**American Society of Ichthyologists and Herpetologists**

# *Policies and Procedures Manual*

**Guidelines and Procedures for the Conduct of Society Business**

# **Promulgated by Direction of the ASIH Executive Committee**

**June 1999**

Compiled by the Long Range Planning and Policy Committee:

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# **Abbreviations Used in this Document**

ASIH American Society of Ichthyologists and Herpetologists

BAAM Business and Awards Annual Meeting (formerly ANBM)

JMIH Joint Meeting of Ichthyologists and Herpetologists

## **Officers and Past Presidents**

ECOL Ecology and Ethology Associate Editor

EDIT Editor

GENE Genetics, Development, and Morphology Associate Editor

GHER General Herpetology Associate Editor

GICH General Ichthyology Associate Editor

INDE Index Associate Editor, Co-Editor

PHYS Physiology and Physiological Ecology Associate Editor

PPPR Prior Past-President

PPRE Past-President

PREE President-Elect

PRES President

REVH Book Review Associate Editor – Herpetology

REVI Book Review Associate Editor – Ichthyology

SECE Secretary-Elect

SECR Secretary

TREA Treasurer

## **Standing Committees**

AUDI Audit Committee

BOFG Board of Governors

EDBD Editorial Board

ENFC Endowment and Finance Committee

EXEC Executive Committee

GFAC Helen T. and Frederick M. Gaige Fund Award Committee

HSFC Henry S. Fitch Award Committee

LOCL Local Committee

LRPP Long Range Planning and Policy Committee

MMPC Meetings Management and Planning Committee

JSNC Joseph S. Nelson Award Committee

NOMC Nominating Committee

PUBC Publications Policy Committee

RFAC Edward C. and Charlotte E. Raney Fund Award Committee

RHGC Robert H. Gibbs, Jr. Award Committee

RKJC Robert K. Johnson Award Committee

SPRT Spiritus Award Committee

STAC Student Awards Committee

STPC Student Participation Committee (formerly GSPC)

WCMC Web Content Management Committee

## **Continuing Committees**

AESR Representative to the American Elasmobranch Society

AFSR Representative to the American Fisheries Society

AIBS Representative to the American Institute of Biological Sciences

CONS Conservation Committee

ELHR Representative to the Early Life History Section of the American Fisheries Society

HFMH Committee to Nominate a New Honorary Foreign Member – Herpetology

HFMI Committee to Nominate a New Honorary Foreign Member – Ichthyology

HSOC Representative to the Society for the Study of Amphibians and Reptiles and the

 Herpetologists’ League

IHCC Ichthyological and Herpetological Collections Committee

IUCN Representative to the World Conservation Union

NFJC Joint ASIH–AFS Committee on Names of Fishes

NSCR Representative to the Natural Sciences Collections Alliance

PNHC Representative to the Society for the Preservation of Natural History Collections

RESC Resolutions Committee

SPUC Committee on Special Publications Resolutions Committee

TEACH Teaching and Education Awards Committee

## **Recurring Committees**

HACC Committee to Revise the Herpetological Animal Care Leaflet

HIST Society Historian

IACC Committee to Revise the Ichthyological Animal Care Leaflet

# **INTRODUCTION**

## **Original Charge to the Long Range Planning and Policy Committee (LRPP)**

In 1996, the EXEC of ASIH charged the LRPP to develop an ASIH Policy and Procedures Manual that would clearly outline the responsibilities of each officer and committee in the Society and provide detailed information on term of appointments and operating procedures. Although the Constitution and Bylaws define the officers, BOFG, and (in part) the standing committee structure of the Society, the specifics relating to duties, timing of transitions of office and function existed largely as oral tradition. Whereas this worked fairly well in the past, the Society and its volunteer bureaucracy have grown sufficiently large that it was now deemed appropriate to establish a written procedure statement.

This document was developed to address these specific issues:

For all ASIH committees, to develop a statement that clearly outlines the purposes of each committee, operating procedures and specific time lines.

For all ASIH officers, to develop a statement that clearly outlines operating procedures and specific time lines for their office.

To develop a synoptic history of constitutional and Bylaws changes in the last 20 years related to duties and timing of actions of officers and committees. (Unless otherwise stated, any historical review in this document extends to 1980 but not before.)

To develop a detailed recommendation on terms of officers and committee members and the timing of transitions and functions relevant to the calendar year, the Society fiscal year, and the annual meeting.

To review the committee structure of ASIH and as appropriate make recommendations for change, including the consideration of “sunset” rules for ad-hoc committees.

To develop a detailed recommendation to the EXEC on matters that should be handled as they occur vs. matters that should await BOFG consideration

The present document constitutes our response to these charges. The document was approved by the BOFG and ratified by the ANBM [now BAAM] at the ASIH meetings in Guelph, Ontario, July 1998. The provisions of this Manual became effective 1 January 1999. We expect this document to be evolutionary, as Society functions change to reflect circumstances, opportunities and technologies. Therefore we, and future, members of LRPP will continue to depend upon suggestions from all members to make this Manual most useful.

