who shall be Chair) and four (4) other members of the Society; two (2) new members will be appointed by the incoming President. The four (4) appointed members of the committee will serve for two (2) years. One (1) of the four (4) appointees shall be selected from Past-Presidents who have held office during the preceding five (5) years. It shall be the duty of the EPC to notify the members of the Society of vacancies in elected offices (President-Elect, Secretary, Treasurer and Delegates) and to solicit nominations for these offices. After reviewing the nominations, the committee shall select two (2) consenting nominees for each office.

What the Secretary actually does....

1. Meeting Minutes meetings (monthly)

The secretary takes minutes for ExecComm meetings, BoD meetings, Business meeting, and the new BoD breakfast meeting.

Draft minutes are distributed to the respective groups for approval. Approval can occur via e-mail or by voting at following meeting. Draft Business meeting minutes are posted to the website at least 30 days prior to the following year's meeting so that the membership can review them prior to voting to approve. Any corrections are incorporated and the minutes are finalized. Final ExecComm minutes are distributed to the BOD (preferably prior to their next meeting), BOD minutes are posted to the website, as are the final business meeting minutes.

A list of action items should be developed and distributed via e-mail when the draft minutes are distributed for review.

Once a year, I (sbn) concatenate all of the BOD minutes into one file (usually prior to the May meeting). This has proved to be an invaluable resource during board meetings.

The Secretary may attend the Finance Committee meetings and take notes. Attendance can be helpful for understanding details of SFS finances.

2. Membership tracking (Late winter and prior to the Annual meeting)

2.1. Provide membership status and trends report to the BoD. This should be prepared for the late winter/early spring BoD meeting. It consists of a summary of the membership totals and any trends, based on end of year statistics from the previous year. Request an end-of-year report from the membership provider in January. Coordinate with the finance committee chair (currently Kim Haag), because she requires the same information.

Previous secretaries (LJ and SBN) have kept an Excel file with the membership data, which has to be updated each year. The historical record was kept based on May statistics. The changes in membership service provider and reporting period provide an opportunity to begin a new spreadsheet.

2.2 Prior to the annual meeting, request from our membership services provider a Membership Directory in .pdf format. This is displayed prominently at the SFS table at the meeting, and you should request (at the business lunch) that people check their membership information – ask USU to print this out alphabetically.

2.3 After the meeting, the Membership Directory is posted on the members-only portion of the website

3. Secretary's reports (prior to the May meeting)

Two reports are submitted to the Vice President and President-Elect:

3.1. The annual secretary's report provided to the BOD at the May meeting. This can be any combination of membership reports, motions from over the year, and outstanding action items. Since the membership report should have been discussed at the early spring BoD meeting, I (SBN) intend to review motions, action items and procedural suggestions from the secretary's perspective.

3.2. Secretary's report to the membership. The Secretary's report has traditionally summarized membership totals trends. The finance committee chair also frequently presents this information, so coordinate to make sure the reports aren't redundant. For the 2016 meeting, I (SBN) will include a quick review of motions from the Milwaukee society business meeting. The intent is to maintain continuity within the membership.

4. Certificates and plaques for award winners (Late Spring)

The secretary is responsible for preparing the certificates for all the student awards and plaques for the other awards. Peggy Morgan has ably handled the student award materials, but the Secretary should ensure that this arrangement will persist.

The secretary is responsible for getting the small award plaques made and delivered to the meeting, and coordinate with USU (Joy Brisighella again) to engrave the large plaques. It is good practice to e-mail the award winners to verify the preferred spelling of

their names. Note that the Hynes Award winner is selected in March, so timing for getting that small plaque made is tight (there is no large plaque for the Hynes award).

Following the meeting, make sure that the awardees' names (including the student awards) are submitted to the webmaster to be posted on the website.

4. During the Annual meeting (Late May/Early June)

The Secretary spends some time at the SFS table at the meeting; however, their function is to check in to see if there are any questions. How much time is spent at the SFS table is a personal choice. It is fun to meet members; however, Irwin Polls and an assistant handle the bulk of the inquiries. Check in with them several times during the meeting.

At the new BOD meeting, try to assemble the names, affiliations and addresses of all new BOD members. This is needed for the Illinois annual report. The treasurer needs it too, so e-mail it to Mike Swift when it is compiled.

5. Letterhead (within 30 days of Annual meeting)

It is the responsibility of the Secretary to "look after the general correspondence" of the society, but realistically, what happens is that various presidents and committee chairs usually do their own writing, and would just like some letterhead. The Secretary works with the incoming Vice President to prepare (electronically) new letterhead to disperse each year, and there is a template along with these notes on a CD (in both Word and WordPerfect). The chief thing is to get a letterhead together with all the names of the new officers.

6. Elections (Start early in the Fall)

According to the Bylaws, the Elections and Place Committee and Chair (Past President) is responsible for elections. In past years, the ballots have been posted in December or January with balloting occurring at least 30 days. If you don't hear that the past president is getting the slate together in early fall, remind them. E&P is responsible for the slate of candidates and compiling the bios. This past year, I (SBN) worked with USU over the holidays to post the bios (on the public part of the site); implement the voting system (we considered members in good standing in either 2015 or 2016 to be eligible); send out an e-mail blast; and coordinate announcement with the newsletter. We coordinated the voting period to coincide with submission of abstracts. When USU provided me the results I passed them on to the president and vice president. The president contacted both the successful and unsuccessful candidates.

7. Annual Reporting Activities (December/January):

7.1. Submit the annual report to the Illinois Secretary of State in compliance with our non-profit corporation status ("Annual Report Form"), along with a check. You will need to check the website for the amount of the fee. Ask the Treasurer to send you a check made out to "Illinois Secretary of State". Attach a list of BOD members. Any

reminders will be mailed to Irwin Polls, as the Registered Agent, not to the secretary.

7.2 Coordinate with the Vice President to ensure that the new officers' names and committee chairs are listed correctly on the SFS website (in collaboration with webmaster);

7.3 Past secretaries have updated the Society information for the Directory of Associations and on the AIBS web site. I have not done this, and am unaware of the procedures involved.

8. Historical Records (Archives) (Ongoing)

According to our by-laws, the secretary is the keeper of the historical records. In practice, the archives are held at the Illinois Natural History Survey, the University of Notre Dame and the University of Minnesota, Duluth. In 2015, we initiated a new process of archiving material onto Google Drive. Mike Paul is currently the society archivist. He will send you access information and the SOP for posting material.

9. General Inquiries

Previously, members asked the Secretary questions about their membership status. Most of the question now go to our membership services hereby eliminating the vast number of inquiries. Historically, questions have fallen into 5 main categories:

9.1 Emeritus Status: The only inquiries the Secretary really needs to handle are those approving Emeritus status. Our membership services provider receives a request for change of status and forwards it to the Secretary. The Secretary checks with the member to ensure that they meet the two criteria- over 65 years of age and 25 years as an SFS member.

9.2 Financial Queries: We occasionally get requests from people wanting to rent our membership list; we no longer do this.

