

**Northeast Algal Society**  
**Officers' Manual**  
**February 1, 2011**

**President**

1. Call and preside at the Fall meeting of the Executive Committee (which includes the Chairs of all standing and ad hoc committees and the Membership Chair) at a site and date convenient to as many members as possible. This meeting is generally held at the site of the upcoming Annual meeting to allow members of the Executive committee to preview and comment on the site.
2. Appoint ad hoc committees to carry out the Society's business outside the scope of standing committees.
3. Consult with committee chairs and Membership chair on the appointment of members of standing and ad hoc committees, including vacancies needing members.
4. Preside at the Executive Committee meeting, General Business meeting, and the banquet at the Annual Meeting.
5. Use the office to advance the goals of the Society.
6. Monitor, with sensitivity, other officers' activities in executing their obligations to the Society in a timely fashion.
7. Verify arrangements for the Annual Meeting with co-conveners at least a month before the meeting.
8. Work with and approve the members of the Nominations Committee to identify candidates for elective offices and appointive committee memberships.
9. Review the By-laws and Officers' Manual, and when changes in these documents would improve the operation of the Society, work with the relevant officers to propose revisions for adoption by the Executive Committee.
10. The President can use discretionary funds, up to \$500, to defray the President's Award winner cost to attend a national meeting (see President's Award).

**Vice President / President-elect**

1. Carry out duties assigned by the President and Executive Committee.
2. Contribute to site selection for annual meetings.
3. With Executive Committee approval, take over the duties of the President should he/she be unable to serve.

## **Treasurer/Clerk**

The Treasurer's term of office terminates not at the Meeting in April but prior to the Fall Executive Meeting. This allows business from the Annual Meeting to be settled before a new Treasurer takes office.

1. Present annual and semiannual reports on the NEAS Treasury (including Development Committee's monies) to the Executive Committee and to members of the Society at the General Business meeting. The report should clearly indicate balances and interest payments/incomes on the accounts, receipts and expenditures.
2. File yearly income tax statements. These should be done by April 15<sup>th</sup> to ensure compliance with our Massachusetts Public Charities form.
3. Work with the Secretary/resident agent to ensure that the Massachusetts corporation's annual report is filed each year by a Massachusetts resident with the Secretary of the Commonwealth of Massachusetts together with the filing fee of \$15. This maintains our status as a Massachusetts Corporation and allows us to be sales-tax exempt in Massachusetts.
4. Advise and insure that NEAS remains in compliance with its non-profit I.R.S. status
5. Deposit all monies received from other officers or donors into NEAS bank accounts within two weeks of their receipt (see "Receipt of Monies" in Operating Manual).
6. Write all checks for the Society. Checks of greater than \$1000.00 need a second approval (written or oral) by either the President or Secretary. Included in this are checks for the student travel awards and to the winners of the student presentation awards.
7. Work with the Chair of the Development Committee to ensure that proper receipts for any donations to the society are mailed to donors in time for the tax forms.
8. Place all NEAS monies following payment of bills from Annual Meeting into an interest-bearing savings account; most of these funds should be put into a short-term, interest-bearing instrument (e.g. Certificate of Deposit) for the period from May-October. Make sure that funds are taken off a restricted instrument (e.g., Certificate of Deposit) in a timely fashion so that sufficient funds are accessible for payment of bills from November until after payment of annual meeting expenses.
9. Provide sufficient cash to allow at the annual meeting to allow for making change at the development and society exhibits. If requested, you should also provide sufficient cash so that either the treasurer or the co-conveners can tip the chefs and others after the banquet.
10. Prepare and distribute and IRS form 1099 misc to service providers that received cash from the society in time for their filing of income tax (generally by Feb. 1 of the appropriate tax year).
11. Recommend improvements in investment and handling of monies to the Executive Committee (e.g. in consultation with local bank, etc.).

12. Transfer monies to a bank of the Treasurer-elect's choice within one month of end of term.
13. Advise President on any matters relating to the financial health of the organization. This generally includes reviewing all contracts for the annual meeting and information the President of any irregularities in adherence to procedures for "Handling of NEAS Monies".
14. Make sure that sufficient funds are taken off restricted instruments (e.g., Certificate of Deposit) in a timely fashion so that funds are accessible for payment of bills from November until after payment of annual meeting expenses.