Submitted July 1999, for the Long Range Planning and Policy Committee by Robert Karl Johnson

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Members of the 1998–1999 Long Range Planning and Policy Committee

Larry G. Allen (1996–1999) Robert K. Johnson (1995–1998, Chair)

Kathleen S. Cole (1998–2000) Deanna J. Stouder (1995–1998)

Maureen A. Donnelly (1998–2000) Joseph Travis (1995–1998)

David W. Greenfield (1998–2000)

**Implementation, Use, and Amendment of the ASIH Policies and Procedures Manual**

Implementation and Amendment

The final draft version of the Manual was approved by the BOFG and ratified by the ANBM [now BAAM] at the ASIH meetings in Guelph, Ontario, July 1998. The provisions of this Manual became effective 1 January 1999. The Manual includes three classes of items:

1. Procedures and policies mandated by the ASIH Constitution and/or Bylaws. An attempt has been made to clearly identify policies that are established as “code” and therefore binding.
2. Procedures and policies that have been adopted as standard operating procedures by the various cognizant ASIH officers and committees, by the EXEC, and/or the BOFG, but which are not explicitly mandated by the Constitution or Bylaws. The bulk of the Manual falls into this category.
3. Procedures and policies that are presented as recommendations, not code, but for the most part reflect current and often long-standing practice. An attempt has been made to clearly identify procedures that are to be regarded as recommendations. Any officer or committee may choose to act in a manner different from that recommended but it is strongly suggested that contact be made with the SECR if this involves substantive departure. In most cases the SECR will alert EXEC of the proposed variance. Clearly any action on behalf of ASIH is ultimately subject to review by the BOFG.

This Manual may be amended by recommendation of any officer or committee subject to review by EXEC and approval by simple majority vote of BOFG. Amendments may also be initiated by individual members through the EXEC and BOFG review and approval process. Minor editorial changes not involving changed meaning or added function require only approval by EXEC or the SECR. A record of such changes shall be accumulated by the SECR and made available to the BOFG for review. Once approved, maintenance and emendation of the Manual are charged to the SECR. It is anticipated that current “hard” copy will be maintained by the SECR and by the Chair of the LRPP. It is recommended that a current electronic copy be maintained by the SECR on the ASIH website for access by all interested persons.

Sunset Rule for Rules

Six months after the initial adoption of this Manual by the BOFG (1 January 1999), any previously adopted resolution or rule or procedure not treated in or at variance with this Manual shall be null and void. Resurrection after the six-month period shall be treated as consideration of a new proposal. This “Sunset Rule” does not apply to items specified in the Constitution or Bylaws of the Society. The purpose of this “Sunset Rule” is to ameliorate debate over priority for “rules” that may best be treated as *leges oblita.* This “Sunset” period ended 1 January 1999.

Abbreviations and Terms

All Society offices and committees are identified by four letter abbreviations (e.g., EDIT for Editor; RFAC for Raney Fund Award Committee). These abbreviations are defined on p. 4. In the interest of saving space, these abbreviations have been used in reference to a given office, committee, or representative throughout the Manual.

*Ex officio,* Proxy

Use of the term *ex officio* in this Manual means membership by virtue of office. In each case the membership indicated is full membership, with voting and all other privileges and responsibilities of membership included. Restricted membership is specifically indicated, as in “non-voting.” In most cases parliamentary rules (*Robert’s Rules of Order*)forbid voting by proxy and that is the assumption made in this Manual. The rationale for this is that those who vote should have been present and privy to all substantive discussion of an issue.

## **Updates to the ASIH Policies and Procedures Manual**

The ASIH Policies and Procedures Manual was updated by LRPP (with contributions from committee chairs and Society officers) in 2008 following constitutional changes in 2001, 2004, and 2008. Final revisions to the Manual were completed in 2009. LRPP members in 2008 were Patrick T. Gregory (Chair), Carol E. Johnston, Craig Guyer, Donald G. Buth, Karen M. Warkentin, Robert C. Cashner, Melvin L. Warren, and Stephen T. Ross (representing ENFC); in 2009, Guyer and Warkentin were replaced by Frederic Zaidan and Jacqueline D. Litzgus. Numerous other Society members, especially officers and committee chairs, made substantial contributions to the revised Manual, but special thanks are due Eric T. Schultz, Margaret A. Neighbors, and Jacqueline D. Litzgus for their comprehensive review of the entire document.

In 2017, LRPP members proposed that the Policies and Procedures Manual be updated, which occurred from fall 2018 through summer 2018. The Manual required considerable updating over the six-year interval since its last revision and was reformatted for consistency. Members included Robert E. Espinoza and Deanna J. Stouder (Co-Chairs), Larry G. Allen, Malorie M. Hayes, Eric J. Hilton, Carol E. Johnston, Shabnam Mohammadi, Margaret A. Neighbors, and M. Rockwell Parker. In 2018, William B. Ludt was added to the committee. The LRPP thanks the many ASIH committee chairs and other members for their input on this much-needed update and revision to our Manual.

# **ASIH OFFICERS**

## **EDIT—*Copeia* Editor**

History of Office

The editorial position was named Managing Editor in 1960. In 1981, The Managing Editor became a member of the Executive Committee (EXEC). The position of Managing Editor was renamed Editor effective 1 January 1998. See *Copeia* 1987(4):1092 for a review of the history of *Copeia* editorial offices to that date.

Constitutional Mandate

Constitution

(IV-1) designated officer

Bylaws

(V-1-a) Chief Executive Officer (CEO) for *Copeia*

(V-1-b) EDIT allocates workload among sections; receives Associate Editor recommendations on publication; makes final decision on acceptance and rejection, communicates decision with corresponding author and Associate Editor

(V-1-c) EDIT reports annually to EXEC and BOFG; seeks EXEC and BOFG approval for any substantial change in ASIH publication policy, product or expenditure

(V-1-d) EDIT serves on EXEC and as Chair of the Publications Policy Committee (PUBC)

(V-1-e) EDIT appoints substitute or co-participant for any given editorial office (subject to approval by EXEC) as needed between annual meetings

(V-1-f) EDIT’s annual Society dues and transportation and lodging at the JMIH reimbursed