9.3 Missing journals - forward to University of Chicago Press.

9.4 Correspondence- The secretary also gets requests occasionally to buy flowers and write a nice letter because someone has died.

9.5 General Inquiries about the society. Handle on a case-by-case basis. Work with the chair of the publicity committee on various projects that are related to the web site and membership.

10. Act as the intermediary between SFS committee chairs or BoD members and contractors (e.g., USU). The most frequent requests have been for website alterations and for chapter-specific membership lists. If necessary, compile information about the request and the potential programming cost involved, and relay info to Vice President for vote by the BoD.

4. Treasurer

See Table on following page regarding timelines for actions by Treasurer - revised by Mike Swift, April 2011.

Task	On Behalf Of	Date
Reserve annual meeting venues in advance with a deposit check; provide cash advances for meeting activities	Annual meeting	as requested
Review annual meeting accounting; deposit positive balance from annual meeting	Annual meeting	within one month of receiving meeting accounting
Review financial proposals/projections for future annual meetings	Annual meeting	annually
Advise TIC on available account balance; track income and expenses of TIC at annual meeting	Annual meeting	December each year
Reimburse invited speakers for expenses to attend annual meeting	Annual meeting	as requested; may be in advance of meeting if receipts are provided
Summarize Society finances for Finance Committee Chair;	Business management	by April 1
Provide information for proposed annual budget developed by Finance Com. Chair	Business management	by January 1
Prepare Treasurer's Report and present at annual Business Meeting	Business management	by April 1
Pay invoices from Schneider Group	Business management	monthly
Review monthly statements from SG -- SFS, Endowment, and FS accounts	Business management	monthly
Balance checkbook; reconcile bank statements	Business management	monthly
Track Presidential Discretionary Fund expenditures	Business management	as requested
Match Endowment donations and deposit into Endowment account	Endowment	monthly
Prepare annual activity report for Endowment summarizing all donations, matches, and expenses	Endowment	by February 1
Compile list of Endowment Donors; email list to Endowment Chair for acknowledgement letters	Endowment	monthly
Write checks from Endowment Account for Endowment Awards	Endowment	annually
Submit records to accountant for preparation of annual financial statement and IRS tax return	Financials	by March 1
Sign and mail in tax return	Financials	as soon as received
Coordinate tax preparer request for records from FS Bus. Mgr. for financial statement and tax return	Financials	March
Provide financial info for checking, investment, and endowment accts to tax preparer	Financials	March
Advise tax preparer to issue 1099s for Bulletin Editor and anyone else receiving > \$600 in payment	Financials	January
Transfer accumulated dues from checking account to Morgan Stanley Investment account	Savings/Investments	as needed
	Savings/Investments	as needed

Oversee investment allocation in Morgan Stanley portfolios (Investment, Endowment)		
Coordinate accounting for student award sponsors (coordinate with Peggy Morgan)	Student awards	by January 15
Deposit checks from student award sponsors; write checks to student award winners	Student awards	as requested
International Science Fair awards - write checks to award winners; pay dues	Awards	as requested
Hynes Award - write check to award winner	Awards	as requested
Reimburse members who purchase award plaques, mugs, etc for presentation at annual meeting	Awards	as requested
Reimburse travel costs for Award of Excellence, Hynes, and Distinguished Service Award winners	Awards	as requested
Insurance - renew D & O Liability Insurance for officers and Exec. Com. chair.	Insurance	by September 15
Insurance - renew Treasurer's Bonding insurance	Insurance	as needed
CEIC Slide shows/DVDs/calendars/etc. - receive and deposit income, pay for expenses	CEIC	as requested
Track GRC sub-account -- reimbursements, expenses, income	GRC	as requested
Taxonomic Certification Prog. - deposit income, review invoices, invoice agencies, pay coordinator	Taxonomic Certification	as needed

5. Finance Committee

The FC shall consist of seven (7) voting members: the President, President-Elect, Past-President, Treasurer, and three (3) members appointed by a President. The Business Manager of the Journal shall serve as an *ex-officio*, non-voting member. The three (3) appointed members will serve three (3) year terms which shall not be conterminous, and one (1) of them shall be appointed Chair of the committee by the President.

The Finance Committee (the "FC") is responsible for ensuring the financial well-being of the Society by reviewing and providing guidance regarding the Society's financial matters. Specifically, the FC assures that internal controls are in place, that an independent, annual financial review is completed by a Certified Public Accountant, and that the financial analyses and projections necessary for continued operation of the Society are provided in a timely fashion. The FC reviews all financial statements and reports on financial activity to the Board in a clear and concise manner so that both new and returning Board members can fully understand the financial status of the Society. The FC reports to the Board, and shall provide the Executive Committee with financial information as requested. The FC shall present an annual budget to the Board for approval, which shall also include three (3) year budget projections.

The duties of the FC shall be to: (1) prepare annual fiscal-year budgets for the Society in cooperation with the Treasurer and the Business Manager of the Society's Journal, 2) prepare

three (3) year budget plans for the Society, which will include fund allocation in support of the Strategic Plan, (3) arrange an annual financial review of the Society's books by a Certified Public Accountant and report the results to the President at the Society's Annual Business Meeting, (4) advise the Board concerning significant errors or omissions in the Treasurer's report, (5) assist the Treasurer in the investment of such monies as may become available from the Society's operations and other sources, (6) cooperate with the Treasurer and Business Manager of the Society's Journal in continually reviewing the Society's portfolio of income and expenses and (7) review and recommend approval of contracts to the Executive Committee.

The FC Chair shall serve as a member of the Board of Directors and of the Board of Trustees of the Society for Freshwater Science Endowment Fund for Scientific Research and Education.

6. Endowment Committee

The Board of Trustees of the Endowment Fund shall consist of a chair and four other members will each serve five-year terms. The incoming president will appoint one member and will designate the chair every year, and members shall be eligible for a maximum of two five-year terms. This committee is more formally designated as the **Board of Trustees of the Society for Freshwater Science Endowment Fund for Scientific Research and Education**. It shall be the duty of the Board of Trustees of the Endowment Fund to establish and maintain guidelines for the operation of the Endowment Fund, to promote the Endowment Fund, and to advise the BoD in all matters pertaining to the operation of the Endowment Fund, including investment of monies and designation of specific endowment funds.

The SFS Endowment Committee is responsible for soliciting, judging, and awarding the Endowment Funds Awards (President's Award, Simpson Award, Boesel-Sanderson Award, Petersen Award, and Americas Award) each year. In addition, the Chair sends 'thank you' letters to contributors. Below is an approximate time line for these responsibilities.

Ideally, each member will serve as committee chair in the 4th year of their term and provide advice to the incoming chair during their final year of service. This will help ensure continuity in this very important committee.

Timeline for Endowment Activity

Date	Tasks
September	Announcement in Summer/Fall Bulletin about awards and application requirements, provide the deadlines. Announcements will also be posted on the SFS web site (modify previous announcement as needed).
January	Send out applications to all committee members to review.
February	Tabulate scores and choose winners. Email Conservation Committee chair to inform the CC of winners to avoid a potential double award. Send out notifications to winners (via email) and non-winners.