### ***Handling of NEAS Monies***

Officers and committee chairs who receive monies on behalf of the Society (i.e., from members in payment for services, as donations to the Society, etc.) shall transfer these monies to the Treasurer within 2 weeks of receipt unless other arrangements are made in advance. An adequate accounting of the monies shall be given to the Treasurer to ensure that they are deposited into the proper account and that the society can meet its IRS reporting requirements.

Co-conveners who will be receiving members' payments for the annual symposium should consult with the treasurer in advance on how these funds are to be handled. Possible options include sending checks to the treasurer to be deposited at regular intervals, holding the funds on site until the treasurer can pick them up at the annual meeting, or depositing the funds in a separate temporary local account. Credit card payments require special fees and handling requirements and need to be worked out in advance. NEAS does have a Pay-Pal account and this option may be available. What option(s) will depend a lot on the infrastructure of the annual meeting but the primary concern should be the safety of the funds and that NEAS can meet if federal IRS reporting requirements.

### **Secretary**

1. Handle archival materials of Society (Committee reports, minutes of Executive Committee and General Business meetings). At the conclusion of one's term, these documents should be passed to the next Secretary of NEAS.
2. Distribute copies of the Officers' Manual to all new officers. Incorporate changes to the Officers' Manual as approved by the Executive Committee.
3. Prepare and distribute an up-to date list of contact information for all members of NEAS committees including the Development, Executive and ad hoc committees. This list should be distributed at least once per year and more often if the committee membership changes.
4. Write thank you notes to appropriate parties at the request of other officers (e.g. guest speakers, donors). Write a congratulatory letter to each award winner and a letter of thanks to retiring officers.
5. Work with the Treasurer and Massachusetts Resident Agent to ensure that the corporation's annual report is filed each year by a Massachusetts resident with the Secretary of the

Commonwealth of Massachusetts together with the filing fee of \$15. This maintains our status as a Massachusetts Corporation and allows us to be sales-tax exempt in Massachusetts.

6. Serve as secretary at all Executive Committee meetings.
7. Prepare and distribute minutes of Executive Committee meetings to all committee members within one month of the meeting. These minutes should be reviewed and approved at the beginning of the subsequent Executive Committee meeting.
8. Prepare minutes of General Business meeting and distribute these to the Executive Committee members within one month of the annual meeting. These minutes should be offered for approval at the beginning of the following year's general business meeting.

### **Co-conveners**

1. Consider possible meeting themes, mini-symposia, and prospective Distinguished Speakers. Investigate the costs associated with such plans.
2. Working with the staff at the designated meeting site, develop a list of projected costs for the symposium.
3. Report early arrangements, budget, logo, and general plans for the symposium to the Executive Committee at its autumn meeting.
4. Work closely with the NEAS treasurer to decide who is going to receive funds, how funds will be transferred to the NEAS accounts, who is going to pay invoices and to ensure that the Treasurer has sufficient documentation to prepare the corporate annual reports and income tax statements. This should be done early in the process before any receipts and income are received.
5. Present the Executive Committee with a schedule for communicating with the membership, including distribution of the first announcement, call for papers, registration information, deadlines for the abstract submission and registration, etc. Describe the planned means of communication.
6. With Executive Committee approval, invite the Distinguished Speaker.
7. Keep the President and other appropriate officers informed of progress in making arrangements.
8. At the earliest possible time, send a notice of the meeting date, location, theme, and invited speakers to the PSA Newsletter.
9. Distribute the First Announcement (Membership Director supplies mailing labels if mail is used). The Call for Nominations might also be included at this time. Send preliminary notices to algae-L, and to the NEAS Webmaster for posting. The First Announcement should be in the hands of the membership by December 1, at the latest.
10. Distribute the Second Announcement, which will contain a formal call for registrations and

payment of membership fees (i.e. payment for meeting program even if not attending), and the call for abstracts. State poster sizes and types of projection equipment available. Include Senior Phycologist Award solicitation. Include the Development Committee's call for student proposals for travel assistance, solicitation for items for the auction, travel information, map, etc. If the Call for Nominations was not distributed in an earlier communication, it should be included at this time. The Second Announcement and associated materials should be in the hands of the membership twelve weeks before the meeting. All announcements and forms should be provided to the NEAS Webmaster for posting on the NEAS website in a downloadable PDF file.