(V-2-a) *Copeia* Associate Editors select reviewers, solicit reviews, and make recommendations regarding acceptability for *Copeia* and are distributed among the following divisions: General Herpetology, General Ichthyology, Ecology and Ethology, Physiology and Physiological Ecology, and Genetics, Development, and Morphology

(V-2-b) *Copeia* Associate Editors include two Book Review Editors (Herpetology and Ichthyology) who solicit reviews for important new works

(V-2-c) *Copeia* Associate Editors include Index Associate Editor(s) who produce annual indices for *Copeia*

(V-2-d) *Copeia* Associate Editors are elected annually online by Society members, serve on the BOFG throughout their terms, and shall be members of the Society

(V-2-e) *Copeia* Associate Editors shall attend the Publications Policy Committee at each annual meeting

(V-2-f) *Copeia* Associate Editors shall have their membership and registration for the JMIH reimbursed by the Society

Description of Functions [The remainder of EDIT has not been formatted]

CEO for *Copeia*, bears final responsibility for contents of *Copeia*.

1. Summary of Responsibilities: allocates workload among sections; receives Associate Editor recommendations on publication; renders final decisions on manuscripts; communicates decisions to authors, associate editors, and reviewers. Reports annually to EXEC and BOFG; seeks EXEC and BOFG approval for any substantial change in ASIH publication policy, product, or expenditure. Serves on EXEC and, as Chair, PUBC. Supervises and delegates workload to other members of the *Copeia* Editorial Office (Production Editor and Illustration Editor). Responsible for appointing, coordinating review, ordering awards, and presenting awards for Best Papers in *Copeia* at the annual meeting along with similar award duties associated with awards from our publishing partners (e.g., BioOne Ambassador Award). Works with production editor to maintain the *Copeia* Website and the journal’s archive of electronic files and supplemental material.
2. Tenure: although election is from year to year, the expected commitment is for a minimum of five years of service.
3. Operations of the Office of Editor
4. *Editor’s Report*
5. Timing

The EDIT shall report annually to the BOFG on the status of *Copeia*. Included in the report will be summary statistics describing submission rate, allocation of workload among Associate Editors, proportionate acceptance/rejection rates by Associate Editor; and estimated time from submission to (a) initial decision, (b) final decision, and (c) publication. The EDIT shall also highlight any major changes in dealings with the publisher, as well as noting any predictable problems or changes in manuscript processing. At the close of each calendar year, the EDIT prepares a report for the BOFG, which convenes at the forthcoming JMIH.

1. Content

The report should contain the following information:

* + - * Any changes to the editorial staff or changes with the publisher
			* The journal’s impact factor and its placement relative to other zoological journals
			* Date each issue was published and its pagination
			* Number of pages (and percentage) that comprised articles, book reviews, obituaries, historical perspectives, editorial notes and news, volume contents and indices, summary of meeting, instructions to authors, and any other published material.
			* Number of articles (and percentage) that were ichthyological or herpetological
			* The best paper award winners with article titles
			* The number of manuscripts submitted to the journal that year, with number (and percentage) difference from preceding year
			* Number (and percentage) submissions by state and by foreign country
			* Number (and percentage) submissions allocated to each Associate Editor. Rejection rates by Associate Editor. Overall rejection rate for the journal should similarly be compiled, along with the number of submissions still in review at time the statistic was compiled
			* The duration of the entire review process with subcategories by EDIT and Associate Editor
			* The costs associated with publishing and printing *Copeia*
			* Any other pertinent information that the EDIT can provide
1. Executive Committee EXEC: the EDIT serves as the voice for *Copeia* management on the EXEC and on the BOFG, reflecting the role of EDIT as CEO for *Copeia* and Chair of the PUBC.
2. Publications Policy Committee (PUBC):each year, the PUBC (comprising the EDIT, Associate Editors, and Production Editor) meet collectively on the day before the first day of the JMIH to discuss editorial problems and procedures. Approximately one month preceding the meeting date, the EDIT solicits the committee for discussion topics. These are then shared to the committee via email before the JMIH and are discussed when the committee convenes. To alleviate the costs of the attending the PUBC at the JMIH, the Society covers the meeting registration costs of all elected Associate Editors (including the Illustration Editor and index editors) as well as the Production Editor if they attend the PUBC. If in attendance, the Production Editor is responsible for taking notes. A report of this meeting is then prepared by the EDIT (who serves as Chair of the committee) for the BOFG. This report is submitted to the SECR in April of the following year for inclusion in the annual report to the BOFG.
3. Editorial Board (EDBD) and List of Reviewers:each EDIT or Associate Editor may nominate up to three individuals to serve as members of *Copeia*’s EDBD. Nominations are submitted to the PRES for approval and invitation. These individuals must have agreed to assist with the editorial process and serve the Associate Editor or EDIT responsible for the nomination and must also be members of the Society. EDBD members are listed on the *Copeia* inside front cover. An acknowledgment of service and list of reviewers, along with the number of reviews provided, is published in the second issue of the year.
4. Special Publications Committee (SPUC): the EDIT serves *ex officio* on SPUC. Neither the EDIT, the Production Editor, nor the Associate Editors are automatically (nor usually) in service for any ASIH special publications.
5. *Copeia*:All scientific aspects of *Copeia* are electronic and performed online using the AllenTrack system at Allen Press (https://copeia.allentrack.net/). The EDIT must become familiar and proficient with the features and capabilities of the system, as some actions are not reversible. Only the most critical features and functions are mentioned in these procedures.
6. New Manuscripts
	* + - Initial Review: upon successful submission, manuscripts are placed in the “Initial QC” folder at AllenTrack. The AllenTrack system automatically sends an email to the corresponding author acknowledging receipt of the manuscript and describing the next steps in the review process. The detail and content of the letter can be modified by the EDIT (see h.1. Email templates, below) without Allen Press intervention. The editorial office (principally the EDIT) inspects submissions for adherence to *Copeia* formatting. Manuscripts deemed to be in gross non-compliance, to an extent that compromises the review process, may be returned to authors for revision and are placed in the “Awaiting Author Approval” folder at AllenTrack. The EDIT determines whether a manuscript is appropriate and within scope of the journal and of sufficient quality to review, in consultation with Associate Editors and/or members of the EDBD as necessary. In case of editorial rejections without review, the EDIT communicates the decision with the basis for the rejection to authors.