	Prepare a report for the Spring Bulletin (Endowment contributions and contributors for previous year, funds from student auction, etc). (Note: perhaps this can be done for the summer bulletin).
March/April :	Make certificates for winners (template available from previous committee chair). Ask the Secretary to issue checks. Coordinate with the SFS President on dates the awards will be presented.
May:	Coordinate with local arrangements person when/where Endowment Committee meeting will be held (usually Saturday night before meeting begins but could be anytime and doesn't have to be a dinner meeting). Coordinate with local arrangements person when/where endowment contributors and award winners reception will be held. Send email invitations to awardees, contributors, and committee members (include all members of the Board of Trustees).
At Meeting:	Run committee meeting; participate in reception, present awards.
June:	Prepare report for Summer Bulletin (include award winners, budget for next year's awards).
Continuing:	Send out 'thank you' letters acknowledging contributions (Secretary will provide a running list of donors—send letters when you get the secretary's list).

Endowment funds shall be managed by the Board of Trustees of the Endowment Fund in consultation with the BoD. The BoD, in consultation with the Board of Trustees of the Endowment Fund, shall have the power to receive grants, gifts, contributions, and other sums of like nature; and to receive and hold, sell, and resell property (real, personal, or mixed), without limitations to its value, under the provisions of this By-Law. The BoD, in consultation with the Board of Trustees of the Endowment Fund, shall establish specific endowment funds.

The Board of Trustees of the Endowment Fund shall review the Endowment Fund and its specific component endowment funds at five-year intervals after initiation. If the Board of Trustees of the Endowment Fund recommends termination of a specific endowment fund, such a recommendation shall be presented to the BoD for review. A majority vote by the BoD to terminate a specific endowment fund can be taken as a recommendation to the membership of the Society. Termination of a specific endowment fund can be effected by a two-thirds approval of the voting membership. Funds from terminated specific endowment funds shall be transferred to another specific endowment fund or the General Endowment Fund by the BoD in consultation with the Board of Trustees of the Endowment Fund.

7. Elections and Place Committee

The EPC shall consist of the last two (2) Past-Presidents who will each serve 2 year terms and the Chair will be the Past-President in the year following their Presidential term and three (3) other members of the Society; one (1) new member will be appointed by the

incoming President. The three (3) appointed members of the committee will serve for three (3) years. It shall be the duty of the committee to notify the members of the Society of vacancies in elected offices (President-elect, Secretary, Treasurer and 4 Delegates) and to solicit nominations for these offices. After reviewing the nominations, the committee shall select two consenting nominees for each office (these need not be people who were nominated by SFS members). The EPC will collect biographical sketches from each nominee, which may include answers to questions posed by the EPC. The Secretary shall be responsible for insuring that ballots and a biographical sketch containing the relevant qualifications of each candidate reach the voting membership no later than February. These are posted on the Society website and shall allow one month for electronic voting by the membership, the due date being stated on the ballot. The chair work with the SFS President to notify the candidates for office of the election results, and encourage winning candidates to attend the Saturday BoD meeting at the annual meeting. In the event of a tie, the selection shall be made by a majority vote of the Board of Directors. The results of the election will be disseminated by an email to members, and published in “In the Drift” and on the website. The Election and Place Committee shall also generate proposals for the location of the Society's annual meeting. At least one potential location for the annual meeting will be presented at least three years in advance of the meeting. The Election and Place Committee will recommend its choice of location at the annual Board of Directors meeting, and the final location must be approved by a majority vote of the BoD.

8. Awards Selection Committee

Awards Selection Committee

The Awards Selection Committee is chaired by the President-elect and consists of the 1) Award of Excellence (AoE) and Distinguished Service Award (DSA) Selection Subcommittee, 2) Hynes Award for New Investigators Selection Subcommittee, 3) Environmental Stewardship Award (ESA) Selection Subcommittee, and 4) Student Awards Selection Subcommittee. The duty of these first three subcommittees is to select suitable recipients for the SFS Award of Excellence, the SFS Distinguished Service Award, the Hynes Award for New Investigators, and Environmental Stewardship Award, from nominations submitted annually by Society members to the subcommittee chairs. Normally, recipients for these awards will be selected annually. Selections will require a simple majority vote by the subcommittee. The duty of the Student Awards Selection Subcommittee will be to select suitable recipients for the Student Awards at each annual meeting.

Roles of the Committee Chair (President-elect)

The Awards Selection Committee Chair (i.e., incoming President-elect) should meet with the subcommittee chairs at the annual meeting when his/her term begins. If this meeting cannot be arranged, the incoming President-elect should arrange a conference call and/or communicate via e-mail to get acquainted with the status of each of the award selection processes. In actual practice, the subcommittees have developed uniform processes by which they meet during the annual meeting to select awardees for the subsequent annual meeting. The Student Awards are a

special case in which the subcommittee chair solicits judges for talks and posters, and uses that input to select awardees after the annual meeting for awards at the subsequent meeting.

The incoming President-elect may have had no experience with this committee and its subcommittees, but has some deadlines and work products that must be met. After the initial meeting with the subcommittee chairs, the Committee Chair should coordinate with the subcommittee chairs to insure that photos and brief narratives for each of the awardees (except student awards) are submitted to the Webmaster and the Newsletter Editor by 15 July. Each subcommittee chair should take the lead in writing the article, using excerpts from the nomination letters for the awardees. Another key operational task for the Committee Chair is to submit solicitations of award nominees to the Webmaster, the Newsletter Editor, and SG for a mass emailing by 15 November, asking for nomination letters with supporting documents (pdf form) to be sent directly to the Chair of the specific award subcommittee by 15 March.

The Chair should communicate with the Annual Meeting Committee to secure appropriate meeting space for the subcommittees at the annual meeting. The Committee Chair should communicate with the new subcommittee chairs prior to the annual meeting to insure that their process is in place to select awardees for the following year – especially the solicitation and receipt of nominations. He/she should remind the subcommittee chairs that all awardees (except for student awards) should be offered reimbursement for travel expenses, lodging, and registration (but not food or other expenses) for the meeting at which they will receive their award. The awardees should save receipts, and submit those receipts to the Treasurer after the meeting. The Society, not the annual meeting budget, covers these expenses. The Chair also should communicate with the Secretary (see section 3), who will contact past awardees well in advance of the meeting requesting that any traveling plaques be engraved with new awardee information, and are brought to the annual meeting. Also, the individual plaques to be presented permanently to the awardees should be prepared; Sue Norton now spearheads the engraving process. The subcommittee chairs should remind their awardees of the expectation for presentations at the subsequent annual meeting (Award of Excellence – 30 to 60 minutes; Hynes Award – 10 minutes).

Finally, the Chair should conduct a review of committee operations by 1 Sept each year, and determine whether or not any by-law changes are needed. If changes are needed, the wording for the changes must be distributed to the BoD so they can be reviewed and then posted on the SFS Website at least 30 days before the business meeting conducted at the annual meeting.