11. The deadline for abstracts and registration should be about six weeks before the meeting.
12. Explore whether a mechanism for arranging shared rooms is possible.
13. Send final reminder to algae-L listserv at least two weeks in advance of the abstract deadline.
14. Solicit commercial exhibitors to bring displays of products to the meeting. List the exhibitors in the program. Arrange for space at the venue.
15. Provide the meeting logo to the Development Committee according to their schedule for producing items for sale at the annual meeting.
16. Assemble the scientific program. Determine the meeting schedule--opening, closing, time and location of breaks. Determine limits on schedules: wind-up time for banquet that gives staff reasonable time to clear up; deadline for key drop, etc.
17. Produce the meeting program with abstracts, biographical information and publication lists of the Distinguished Speaker or Honorary Chair, list of exhibitors, acknowledgements, etc. Provide an electronic version to the Membership Director for posting on the NEAS website.
18. Provide lists of needed equipment, registrants, meal/banquet attendees, number of vegetarians and others with special needs to the venue's conference manager.
19. Arrange for a room for the Executive Committee meeting. If the meeting is to be held during Saturday lunch, make arrangements that expedite prompt assembly and provision of lunches.
20. Prepare registration packages for attendees: name tags, receipts, meal and banquet tickets if applicable, general information about facilities, program with abstracts, election ballot. Identify a few places at which people arriving Friday night can eat and congregate.
21. Identify person to introduce the Distinguished Speaker.
22. Recruit session chairs.
23. Recruit registration desk helpers (students). Arrange for a table and chairs for registration workers.
24. Recruit projectionists. The incentive of a free banquet may be offered.

25. Arrange for a table and chair for use by the Development Committee.
26. Decide on the location of posters and commercial exhibits.
27. Recruit chairman of judging committee for student presentations; identify other potential members of this committee, provide chair with contact information for student members of the committee (Wilce and Trainor Award winners from the previous year). Provide a list of the students in each category. The correct listing of every student within each category is essential. The list should also be provided to the Chair of the Development Committee, who will produce the award certificates.
28. After winners are determined, the Treasurer must be informed, and award checks written. The award checks and certificates should be provided to the President before the banquet for signing so that they may be presented at the banquet.
29. Prepare student name slips for door prize draws.
30. Ensure that prearranged honoraria and other payments are made to invited speakers; confirm that recipients of student travel awards and presentation award recipients have received their checks; and see that the venue has received all payments contracted for and that tips, if appropriate, have been distributed.
31. Work with the treasurer to ensure that all residual funds are transferred to the NEAS accounts and that all invoices from the annual meeting are paid in a timely manner (see Receipt of Monies).
32. Prepare a report to the Executive Committee for the archives, summarizing the number of registrants (separated by category), number of papers and posters, award winners, special lectures and sessions. Send the report to the Secretary, who will see that an appropriate version of this report is sent to the PSA Newsletter.
33. If the site at which the meeting was held has potential to be used again by NEAS, assemble a package of information, suggestions, and cautions that would expedite arrangements in the future.

*Suggestions and observations:*

Registration fees for 'Emeritus Members' should be about half the difference between students and professionals.

It is important that the social hour be long enough to accommodate the previous session running long, travel back to rooms to change clothes, and time to get to the site of the social. If necessary, plan a lengthened social hour to allow for all these variables plus 1 hour of socializing.