(ii) Assign to Associate Editor: those manuscripts in “Initial QC” deemed fit for review are assigned to an EDIT and then to an Associate Editor. On AllenTrack, select “Quality Ok” under Manuscript Tasks. Manuscript moves to Editor Tasks and is flagged as “Assign Editor…” Follow links to the drop-down box for editor selection. “Assign Potential Associate Editors…” Follow links to the drop-down box for Associate Editor selection, noting the dates particular Associate Editors are unavailable and the relative workload assignments, in cases where multiple Associate Editors are available and appropriate. A text box is available for sending notes to editors during the assignment process. Once an assignment is made, the manuscript is moved to “Contact Potential Associate Editor” folder under Editor Tasks. Follow the link to “Send Request” under Process/Status, where an email may be specifically customized and sent to the Associate Editor with any special instructions or comments. Note that the manuscript is NOT in the Associate Editor’s hands until the request email is sent, as confirmed by the entry in the “First Contact Date” box.

The basis for selection of appropriate Associate Editor will generally reflect the subject matter and field of specialization of the particular manuscript, with consideration given to expertise and knowledge of the potential reviewers in a given discipline and distribution of workload among Associate Editors. Authors may request a specific Associate Editor on occasion. General Ichthyology and General Herpetology typically take manuscripts dealing with species descriptions or revisions, nomenclatural problems, taxon-specific ecology, and natural history (e.g., food habits of species X), and those dealing with fisheries management. Ecology and Ethology take manuscripts dealing with higher level ecological processes, such as analysis of species interactions, population-size estimation, and community and ecosystem studies. Genetics, Development, and Morphology may receive manuscripts dealing with genomics, morphometrics, morphology, or development. Physiology and Physiological Ecology may receive manuscripts of any physiological nature (e.g., thermal biology, digestive or reproductive themes). For example, when a submitted manuscript falls in the interstices between two sections, then it should be sent to the one with fewer submissions to date. It is also useful to play to the strengths and interests of the Associate Editors in selecting manuscripts to send them.

1. Send Notices to Author(s): check membership status of author(s) using the ASIH membership directory (do not rely on AllenTrack) and warn author(s) that page or figure charges may apply. If one or more authors of a paper are members of ASIH at the time of publication, page charges are waived. Figure charges are often partially or completely waived depending on the number included and the use (or not) of color. Page charges for non-members are assessed at $110 per page (this includes any grayscale image costs). Figure charges for non-members are assessed at $150 per online-only color images and $800 per full color (print and online) images. Page charges for members are waived, but they are charged for all images. Figure charges for members are assessed at $100 per grayscale image, $150 per online color/grayscale print image, and $300 per full color (print and online) image. However, manuscripts that include an ASIH member as an author receive a subsidy of $1500. Manuscripts that include an ASIH student member (at the time of submission or publication) as lead author receive a subsidy of $2000. The membership subsidy can be applied to any combination of color or grayscale figures, with authors being responsible for any balance. Additionally, reviewers who provide a fast review (fewer than 20 days) and Associate Editors will receive one additional subsidy of $500 that is valid for two years. Only one subsidy for a rapid review or editorial service can be used per year. The Editorial Office shall monitor membership status and provide bills to authors as appropriate prior to publication of articles (see below). Current practice is to encourage enrollment in ASIH. The EDIT and Production Editor work with the TREA and Allen Press on accounts receivable. Non-payment of bills is grounds for denial of future manuscript submissions from all coauthors.
2. Monitor Status of Manuscript Submissions: the EDIT should periodically check the “Partial Submissions” and “Awaiting Conversion” folders for manuscripts that have stalled during the submission process.

For other than revisions, manuscripts should not remain in stalled condition for more than 30 days; if so, the EDIT should send a notification to the corresponding author to remedy the submission. New manuscripts that remain stalled without author response for more than four months should be deleted. This does not apply to manuscripts in revision and undergoing processing by authors.

1. Monitor Progress of Manuscript Review: periodically check status of the review process for individual papers assigned to Associate Editors. Ensure that reviewer selection, solicitation of review, and the duration of the review period proceed appropriately and on a reasonable schedule. In cases where papers are delayed by delinquent reviewers, ensure that chaser emails are sent by the Associate Editor or EDIT. Select the “Chasers” folder under Staff Tasks to send chasers and view those already sent. Upon receipt of requested reviews, ensure that the Associate Editor is on track to complete a recommendation in a timely fashion. When the review period extends beyond three months from its initiation, or upon receipt of correspondence from authors inquiring of the reasons for undue delay in the review and decision of their papers, respond to authors with an explanation for the delay and communicate with Associate Editors as to means for resolution of the associated problems.

Additional review commentary and correspondence received from Associate Editors and reviewers deemed pertinent for the authors may be uploaded to AllenTrack and associated with the manuscript files at any time prior to the processing of the EDIT decision. Correspondence must be carefully examined for appropriateness and professionalism, to ensure that inappropriate or offending comments are not transmitted to authors and reviewers. Pay particular attention to uploaded attachments from reviewers.