Timeline for tasks:

Submission of photos and articles to Webmaster and Newsletter Editor	15 July
Solicit nominations through web page, Newsletter, and mass emailing	15 November
Update awardee recipient list on web	15 November
Chair meets with subcommittee chairs	Annual meeting (or via phone or email soon thereafter)

Offer awardees travel and lodging reimbursement	At time of award notification
Communicate with local arrangements committee regarding meeting space for subcommittees	February 1 or sooner
Engraving of plaques (see Secretary roles)	April 1

Footnotes:

1. The ESA, DSA, and AofE awards should be on the same time schedule, (i.e., decisions are made at the annual meeting for the NEXT YEAR's recipients). The Hynes Award is decided during the year.
2. In the past, we have allowed the ESA and DSA recipients a few minutes (<10 min) for acceptance remarks.
3. If requested, the ESA, DSA, AofE, Hynes Award recipients may receive travel support from the Society, and this support should not be treated as a meeting expense. The subcommittee Chairs should follow-up support requests.

Award of Excellence and Distinguished Service Award Selection Subcommittee

This subcommittee will consist of the three immediate Past Presidents of the Society and three members appointed by successive Presidents. The terms of the Past Presidents will be for three years immediately after leaving office. At the start of their term, the current President will appoint one member who will serve a three-year term. The appointed members shall each serve as chair during the 3rd and final year of their term. This subcommittee has an even number of members, so a tie vote will be broken by the President-elect (the Awards Selection Committee Chair).

The SFS Award of Excellence will go to a single recipient for outstanding contributions to freshwater science. The scope of the award will reflect the broad interests and expertise exhibited in the Society, but the award will not be limited to members of the Society. The SFS Distinguished Service Award will go to a Society member who has made a genuine and lasting contribution to the betterment of the Society. The recipients of both awards will be chosen from nominations submitted annually to the Award of Excellence and Distinguished Service Award Selection Subcommittee.

Hynes Award for New Investigators Selection Subcommittee

The Hynes Award selection subcommittee shall consist of six members appointed by SFS Presidents. At the beginning of his/her term, the current President will appoint two members who will serve a three-year term. Each of the appointees will have been a regular (i.e., non-student) member of the Society for at least five years. The Committee will elect one of the third-year appointees to serve as chair during the third and final year of their term. This subcommittee has

an even number of members, so a tie vote will be broken by the President-elect (the Awards Selection Committee Chair).

The Hynes Award for New Investigators will be awarded to a freshwater scientist who was senior author of an outstanding primary publication in freshwater science that appeared in print in the last three years. The recipient must have received a terminal post-graduate degree within the last five years, and cannot currently be enrolled in a degree program. The recipient will be chosen from nominations submitted annually to the Hynes Award for New Investigators Selection Subcommittee.

To help solicit nominations the following should be considered:

1. Hynes award committees should be proactive in soliciting nominations to keep the number and quality high. *We suggest that committee members contact previous Hynes Award recipients in particular as good sources of new nominees who have a stake in ensuring that the Hynes Award continues to recognize excellent young scientists.*
2. In the wording of the request for nominations be sure to clarify the purpose of the documents required in Hynes Award nominations so as to (a) avoid ambiguity about what the award is for and (b) to avoid nominators going to extra unnecessary work getting multiple letters of support etc. The rewording was only partially successful in dealing with the second issue. The important points here are that the award is made for a particular paper so the volume or quality of other research or aspects of the nominees' careers are less relevant. Moreover, multiple letters are not needed because the award is made on the basis of the committee's evaluation of the paper, rather than support from elsewhere for its quality.
3. Note that unsuccessful nominations in one year are eligible . Given the large number of unsuccessful nominations for some years, and low nominations in others, there is only a need to get up to date information to verify the nomination is still valid. The best way to do this is probably to directly contact nominators from previous years and ask them to resubmit updated nominations.

To deal with points 1-3 above the following changes to future calls for nominations should be used.

Example call for Nominations text: The Hynes Award for New Investigators will be awarded to a benthic scientist who was senior author of an outstanding primary publication in benthic science that appeared in print in the last 3 years (i.e., 20xx to availability online at 31 December 20xx). The recipient must have received a terminal post-graduate degree within the last five years, and cannot currently be enrolled in a degree program. Nominations should consist of a letter explaining why the paper was outstanding, a curriculum vitae to verify that the nominee satisfies the criteria, and a copy of the paper for the committee to evaluate (all in pdf form). Additional letters of support are unnecessary and repeat nomination of papers is encouraged as long as they still satisfy the award criteria. Nomination packages should be submitted through the SFS website by March 15th.

Committee members are When conflicts of interest arise because a member of the committee is a co-author or otherwise closely linked to a candidate being considered for this award, the following procedures should be followed. Nominations should be scaled from 1-5, 5 being highest assuming there are 5 candidates. Anyone with a conflict only ranks the 4 that they do not have conflicts with and uses a scale of 1.5-4.5 (4 nominations ranked as 1.5, 2.5, 3.5, 4.5) to drop the highest and lowest half points. These points are averaged and result in a 'top 3'. Ideally, this would result in the number of nominees to 2 at this point. Additional rounds of voting can occur, but anyone with a conflict does not participate in the vote on the smaller pools. The committee is expected to have a conference call to discuss each committee member's top choice before coming to a final decision.

The committee shall decide on the Hynes Award winner by May 1st.

The chair of the committee should send an email announcing their decision to the President, Vice President and President Elect (and de facto chair of the Awards Committee). This email should also include a brief paragraph explaining the committees high opinion of the nominated paper that is suitable for posting on the society award website.

The President Elect shall ensure that the nomination is sent to the Treasurer and Secretary

The awardee will be notified by the President and will receive a cash award and plaque at the annual meeting. They will also be asked to give a talk at the subsequent SFS annual meeting and SFS will cover their registration costs for that meeting.

Environmental Stewardship Award Selection Subcommittee

The ESA subcommittee meets at the annual meeting to select the recipient for the following year. The Chair informs the recipient and the President and the President-elect of the decision. All members of this subcommittee are members of other SFS's standing committees. Thus, this subcommittee should arrange for an alternative meeting time not in conflict with the usual Monday noon SFS committee meetings. This subcommittee consists of the immediate Past-President of SFS, and 6 other members. Each year, one person will be appointed to a two year term from the Technical Issues Committee, the Science and Policy Committee, and the Conservation and Environmental Issues Committee. Appointments will be made by the President, in collaboration with each standing committee. The Subcommittee will elect one of the 2nd- year appointees to serve as chair during the 2nd and final year of their term.