## **Membership Director**

1. Maintain and update the NEAS mailing list in a form allowing for preparation of address labels.
2. Prepare printouts of mailing list to have at NEAS Executive Committee meetings and at the Annual Meeting for updating purposes.
3. Work with the co-conveners to solicit interested individuals to add to the mailing list.
4. Maintain an e-mail address list of NEAS-related individuals categorized by status, e.g., undergraduate students, graduate students, permanent professionals, transient professionals. Maintain a listing of governmental and commercial organizations with psychological interests.
5. Work with the webmaster to maintain the NEAS website. Solicit from the Executive Committee, symposium conveners, and chairs of standing and ad hoc committees information to be posted on the website.
6. Solicit from the Executive Committee, symposium conveners, and committees information to be disseminated to NEAS members or the larger psychological community by electronic mail.
7. Implement membership drives as directed by the Executive Committee.

## **Webmaster**

The President will appoint a Webmaster to serve for an indefinite term and that can be cancelled by the President or Webmaster. The webmaster will be a non-voting member of the Executive Committee.

1. Ensure that the NEAS website is up to date.
2. Work with the meeting co-conveners to promptly post any information regarding the upcoming annual meetings.
3. Work with the Treasurer to ensure that any subscription fees associated with hosting our website are promptly paid.
4. It is highly recommended that at least one other member of the NEAS Officers has full permission and login information to gain access to the website in the event the webmaster is unavailable. In the case of hosting a website at a University – this could include notifying the University IT personnel of who is the current NEAS president so that they can make changes if requested.

## **Chair of the Nominations Committee**

1. The Chair of the Nominations Committee is a voting member of the Executive Committee.
2. The Chair appoints members of the Nominations Committee according to the By-Laws of the Northeast Algal Society, Inc.
3. The Chair provides to the co-conveners the Call for Nominations so that it can be sent out to the NEAS membership along with announcements of the NEAS Spring Symposium.
4. After nominations are received, the Chair provides to the members of the Nominations Committee a list of candidates nominated for the offices to be filled and the number of nominations each received.
5. After consultation with the committee about the order in which nominees will be solicited, the Chair contacts the prospective candidates, asking them to serve.
6. The Chair prepares the ballots along with biographical sketches solicited from the nominees and presented in a consistent format. This information will include previous service to NEAS.
7. The Chair, aided by the Nominations Committee, oversees the election at the annual meeting.
8. Balloting and counting of ballots must be completed before the Business Meeting. The Chair informs the President of the election outcome, and announces the winners as part of the Nominations Committee report at the Business Meeting.
9. The Chair prepares a report on the final results of the election and the activity of the committee, and conveys the report to his/her successor.

## **Chair and members of the Lebaron Colt III Student Development Committee**

**The Chair of the Development Committee is a voting member of the Executive Committee.**

1. The goal of the Development Committee is to raise funds to support Society initiatives. Foremost among these initiatives is to provide financial assistance to student members, encouraging and enabling them to attend the annual meeting.
2. The Chair of the Development Committee, along with the recipients of the Wilce and Trainer awards, shall serve as the student advocate at the meetings of the executive committee, ensuring that the needs of the students for attending the annual meeting are being met.
3. The Chair or Committee shall work with the co-conveners to decide on the mechanism for supporting students' attendance of the annual meeting
4. The Chair of Committee shall solicit requests for Book Awards from Students and Post-doctoral Associates. These awards shall be approved by the committee as a whole and a list of successful winners forwarded to the Treasurer for purchase. Ideally this should occur at least 1



month before the annual meeting so the books are available for distribution at the meeting banquet.

5. The Development Committee should work with the Annual Meeting conveners to coordinate the raising of funds to support student activities. This includes such activities as selling items with algal or NEAS logos (with approval by the Executive Committee), sponsoring auctions, and soliciting donations, such as through the Senior Phycologist Award. The chair of the Development Committee usually selects a person to serve as auctioneer during the banquet at the annual meeting and should arrange for staff to be present as part of the sales tables.

6. The Chair of the Development Committee shall work closely with the Treasurer and the *ad hoc* student awards committee (see below) to ensure that support for society awards such as the Wilce Award for best Oral Presentation and the Frank trainer Award for Best Poster that are eligible for student to present their work at the annual Meeting of the Phycological Society is facilitated. In the case of disputes or requests for changes to the award, the Chair of the Development Committee, along with the chair of the *ad hoc* committee, and the NEAS president shall arrive at a course of action so that the spirit of the award is achieved.