1. Manuscripts Requiring EDIT Decision: manuscripts received with the Associate Editor recommendation, typically (although not necessarily) accompanied by a minimum of two reviews, are placed in the “Awaiting Editor Decision” folder at AllenTrack for scrutiny and evaluation for potential publication. The summary evaluation of the reviewers and Associate Editor, along with all associated commentary, are carefully evaluated relative to the content of the manuscript, its scope and impact, the quality and suitability of the illustrations (if any), and its appropriateness for publication. The EDIT’s decision will be one of the following:
	* + - 1. *Reject*: manuscript inappropriate and/or severely flawed to an extent that publication is not warranted or desired.
				2. *Revise and Re-review*: manuscript is not suitable for publication in its current form, but it may be made so via revision after accommodation of recommended changes of reviewers and editors. Papers receiving this decision will undergo additional review upon resubmission by the Editor, Associate Editor, and/or reviewers.
				3. *Accept – No Revisions Needed*: manuscript ready for publication; any minor corrections may be completed by the Production Editor during copyediting and preparation for production.

Follow the links to complete the Editor’s Overall Assessment, wherein AllenTrack provides summary evaluations of reviewers and Associate Editor, the detailed comments for authors and confidential comments to editors. Select an appropriate template letter and corresponding overall rating in the respective drop-down boxes. Remarks to authors may be included in the text box or may be left blank and instead communicated to authors in the form of the decision email later in the process. Check boxes at right permit the Editor to select/deselect the appearance of specific reviewer/editor comments to authors in the decision email. Comments entered by the reviewers and Associate Editor in the boxes designated for confidential comments are automatically excluded. Select reviewers to receive the decision thank you letter. Select “Submit Decision” button, whereupon the decision email page appears for customization and processing. Completed manuscripts are moved to “Decisions Ready for Author” folder but are not finalized until the link is followed, whereupon the EDIT is again presented with the decision email for any necessary changes. At this time, the Editor should manually add the manuscript reviewers to the blind copied list for the decision letter. Once the decision letter is sent, reviewer thank-you emails are placed in the “Queued E-mail” folder under Staff Tasks. These may be customized as necessary and must be sent individually.

Manuscripts receiving decision (ii. *Revise and Re-review*) may be resubmitted by authors and re-enter the procedure cycle as a “revision” and designated by AllenTrack with a “Rx” suffix, with “x” indicating the cycle number. After QC and upon receiving a “quality ok” designation, revised manuscripts are sent to the “Awaiting Editor Decision” folder where they may be (1) reassigned to the Associate Editor having handled the previous version, (2) assigned to a new Associate Editor, or (3) receive the Editor decision without further review. In cases where it is apparent that authors are unwilling or unable to successfully address the reviewer and editor recommendations for correction, and where progress to eventual publication is not forthcoming, papers may receive a reject decision at the EDIT’s discretion. Resubmission of revised papers having previously received a reject decision will be received as “new manuscripts” and may enter the review process at the EDIT’s discretion.

EDIT’s decisions are transmitted to authors and copied to the Associate Editor in the form of the AllenTrack Editor decision email, which includes (1) a summary explanation of the basis for the decision, (2) text of the non-confidential comments received from reviewers and Associate Editor, (3) text of the Editor’s detailed comments to authors, if any, which may provide commentary in response to the reviewer and Associate Editor comments and recommendations and specific instructions regarding recommendations and requirements. Upon processing of the decision, *Copeia* policy requires that reviewers are thanked for their contribution in an email acknowledgment that includes the non-confidential comments received from all reviewers and the Associate Editor.

Manuscripts receiving decision (iii. *Accept, No Revisions Needed*) are forwarded to the Production Editor (email blind copied to the Associate Editor and reviewers) with any relevant instructions about preparing the manuscript for publication. Such papers are moved to the “Waiting for Production” folder on AllenTrack.

1. Manuscript Processing: Research articles and scientific reviews are uploaded onto AllenTrack by one of the article’s authors. Book reviews are typically uploaded onto AllenTrack by the book review editors or the author of the review. All book reviews for a particular issue are sent to production at the same time, and although each one is a separate submission on AllenTrack, they are set as a single article file in the proofs. Historical perspectives and obituaries are typically uploaded onto AllenTrack by the author of the piece, but these items (as well as book reviews) may be uploaded by the Production Editor on behalf of the author depending on the situation. The Editorial Office also maintains its own user account on AllenTrack so that non-peer-reviewed articles (e.g., Editorial Notes and News) may be submitted and handled by both the Editor and the Production Editor. This is necessary because authors of articles on AllenTrack cannot process their own files to ensure anonymity through the review process.

Once a manuscript has been accepted, the Production Editor retrieves the source files (article file, tables, figures, and supplemental files) from the “Waiting for Production” folder on AllenTrack. Figure files are shared with the Editorial Office (Editor, Illustration Editor, and Production Editor) for examination, processing, and correction (if needed). This is handled through a combination of file sharing and group messaging. To date, this process has been handled using a shared Dropbox folder for the file sharing of images and a Slack channel for group messaging.