The SFS Environmental Stewardship Award will be given to a Society member or non-member who has worked successfully to translate scientific knowledge into the social/public arena. This may occur in the policy arena via regulatory reform that requires or enables consideration of biological conditions (e.g., biological assessment and biological criteria), in the research arena via ecosystem rehabilitation or aquatic conservation, or in the educational arena via public outreach in science education. Successful candidates for this award must have

demonstrated exceptional service in activities that implemented conservation or rehabilitation of aquatic ecosystems; developed a strategy to conserve, rehabilitate, or ecologically manage aquatic ecosystems; or advanced our science as the basis for making informed decisions regarding management of aquatic resources.

Student Awards

The duty of the Student Awards Selection Subcommittee will be to select suitable recipients for the Student Awards at each annual meeting based on evaluations of papers/posters by volunteer judges. The Student Awards Selection Subcommittee will consist of the Student Awards Chair and the Student Awards Coordinator. The Student Awards Chair shall be appointed to a three-year term by the President and shall ensure the efficient year-to-year operation of the Student Awards program. The Student Awards Coordinator shall be appointed for a one-year term by the Program Committee Chair, subject to the approval of the Student Awards Chair, and shall ensure the efficient operation of the Student Awards program at each annual meeting. He/She shall select a sufficient number of individuals to aid in fulfilling his/her duties.

The student awards chair will coordinate with the designated members of the Sponsorship and Development committee to recruit sponsorship funds for our annual awards. The sponsor checks are sent to the Treasurer. The treasurer signs the awardee checks.

SFS Student Awards Timeline

- | | |
|----------|--|
| January | <ul style="list-style-type: none">● Request that S&D committee representative send reminder letters to sponsors to send in contributions● Send invoices |
| March | <ul style="list-style-type: none">● Receive student presentations and volunteer judging list from local arrangements/website● Download student presentations from website● Begin contacting judges and assigning presentations |
| April | <ul style="list-style-type: none">● Continue contacting judges and assigning presentations |
| May | <ul style="list-style-type: none">● Continue contacting judges and assigning presentations |
| May/June | <ul style="list-style-type: none">● SFS meeting● Deliver certificates for previous year's meeting to President for signature and presentation |
| June | <ul style="list-style-type: none">● Receive/pursue judges forms● Tabulate award recipients● Report results to Webmaster and Newsletter Editor |

- July
 - Send letters to sponsors reporting appropriate winners and requesting continued sponsorship
 - Send announcements to Book Sponsors - they are responsible for contacting those award winners
 - Send report to SFS President (who will write letters to the winners)
 - Send report to President-elect (as chairman of overall awards)

- August
 - Begin returning judging forms to students

- September
 - Continue returning judging forms to students

- October
 - Continue returning judging forms to students, if necessary

- November
 - Submit Call for Student Awards and guidelines to Webmaster and Newsletter Editor

9. Long-range Planning Committee

The Long Range Planning Committee shall consist of a chair or co-chairs appointed by the President for a two-year term, and up to 10 additional members appointed by the chair (or co-chairs). Members will serve two-year terms, and terms of members should be staggered when possible to help retain continuity on the committee. The committee will convene at the annual meeting of the Society. The key charge of the committee is to assist the SFS in drafting a long-range strategic plan every ~5 years. The draft of the strategic plan will be modified and approved by the Executive Committee. In years intervening the drafting of the strategic plan, committee members will help facilitate implementation of the plans and ideas put forth in the strategic plan. This committee will also comment on potential long range activities for the Society proposed by the Executive Committee or President and will perform additional long range planning functions requested by the Executive Committee or President. These activities or functions may include discussions on the logistics of the SFS participating in international meetings, Society membership retention or growth issues, research challenges related to benthology and the aquatic sciences brought to the committee by the Executive Committee or President after attending the annual meeting of the Council of Scientific Society Presidents, and science education issues brought to the Executive Committee or President through the SFS representative at the AIBS Education Summit held annually in Washington D.C.

10. Publications Committee

- A. The Publications Committee (the “PC”) shall consist of six (6) individuals including a Chair appointed by the President, Chair of the Long-Range Planning and Chair of the Public Information and Publicity committees, and three (3) members appointed by the Chair who shall serve staggered three (3) year terms. The Chair shall serve a three (3) year, renewable term and shall serve on the Board of the Society. The committee shall also include the following *ex-officio*, non-voting members: Journal Editor, Journal Business Manager, Web Editor, Bulletin Editor, and the Literature Review Editor.

The Publications Committee will provide long-range planning and broad oversight of all publications published under the Society’s name, as approved by the Board. The PC will not participate in the day-to-day operations of the Society’s publications. The PC will work cooperatively with the Finance Committee to manage the finances of the Society’s publications.

The Publications Committee, excluding the *ex-officio* members, in consultation with the Journal’s Editorial Board shall evaluate and recommend appointment of the Society’s Journal Editor and the Journal Business Manager. The PC, excluding the *ex-officio* members shall evaluate and recommend appointment of the Society’s other publication Editors to the Executive Committee. The PC will review and recommend all publication-related contracts to the Executive Committee, with final approval by the Board. Budgets of all publications, including salary agreements of Editors and assistants, will be determined in consultation with the Finance Committee and Executive Committee. All paid publication personnel will serve three (3) year renewable terms.

The Publications Committee shall oversee the following Subcommittees:

A. *Freshwater Science* Editorial Subcommittee

- a. The Journal Editor, operating under policies established by the Editorial Board and approved by the Publications Committee, shall be responsible for managing and editing the Society's Journal. The Journal Editor, the Journal Business Manager, and the Editorial Board will work with the Publications Committee to implement long-range planning initiatives for the Journal, as approved by the Board.

The Journal Editorial Subcommittee shall consist of the Journal Editor (who shall be Chair), the Journal Associate Editors (the Editorial Board), and the Journal Business Manager.

The Journal Editor will be appointed to a three (3) year, renewable term. The Publications Committee, excluding the *ex-officio* members, in consultation

with the Editorial Board, shall evaluate and recommend appointment of the Journal Editor to the Executive Committee. The Journal Editor shall serve as an *ex-officio*, non-voting member of the Publications Committee and shall submit an annual report of the activities of the Journal to the Publications Committee and to the Board of Directors.

The Journal Associate Editors, appointed for three (3) year, renewable terms by the Journal Editor, shall advise the Journal Editor on scientific and editorial matters pertaining to the Journal.

The Journal Business Manager shall work cooperatively with the Journal Editor and Treasurer to manage the finances of the Journal, shall prepare an annual budget in cooperation with the Finance Committee, and shall submit an annual report on the finances of the Journal to the Board. S/he shall serve as an *ex-officio*, non-voting member of the Publications Committee and Finance Committee. The Publications Committee, excluding the *ex-officio* members, in consultation with the Journal Editor, will evaluate and recommend appointment of the Journal Business Manager to the Executive Committee. S/he shall serve a three (3) year renewable term.

FS uses an online manuscript submission and tracking program to manage all steps of manuscript processing beginning with the submission process and ending finally in sending accepted manuscripts to Allen Press production for copyediting, typesetting, proofing steps, and electronic and print publication. All steps in this process are overseen by the Managing Editor, who is responsible for assigning manuscripts to Associate Editors for peer review, reviewing decision letters, all post-acceptance editing, proofing, and issue assembly. Associate Editors oversee the peer review process, write decision letters, oversee the manuscript revision process, and make recommendation to the Managing Editor regarding suitability of a manuscript for publication. Associate Editors handle, on average, 8 to 12 manuscripts per year.