7. The Society instituted the Senior Phycologist Award as a mechanism by which donations are solicited from senior professionals for the sole purpose of providing support to student recipients. The Development Committee shall select these student recipients and decide on the amount of the award. These awards should be approved by the President of the executive committee. The original recommendation was for each donor to provide \$100. At the request of donors, the past practice has been that the recipients are informed of the nature of the award but not the name of the donors. Donors can be publicly or privately acknowledged if they so desire.

8. The Development Committee should, where feasible, investigate other and new options for student support to advance education in phycology. This could include but is not limited to such new initiatives as student research awards, fellowships, internships and other training opportunities.

9. The Chair of the Development should prepare a annual report each year detailing the above activities of the Development Committee for presentation at the Spring Executive meeting.

### **Responsibilities of the Publications Committee**

The goal of the Committee is to promote through publications broader understanding of the biological, ecological, economic, and societal importance of the algae.

1. The Publications Committee shall recommend to the Executive Committee phycological studies and publications that might be sponsored by NEAS.

2. The Publications Committee will consider projects that NEAS might develop and sponsor, as well as proposals from outside the Society. Such studies and publications may include floristic analyses, compilation of regional floras, posters, historical perspectives, economic and social issues dealing with the algae, and other studies that encourage an awareness and understanding of the importance of algae.

3. The Chair of the publications committee should work closely with the Treasurer to ensure that any costs and profits associated with its activities are transferred in a timely to the appropriate NEAS accounts. The Chair shall confer with the Treasurer and President about any costs associated with committee activities prior to incurring those expenses.

### **Students Awards and the ad hoc Student Awards Committee**

The Robert T. Wilce Award is given annually for the best graduate student oral presentation. Except in the case of extraordinary merit, no award will be made if fewer than five graduate student presentations are given. In cases of fewer than five participants, there will be no honorable mention in this category. The winner of the Wilce Award becomes a non-voting member of the Executive Committee for a one-year term. This student also becomes a member of the student award committee the ensuing year, and is therefore ineligible for an award in that year.

The Francis R. Trainor Award is given annually for the best graduate student poster presentation. Except in the case of extraordinary merit, no award will be made if fewer than five graduate student posters are given. In cases of fewer than five participants, there will be no honorable mention in this category. The winner of the Trainor Award becomes a non-voting member of the Executive Committee for a one-year term. This student also becomes a member of the student award committee the ensuing year, and is therefore ineligible for an award in that year.

The President's Award is for the best undergraduate student presentation (oral or poster). Except in cases of extraordinary merit, no award will be made if fewer than five undergraduate student presentations are given. In cases of fewer than five participants, there will be no honorable mention in this category. The President's award winner can apply for additional funds to attend that year's PSA meeting (or another national or international meeting at the discretion of the president and EC).

Award winners are selected by an ad hoc Student Awards Committee. Prior to the symposium, the conveners will select a chair of the student awards committee whose members will evaluate the student posters and oral presentations. If requested, the conveners will assist in recruiting members of the committee. The Awards Committee should have at least three professional members evaluating contributions in each of the three award categories.

### **Professional Awards and Honors**

The Frank Shipley Collins Award honors a member of NEAS who has contributed to the advancement of our Society with exceptional effort and merit, as is embodied in the inscription of the award: "for the meritorious service to the Society and to Phycology."

The Executive Committee can receive nominations from any member of the Society. Awardees will be decided by vote of the Executive Committee, and the award will be made at the following annual meeting of the Society.

## **Incapacitation of an Officer**

In the event of an illness or other unforeseen professional or personal problem that conflicts with the duties of his/her Office, said officer shall notify the President as soon as possible. The President shall determine in discussions with that officer and the Executive Committee whether to seek additional or temporary help for this person or whether to replace the officer (see Bylaws). In the event of incapacitation of a co-convenor, the convenors of the prior year will be the first potential replacement(s) or additional appointees. The period of time over which the conflict exists, its time of year, and the particular officer's duties will determine how serious the conflict is. It is clear that even a short (3 week) period of incapacitation of a convenor between October-May might require the aid of the prior convenors in order to secure planning for the Annual Symposium.