1. Manuscript Files: once downloaded, the article, appendices, and table files are read, the grammar is corrected, the style is modified to match *Copeia* style, and the following modifications are made:
* The DOI is added to top of the article file with the following format: 10.1643/ (AllenTrack manuscript number without R designation).
* Add AllenTrack manuscript number (including R designation, if appropriate) below the DOI.
* Add right running head requested by author.
* Banners are indicated on article files where a boxed banner heading is required. In the article file, this is indicated below the right running head in the following format, for example: EDITORIAL NOTES AND NEWS. The following article types receive banners: Reviews, Historical Perspectives, Obituaries, Editorial Notes and News, Book Reviews, Summary of the Meetings, symposium proceedings, and any special contributions such as ASIH Presidential Addresses and award-winning contributions (Gibbs, Storer, etc.).
* Submission date, acceptance date, and name of Associate Editor are added to the manuscript beneath author address information.
* Primary, secondary, and tertiary headings are checked for consistency with *Copeia* style.
* ZooBank identifier must be added to the article immediately following the new name. All new taxonomic names must be registered with ZooBank, and the Production Editor has editorial access on the ZooBank site to either register names and publications or to modify names and publications previously registered by authors.
* Text citations are compared to the Literature Cited for consistency.
* Tables are checked for formatting and suitability for publication.
* If any issues arise while preparing the article for production, the Production Editor queries the author or EDIT to address them.
1. Supplemental Information: the Production Editor creates a page on the *Copeia* website (http://www.copeiajournal.org) for each article that includes supplemental information. The slug for each page should be just the DOI unique identifier (i.e., the AllenTrack manuscript number with the R designation removed; for example: https://www.copeiajournal.org/ci-18-001). This URL is added to the article file in a primary section titled “DATA ACCESSIBILITY.” Each supplemental file should be included as a separate downloadable file, and an archive should be created that includes all supplemental files in a single downloadable file. Files on the supplemental page are not modified in any way by the editorial office, but they are examined to ensure that nothing inflammatory or inappropriate is included in the files. Often, larger video files will need to be manipulated (i.e., the file size reduced) by the Editor or Illustration Editor, so that they can be presented and stored on the *Copeia* website. Each manuscript’s page should not be enabled until the article is published online. The *Copeia* website is currently entirely maintained by the Editorial Office. The EDIT and Production Editor are responsible for ensuring that the domain and website are kept active and will be reimbursed for the costs of managing the website. Currently, the website host and domain registrar are handled through Squarespace.
2. Figures and Illustrations: the EDIT or Illustration Editor examine all figures associated with the manuscript to determine their suitability for publication. Files lacking adequate resolution and/or illustrations that do not comply with *Copeia* style are either corrected by the EDIT or the Illustration Editor or returned to the author for corrections. Any images associated with Award Winners, Historical Perspectives, or Obituaries are modified by adding a five- to ten-pixel black border surrounding the images (larger borders are required for higher resolution images). All modified or new files are examined and saved independently from the original author files. All modified files are saved as either vector-based PDF files or rasterized, LZW-compressed TIFF files with either a grayscale or RGB color space as appropriate. Once the EDIT or Illustration Editor is satisfied with the figures, figure size and color designations are assigned and communicated to the Production Editor in Slack. The Production Editor uploads the modified figure files to AllenTrack, saves the modified image files, and removes all related files from the shared Dropbox folder. The Editorial Office maintains the author’s original images as well as all modified image files.
3. Sending Manuscripts to Production: once the Production Editor is satisfied that a manuscript is prepared for production, the article is moved to the “Sent to Production” folder. The Production Editor then informs the account manager at Allen Press via email that the article is ready for production and includes the following information: AllenTrack manuscript number, corresponding author last name, figure size designations, and color figure designations. Within a couple of days, the Production Editor receives an acknowledgment email from Allen Press indicating that the article has been picked up for production.
4. Proof Processing with Rolling Production
5. Initial Proof Processing: approximately 2–3 weeks after an article is sent to production, the first-generation PDF proofs are sent from Allen Press to the editorial office. The EDIT, Production Editor, and account manager receive email notification that the proofs are available for download from the Allen Press FTP server at ftp://ftp.allenpress.com/, “To COPE, \_1XO” directory. EDIT, Production Editor, and account manager receive email notifications each time a new file is uploaded onto the server, whether it is From COPE or To COPE. This way, no files should be missed on either end. The Production Editor downloads the PDF proofs and sends them to the author for review and correction. The following items are sent at the same time as the proofs: invoices for page charges and/or figure costs; reminder to join or renew ASIH if no authors are members or membership has lapsed (Production Editor checks membership status through the ASIH membership directory); request for social media content including Twitter handles and preferred images to be included. The Production Editor should also check whether the author is eligible for a rapid review credit toward publication costs. This credit is valid for two years following the return of the review. Invoices are generated by the Production Editor, and the TREA and the ASIH business office at Allen Press are copied on all correspondence regarding invoices.

Proofs of Historical Perspectives and Obituaries are treated like research articles and are sent to the corresponding author for review and correction. Proofs of the award winner announcements (for issue 1) should be sent to the SECR and to the author of each of the announcements (typically the chair of the award committee). Proofs of book reviews are typically reviewed only by the Editorial Office (both Production Editor and EDIT), unless the author of the review has specifically requested to review proofs (this option is presented in the decision letter sent by the Editor at the time of acceptance). Proofs of the Editorial Notes and News for issues 1 and 2 are reviewed by the Editorial Office (both Production Editor and EDIT), and proofs for issues 3 and 4 are sent to the SECR and reviewed by the Editorial Office. Proofs of the Summary of the Meetings (issue 4) are sent to the SECR reviewed by the Editorial Office. Proofs of the Volume Contents (issue 1) are reviewed by the Editorial Office. Proofs of the Subject Index (issue 1) are reviewed by the Editorial Office and sent to the Subject Index Editor. Proofs of the Taxonomic Index (issue 1) are reviewed by the Editorial Office and sent to the Taxonomic Index Editor.