FS has an extensive policy and procedure manual that consists of numerous Editorial Guidelines that address various stages of the manuscript review processes. These Guidelines are updated annually and are distributed to all new Associate Editors

In addition to the day-to-day oversight of the journal and the steps necessary to produce the journal, the Managing Editor makes strategic decisions regarding implementation of new publishing technologies (e.g., electronic publishing, editing, online manuscript submission and tracking) in consultation with the Business Manager and the Editorial Board, administers the online submission and tracking system, confers with the Business Manager regarding financial decisions (e.g., subscription prices, membership in BioOne and J-STOR), attends editor's and publisher's meetings and conferences to remain current in the newest developments and technologies in the field of scientific communication, maintains the journals web site, consults with the Editorial Board on matters of policy and procedure, and handles all queries from

authors, referees, and Associate Editors. The Managing Editor prepares an annual report on the journal's status and chairs the annual Editorial Board meeting.

B. Bulletin of the Society for Freshwater Science (Bull. SFS)

Editorial Subcommittee. The Bulletin Editor shall be responsible for the management and editing of the Society's Bulletin, operating under policies established by the BoD. The Publications Committee, excluding *ex-officio* members shall evaluate and recommend appointment of the Bulletin SFS Editor to the BoD for three (3) year, renewable terms. The Bulletin Editorial Committee shall consist of the Bulletin Editor, who shall be Chair, and other members appointed by the Editor as needed. S/he shall submit an annual report of the activities and costs of the Society's Bulletin to the BoD.

C. Literature Review Subcommittee. It shall be the duty of this committee to prepare for distribution to members of the Society a bibliography of current literature pertinent to Society membership. The Publications Committee, excluding *ex-officio* members shall evaluate and recommend appointment of the Chair of the Literature Review Committee to the BoD. The Chair shall appoint members to his/her committee and shall submit an annual report to the BoD. The Chair shall serve a three (3) year, renewable term. The Chair reminds each committee member by email that sections are due to the Committee Chair by 1 May. The Chair formats each section when received and returns a page-proof of the section to the individual Committee Member. The Chair collates each section and produces a pdf and Word file of a Bibliography for a particular year. These files are sent to the Website Coordinator (Patina Mendez) to be placed on the SFS website for the entire membership of the Society.

D. Society for Freshwater Science Web Subcommittee. The Web Editor shall oversee the format and content of the Society's web site with input from the Executive Committee and the Public Information and Publicity Committee. The Publications Committee, excluding *ex-officio* members shall evaluate and recommend appointment of the Web Editor to the Executive Committee. The Web Editor shall serve a three (3) year, renewable term. The Committee shall consist of the Web Editor, the Chair of the Public Information and Publicity Committee, and other members as designated by the Web Editor.

11. Public Information and Publicity Committee

The Public Information and Publicity Committee (PIP) shall consist of a chair, to be appointed by the President, the SFS Website Editor, and at least 3 additional members to be appointed by the chair. The chair shall have been a member of the committee during the year previous to his/her appointment. The committee members shall serve three-year terms, with annual reappointment thereafter. The committee's responsibilities will include: (1) working with the Annual Meeting Committee (AMC) to provide press releases for the annual meeting. These releases highlight session and speakers of interest to local and national press and encourage attendance at the meeting by members of the press, (2) providing information and publicity about the SFS and its annual meetings to other societies, (3) collaborating with the SFS webmaster to post content on the website related to general information about SFS, activities of its members and committees, and freshwater science and policy news, (4) encouraging or leading publicity outreach activities such as creation of newsletters, posters, fliers and/or videos, (5) maintenance of social media outlets for publicizing SFS, and (6) communicating and coordinating with other SFS committees about shared public information and publicity activities. The Chair of PIP, or a committee representative, may be asked by the President and BoD to serve on other committees, such as the Sponsorship and Development Committee, as needed.

12. Constitutional Revision Committee.

The CRC consists of a chair (or co-chairs) appointed by the President for a three year term, and additional members appointed by the chair (or co-chairs) as needed. Committee members are responsible for making revisions to the society's constitution and/or by-laws as directed by the Executive Committee (EC), and for periodically reviewing the constitution and by-laws at the direction of the EC. The CRC submits a report of their activities to the BD and EC annually, and ensures that proposed changes are published in the Society Bulletin or website at least 30 days before the annual meeting, during which time they are voted on by the membership and Business Lunch. The CRC also ensures the current Constitution and By-laws are published in the Bulletin at least annually, and they maintain these documents on the website.

13. Student Resources Committee

The Graduate Resource Committee (GRC) shall have a Chairperson and a Treasurer unanimously elected from the GRC and approved by the President-elect, and an Executive Committee (EC) representative who shall usually be the past-Chair and is appointed by the President-elect. An upper cabinet shall be composed of seven individuals: three administrators (Chairperson, EC representative, and Treasurer) and four standing subcommittee chairpersons (Endowment, Workshop, Mentor Community Development, and Merchandising). Additional membership in the GRC shall be unlimited. The GRC Chairperson, Treasurer, EC representative, and standing subcommittee chairpersons shall have the ability to unanimously appoint other student members to subcommittees. If the past-Chair is not able to serve as the EC representative, the SFS President will select the EC representative in consultation with the GRC Chair. The GRC membership will include a member from the university hosting the upcoming

meeting who will serve as a liaison with the SFS Local Arrangement Committee. It shall be the duty of this committee to (1) provide representation for SFS student body within other SFS committees; (2) facilitate cooperation and interaction among student members of SFS; and (3) generate new ways to accommodate SFS students' inputs and needs. As part of the annual meeting activities a GRC live auction and silent book auction is organized to help raise funds for the SFS Endowment to the benefit of SFS students, a graduate student workshop is organized to discuss topics of general interest to the graduate student community, and a student/mentor mixer is organized to facilitate the interaction between current student and professional society members at a less formal setting.

14. Taxonomic Certification Committee

The Taxonomic Certification Committee (TCC) shall consist of a chair (or co-chairs) appointed by the President for a two-year term, and up to ten additional members appointed by the chair (or co-chairs). The majority of members will be appointed from North America, although the chair (or co-chairs) may appoint members from outside North America if the scope of the TTC's mission expands to other regions. Members will serve two year terms that may be renewed at the discretion of the chair or co-chairs.

The mission of the Taxonomic Certification Committee (TCC) is to assist the SFS in developing and maintaining a taxonomic certification program for North America, and, eventually help establish similar programs for regions outside of North America.. Specifically, the TCC will focus on issues regarding (1) increasing and improving taxonomic capabilities within the SFS membership, (2) fostering increased awareness of high quality taxonomy, and (3) advancing the importance of good taxonomic capabilities as a basis for scientific research and biological assessment. The TCC provides oversight to the Taxonomic Certification Coordinator who will be selected and commissioned by the TCC. The TCC answers directly to the President of SFS.