1. Proof Corrections and Revisions: authors should communicate any necessary proof corrections to the Production Editor. The Production Editor examines proofs for formatting and style, paying particular attention to those areas where errors are likely to occur (e.g., table layout, symbols in text, comparing figure captions to images, figure placement within article, figure size and color production, column alignment, and line breaks, specifically checking that words are correctly hyphenated when broken across lines). All corrections (author corrections and editorial office corrections) are marked on the PDF proofs by the Production Editor and are returned to Allen Press as annotated PDF files. Minor figure changes (e.g., altering a label) are marked on the proofs, so that Allen Press can modify the image, but large figure changes that require a figure replacement are handled by the Illustration Editor and Production Editor. When the replacement figure is finalized, it is uploaded on the FTP server along with the marked proofs and given a name that indicates its status as a replacement figure for a particular article (e.g., cope-106-02-01Fig1new.tif). The Production Editor uploads marked proofs on the Allen Press FTP server (ftp://ftp.allenpress.com/, “From COPE, \_1XO” directory) and then informs the account manager by email that the proofs are ready for revision.

In approximately one week, first revisions (1REV) are received from Allen Press (again, via the FTP server). The Production Editor checks the revised proofs to confirm that all indicated changes were made and made correctly. If extensive changes have been requested in the revision process (e.g., figure replacement, major table revisions), the revised proofs may be sent to the author for review at the discretion of the Editorial Office. If further changes are needed, the Production Editor marks corrections on the proofs and uploads them on the Allen Press FTP server (ftp://ftp.allenpress.com/, “From COPE, 1REV” directory). The Production Editor informs the account manager by email that the proofs are ready for revision. This process continues until all corrections have been correctly made and the Production Editor and EDIT are satisfied.

1. Online Publication: Once no further corrections are needed, the Production Editor uploads the proofs on the Allen Press FTP server (ftp://ftp.allenpress.com/, “From COPE, FINAL” directory) and informs the account manager that the article is ready to be paginated, dated, and posted online in the issue in progress. It typically takes about 10 days from the time the article is finalized until it is published online. The lead article in every issue should be approved by the Editor before it is finalized for online publication. If any review articles, presidential addresses, award winner announcements, award winner contributions, or symposium proceedings are slated to appear in the issue, these should appear at the beginning of the issue. All symposium articles should appear contiguously, although they may be published online at different times depending on the order in which they are ready. All research articles for an issue should be published online before other article types (Historical Perspectives, Obituaries, Book Reviews, Editorial Notes, and News, etc.). If any research articles for issue #1 include new nomenclatural acts (e.g., the description of a new family-, genus-, or species-level name), it is critical that they do not post online in the “issue in progress” before 1 January to ensure that all nomenclatural acts are available online and in print in the same calendar year.

Once the article has been published online, the Production Editor downloads the PDF of the article and posts it on the *Copeia* website on its own page with a personalized, non-predictable URL. The page must include the full title of the article, all author names, and the DOI. The URL is then sent via email to the corresponding author of the article. After 50 days, the link to the article is redirected to the page for the article on BioOne. The supplemental information site for the article (if any), is enabled at the time of online publication. The Production Editor should also announce the publication of all new articles on Twitter (@ASIHCopeia). This announcement always begins with #NewinCopeia and includes the title and authors of the paper (both can be abbreviated as needed), image (either a figure from the article or an image provided by the authors), and the links to the both the freely available PDF and the permanent BioOne site. The BioOne link is provided so that search engines and impact services (e.g., Altmetric) include the tweet in their metrics and assessment.

1. Table of Contents: as the issue in progress progresses, a preliminary table of contents should be sent by the Production Editor to the EDIT. The EDIT will then choose a cover image from the articles in the issue or another image altogether, at the EDIT’s discretion. The Editor drafts a caption for the cover image and informs the Production Editor and the Illustration Editor of the choice of cover image. The Illustration Editor works with the author of the chosen article to procure an image that is suitable for the cover or creates an image from the available images. The EDIT should also notify the Production Editor of any changes that need to be made to the inside front cover of the issue (e.g., updates to Associate Editors or EDBD). Once the cover image, caption, and order of articles (or best estimate based on the issue in progress) are available, the table of contents is sent via email to the account manager at Allen Press. The cover image is uploaded on the FTP server at Allen Press. Production of the covers follows the same process as other articles: proofs are generated, corrected, and revised as needed until the Editorial Office is satisfied.

Once all articles and the covers have been finalized for an issue, the Production Editor notifies the account manager that the issue is complete and that it is ready to be printed. The account manager receives the final print count for each issue from the SECR. After the issue is printed, high quality print proofs with final page numbers are made available to the editorial office from Allen Press via the FTP server.

1. Specific Items Included in Each Issue: every issue of *Copeia* has non-research articles that are published annually in modified/updated form. The following are the expected materials in each issue:

*I**ssue #1 (yellow cover)*

* Award winners (to appear at the beginning of issue). Compiled by Production Editor with text and images of award winners provided by chairs of award committees (Fitch, Gibbs, Johnson, Nelson, *Spiritus*, Meritorious Teaching in Herpetology and Ichthyology, and Honorary Foreign Members [HFM, if any]. The HFM write-ups are provided by the individual who nominated the HFM). The files are copyedited and produced like other articles. The Production Editor should contact the SECR soon after the JMIH to remind the Secretary to solicit the text and images for the award announcements from the committee chairs. The text and images need to be received by the Production Editor no later than 1 November for publication in issue 1 of the following year.
* New listing of officers/editors/editorial board for the inside front cover. Generated by Production Editor and approved by EDIT
* Editorial Notes and News
* Gilbert Ichthyological Society announcement: text provided by GIS Secretary (logo on file at Allen Press)
* Volume contents (author index) for previous year. Generated by Production Editor
* Subject index for previous year. Generated by Subject Index Editor. The file is copyedited and produced like other articles. The Production Editor contacts the index editor after issue 4 has been posted online in its entirety. The index should be received by 1 February for the previous year’s volume.
* Taxonomic index for previous year. Generated by Taxonomic Index Editor. The file is copyedited and produced like other articles. The Production Editor contacts the index editor after issue 4 has been posted online in its entirety. The index should be received by 1 February for the previous year’s volume.
* Instructions to Authors. Generated and altered annually by Editor and Production Editor as needed. The file is copyedited and produced like other articles. If no major alterations are required in a particular year, the Production Editor may request that the first-generation proofs are produced from the previous year’s file. Those proofs may then be altered in the same manner as other proofs.