15. Technical Issues Committee

The Technical Issues Committee (TIC) chair, or co-chairs, shall be appointed by the President for a 3-year term. The chair(s) shall appoint two members to serve on the Environmental Stewardship Awards Committee. The chair(s) shall appoint members to the committee as needed to accomplish the goals of the committee and shall provide the President with recommendations for their successor(s). The central mission of the TIC is to promote the exchange of information on applied benthology. At each annual meeting, the committee shall arrange for at least one Technical Information Workshop and a Taxonomy Fair. Workshops should be self-supporting (i.e., cost neutral). Committee members will also act as points of contact for members of the Society, agencies, and other scientific societies seeking expertise on applied aspects of benthic science.

Timeline and tasks:

<u>Month</u>	<u>Item</u>	<u>Notes</u>
June	Attend Executive meeting	Budget update from treasurer
June	Meet at annual meeting	Decide on Workshops for next year
June	E-mail list of to do's from meeting to committee	
June	Report for bulletin by 30 June	Report on annual meeting workshops, new list of members
June	Reimburse instructors for copying charges	Current treasurer is Mike Swift <swift@stolaf.edu>
June	Workshop evaluations back and distributed	
June	Workshop booklets to Mark Wetzel	
Sept.	Report for Fall bulletin due 15 Sept	Announce new workshops
Sept.	Pricing for annual workshops due	Coordinate with local arrangements committee: Taxonomic fair participants have registration fees waived. Be sure coffee and lunches, AV, and transportation are covered.
Dec.	Pricing for annual workshops finalized.	
Jan.	Remind instructors to prepare workshop books	Keep receipts for copying charges
Jan.	Bulletin blurb due to R. French by Jan 15	
May	Touch base with local arrangements committee	Be sure to coordinate with local arrangements committee: Taxonomic fair participants have registration fees waived. Be sure coffee and lunches, AV, and transportation are covered.
	Remind instructors to keep receipts for copying charges	

ITEMS FOR SPRING E-MAIL

1. Time to update the TIC membership. Interest and availability of individuals for the TIC fit into the following categories:

Active: I will attend the upcoming SFS meeting and will help with TIC activities (e.g., proposing technical workshops, lining up instructors and taxonomists, supporting the workshops and the taxonomy fair, evaluating the workshops and taxonomy fairs).

Interested: I am interested in remaining on the TIC e-mail list, but will be able to have only limited involvement with TIC activities at the annual meetings.

Inactive: I am no longer interested in remaining on the TIC e-mail list.

2. The TIC must choose two willing representatives to serve on the Environmental Stewardship Award (ESA) committee. Terms are for 2 years. Representatives will review ESA nominee packages (see section 10).

3. Start to think about potential workshop topics for the next SFS meeting. Solicit feedback on potential topics from colleagues (e.g., via email) so discussion can begin prior to the annual meeting.

16. Science and Policy Committee

The Science and Policy Committee (SPC) shall consist of a chair (or co-chairs) appointed by the President for a two-year term, and at least ten additional members appointed by the chair (or co-chairs). Members will serve for two years and, together with the chair (or co-chairs), will assist SFS in (1) developing and strengthening links between SFS and policy makers; (2) helping formulate and influencing scientifically sound aquatic policy in North America; (3) promoting proactive aquatic scientific research and management; (4) supporting performance standards, methods comparisons, and standard methods in biomonitoring and bioassessment in coordination with the Technical Issues Committee; (5) supporting ambient biological criteria in ecological assessments of the continent's waters; and (6) performing additional science and policy functions requested by the Executive Committee or President.

Historically, most Committee work has been either in response to a request for policy review by the President or Vice President, or generated by the SPC requesting a response by the President or BoD. Products include letters to government agencies and reviews of internal and external SFS policies. The SPC meets over lunch at the SFS annual meeting to summarize past accomplishments and plan future work, but most work is conducted throughout the year via email. Most work consists of a product generated by a single SPC member or the President, which is then reviewed by the entire SPC. Occasionally, multiple members generate a product for Committee review and subsequent SFS action. Once an official statement, letter, or comment has been finalized, it should be sent to the SFS Webmaster to be posted on the website.

17. International Coordination Committee

The International Profiles Committee shall consist of a chair (or co-chairs), to be appointed by the President, and at least 10 additional members to be appointed by the chair (or co-chairs), with representatives from a wide range of countries. The chair shall have been a member of the Committee during the year previous to his/her appointment. The committee members shall each serve three-year terms, with annual reappointment possible thereafter. The Committee's responsibilities will include: (1) encouraging international participation and making specific recommendations for increasing international membership, (2) contributing information to the SFS web site that will increase exchange and contact with other scientists and students in the international community, (3) serving as a "public relations" outlet for other international societies and overseas universities, increasing coordination and strengthening interactions with other appropriate international societies, and (4) organising special sessions that are oriented toward themes of mutual interest and benefit to overseas and North American members. The IPC will work closely with the SFS Education and Diversity Committee and the FS Editorial Committee.

18. Conservation and Environmental Issues Committee

The Conservation and Environmental Issues Committee chair (or co-chairs) shall be appointed by the President for a two year term. The committee shall consist of SFS members who agree to be responsible for tasks related to the major activities of the committee. The chair or co-chairs shall annually update the list of active committee members and communicate that list to the President. It shall be the duty of this committee to (1) promote interaction between the Society and freshwater conservation organizations, (2) play a proactive role in making scientific information available as a conservation decision-making tool, (3) operate as an open forum to Society members on conservation and environmental issues, and (4) perform other functions requested by the Executive Committee regarding conservation and environmental issues.

19. Education and Diversity Committee

The Education and Diversity Committee (EDC) shall consist of at least eight members. The Chairperson, to be appointed by the President for a three-year term, shall appoint three members that will serve three-year terms working cooperatively to arrange sessions on education, normally to be held at each annual meeting. Because of the mutual interests of this committee with our graduate student members, two members from the Graduate Resources Committee shall be appointed to this committee. Two members will be appointed by the chair of the EDC to assist the committee in developing outreach activities that target under-represented groups to help promote a greater diversity among the membership in the society. The chair may appoint additional members to the committee as needed. It shall be the duty of this committee to (1) provide opportunities to share ideas and information that enhance the teaching and educational interests of the society and (2) monitor and promote diversity among our membership. Occasionally members of this committee are asked by the President to represent SFS at national meetings (e.g., Education Summit of the AIBS, May, Washington D.C.) involving ecological curricula in higher education.

Most of the business of this committee is conducted during the annual SFS meeting. We meet as a committee over lunch to decide on a topic for our special session on education and outreach activities for the next annual meeting. Occasionally, members who live in close proximity to one another may meet after the annual meeting, but most of the organization for the next session is done by the Chair in consultation with other members. New members are added to the committee through contact at the annual meeting by those interested in our sessions and in our mission. A diversity forum, “Critical Watershed Issues for Under-represented Minorities in North America” was organized by the Education and Diversity Committee for the 2009 Grand Rapids Meeting; another first for SFS. INSTARS, a mentoring program sponsored by the Society for Freshwater Science is an opportunity for undergraduate students from under-represented groups who are interested in the study of freshwaters to attend the annual meetings. Activities for these students are planned by the EDC.

The EDC will coordinate with the SFS representative to the Consortium of Aquatic Science Societies (CASS) in order to recruit SFS members to take part in CASS sponsored booths at meetings aimed at recruiting .

20. Sponsorship and Development Committee

The Sponsorship and Development Committee (SDC) shall organize, coordinate, solicit, and track sponsor and donor funding for the Society. The SDC will seek sponsorship from entities whose activities are consistent with the mission of the Society and will report activities to the Board of Directors quarterly. The Committee shall consist of a chair that serves a three (3)-year term and is appointed by the President. The Chair will appoint four (4) members to the committee. Two of these 4 members will serve 3-year terms, and two will serve 1-year terms and be members of the Local Arrangements Subcommittee who preferably reside in or near the city of the annual meeting. The committee shall also include the following *ex officio* members: Chair of the Long-Range Planning Committee, Chair of the Student Awards Sub-committee, Chair of the Annual Meeting Committee, and Chair of the Graduate Resources Committee. The Chair will consult with these Committee Chairs when recruiting members to the committee.

The current SFS policy for sponsorship is as follows:

SFS welcomes and will consider all sponsor contributions and especially encourages sponsorship from entities whose activities are consistent with the mission of the society. SFS does not endorse its corporate sponsors, their policies, products, or services, nor imply that SFS will exert any influence to advance the corporation's interests outside the particulars of the arrangements made for the sponsored event or activity. The following language will be included in any written agreement with the corporate sponsor: "SFS's name, logo and/or identifying information may not be used in a manner by the corporate sponsor that would express or imply SFS's endorsement of the corporation or its products, services or policies.

SDC duties shall be to (1) continue to develop and refine policy statements that describe in general sponsorship types and guidelines that are compatible with the Society mission and goals, (2) seek sponsors for Society program development and annual meeting support, (3) coordinate a process with both the Society Treasurer and the Professional Meeting Planner to accommodate money transfers, (4) maintain a database-tracking system to accommodate long-term record-keeping, notifications, appreciation letters, and follow-up, (5) coordinate activities with the Long-Range Planning, Annual Meeting, Graduate Resources, Student Awards, and Finance Committees, (6) communicate with committees that have funding needs for initiatives, as well as those that can provide justification, information, and background useful for SDC sponsor proposals and solicitations, and (7) establish a core set of benefits to sponsors and donors for supporting both Society initiatives and annual meetings activities.

21. Resolutions of Appreciation for SFS Members

The Board of Directors, in response to a request from an SFS member or members, may occasionally issue a Resolution of Appreciation for any SFS member in good standing to recognize the member's contributions to SFS and to broader science and society. Such resolutions normally will accompany important life transitions such as retirement. The member(s) who requests the resolution is responsible for drafting the resolution, which should emphasize the contributions of the nominee to SFS and broader science and society. The Board of Directors may then modify the resolution before it is issued.

22. CASS and AIBS representatives

SFS participates in both CASS (Consortium of Aquatic Scientific Societies) and AIBS (American Institute of Biological Sciences). Each of these requires a designated representative from SFS to serve as a liaison between SFS and CASS or AIBS, and attend meetings. At this writing, CASS has monthly telephone calls, and AIBS has events in Washington, DC that SFS may wish to attend. The President also participates in the CASS calls. The President appoints representatives to CASS and AIBS for 3-year terms. At this point, expenses for the CASS and AIBS representatives (e.g., to attend meetings or briefings in DC) are not included in the SFS budget, and have to come out of presidential discretionary funds or strategic initiative funds.

23. SFS Chapters

Chapters are designed to let SFS members who are interested in a given geographic region supplement society-wide activities with their own activities, such as regional meetings, workshops, or field trips. Chapters will have different purposes, types and numbers of members, organizational structure, and operating principles, so we will not specify exactly how each chapter should work. This diversity and flexibility is fine, as long as they conform to the mission and legal constraints of SFS.

The SFS Bylaws require that all chapters have at least ten active members, some kind of activities, and a Chair. All chapter members must be members of SFS. To verify the activity of the chapter, each chapter should send a brief report of their activities to the SFS Chapters Liaison by 1 Feb each year. The Chapters Liaison will then include this as part of their annual report to the SFS Board. Chapters will be dissolved if they do not remain active.

The Chair should be elected by the membership of each chapter. There are no set procedures for voting, term lengths, or term limits, but we suggest a 2-year term with a limit of no more than 2 consecutive terms, so that no single chapter member has to shoulder the entire burden for running the chapter. Chapters are welcome to elect additional officers as needed to carry out the business of the chapter. The names and email addresses of officers should be included in the annual report to the Chapters Liaison.

Chapter members pay annual chapter dues in addition to regular SFS dues. Chapter dues are the same for all classes of SFS membership (i.e., student, regular, emeritus, etc.). Chapter dues are established by the SFS Board, and are paid to SFS (not the chapter) at the same time as regular

SFS dues. The money collected as chapter dues is retained in separate accounts by the SFS Treasurer for use by each chapter. Note that all funds raised by chapters must be sent to the SFS Treasurer and will be dispersed upon submission of receipts for Chapter expenses.

The chapter must keep correct and complete files and records of accounts, money raised or disbursed by the chapter, the minutes of the regular and special meetings of the chapter or its leadership, and a record giving the names and addresses of the members of the Leadership.

Chapters may have newsletters, web pages (they currently have web pages on the SFS site), or other publications, and may wish to issue position statements. Such statements expressing the chapter's position on technical, scientific, and/or management aspects (or interpretation thereof) of aquatic-related issues shall be consistent with the constitution, bylaws, and policies of SFS. Statements shall be limited to addressing technical or scientific issues (or the interpretation of technical and scientific issues in other contexts) and not include opinions regarding regulatory or legal policies as such, or violate SFS's prohibition against lobbying (Article 4 of SFS constitution). Any statements from chapters must be approved by the SFS Board, which may consult the SFS Science and Policy Committee for advice (retain, delete, or modify this restriction?).

Responsibilities of the SFS Chapters Liaison

The SFS Chapters Liaison, who is appointed by the SFS President for a 3-year term, has the following responsibilities: (1) field inquiries from members who might be interested in forming a new chapter, and help them prepare their petition to the Board; (2) coordinate and communicate between the chapter chairs and the SFS officers and committee chairs; (3) support the chapters by addressing their needs and assisting them in establishing a routine of function and communication; (4) work with the chapter chairs to address strengths and weaknesses in chapter functioning to improve sustainability; (5) work with SFS webmaster to help the chapters use the website and keep their individual chapter web pages up-to-date; and (6) oversee chapter activities to ensure consistency with SFS mission and legal constraints.