*I**ssue #2 (rose cover)*

* Editorial Notes and News

- Best paper award winners: winners and names of members of the review panels provided by Editor. The file is copyedited and produced like other articles. This information should be provided to the Production Editor by 1 April.

- Herpetologists’ League EE Williams Research Grant: text provided by Herpetologists’ League Williams Research Grant committee chair.

- Reviewers for previous year: number of reviewers, total number of reviews, names of reviewers, and number of reviews contributed by each reviewer are provided by the Editor to the Production Editor. The file is copyedited and produced like other articles.

*I**ssue #3 (olive cover)*

* Editorial Notes and News

- Calls for nominations for Gibbs, Fitch, Johnson, Nelson, *Spiritus* awards, Gaige and Raney fund announcements, Meritorious Teaching Awards in Herpetology and Ichthyology: text provided by the SECR, typically approved by committee chairs. The Production Editor should contact the SECR before the annual meeting to begin the process of requesting this information. It is typically provided shortly after the annual meeting. The file is copyedited and produced like other articles.

- Herpetologists’ League EE Williams Research Grant (as in issue #2).

- Herpetologists’ League Award for Distinguished Service to Herpetology: text provided by committee chair.

*Issue #4 (blue cover)*

* Editorial Notes and News

- Reprint calls for nominations as in #3

* Summary of the JMIH provided by the SECR. The file is copyedited and produced like other articles.
1. Record Keeping, Data Storage, and Editorial Office Backup: the Production Editor is responsible for the maintenance and upkeep of the *Copeia* website. This maintenance includes continual revisions to the editorial personnel (EDIT, Associate Editors, and EDBD) and the instructions to authors. The Production Editor is also responsible for keeping backup files of all original author source files, the copyedited articles and tables, original and modified figures, and supplemental information. The Production Editor should maintain a system of tracking where each article stands in the production process from the time it is sent to the “Waiting for Production” folder to the time the final article is published online. The Production Editor should also keep track of when the 50-day free PDF period ends for each article and is responsible for redirecting the page to the permanent BioOne site. Since 2005, all files have been maintained by the Editorial Office. At all times, the archive of finalized files and all current files are (and should be) backed up in one or more off-site locations.

## **PPPR—Prior Past President**

History of Office

Position extant in 1980.

Constitutional Mandate

Constitution

(IV-6-a) serves on EXEC

(IV-6-b) after one year as PPRE, becomes Prior Past President (PPPR) and continues one additional year of service on EXEC, for a total of four years of service on EXEC.

Description of Functions

PPRE provide continuity in Society affairs by serving a total of four years on the EXEC and by continuing lifetime service on the BOFG.

## **PPRE—Past President**

History of Office

Position extant in 1980.

Constitutional Mandate

Constitution

(IV-6-a) serves on EXEC

(IV-6-b) after one year as PPRE, becomes Prior Past President (PPPR) and continues one additional year of service on EXEC, for a total of four years of service on EXEC.

Bylaws

(IX-1) automatically serves on NOMC

(IX-2) under some circumstances may serve as Chair of NOMC

Description of Functions

PPRE provide continuity in Society affairs by serving a total of four years on the EXEC and by continuing service on the BOFG. Other than service on the NOMC mandated by the Bylaws there are no additional specific duties assigned to this office.

## **PREE—President-Elect**

History of Office

Position extant in 1980.

Constitutional Mandate

Constitution

(IV-1) designated officer

(IV-1) succession to PRES under normal (IV-1) or abnormal (death or incapacitation) (IV-4) circumstances

Bylaws

(II-2) serves *ex officio* on all Society committees

Description of Functions

Although the PRES is mandated by the Constitution and Bylaws to appoint most ASIH committees and representatives, including STAC, in recent years the task of appointing STAC has been delegated to the PREE, who works closely with the Chair of STAC to select judges and coordinate the judging process for student awards at the JMIH. It is recommended that this practice be continued and/or that the PRES and PREE confer on the appointment of STAC. PREE serves on the EXEC and the BOFG and is an *ex officio* member of all ASIH committees, although in practice this latter service has tended to be selective and reflective of current committee activities. It is important to attend meetings of as many committees as possible and to learn the functions and membership of committees. Talking with committee chairs is especially important for understanding the goals and concerns of each committee, whether committee size should be decreased or increased, and other issues. In preparation for the presidency, the PREE should take every opportunity to learn the procedures and practices of the Society.

## **PRES—President**

History of Office

Position extant in 1980

Constitutional Mandate

Constitution

(IV-1) designated officer, assumption of office after service as PREE (IV-4) incapacitation, replacement of PRES

(IV-5) vacancy in SECR or TREA to be filled by PRES appointment, for service until the next annual meeting

(IV-6-a) membership on EXEC (IV-6-b) four-year tenure on EXEC

Bylaws

(II-1) presides at meetings of BOFG and BAAM (implicit: also presides at EXEC meeting)

(II-2) appoints representatives and non-elective committees and committee chairs; serves *ex officio* on all Society committees

(II-3) reimbursed for cost of attending meetings at which he or she presides

Description of Functions

1. Summary of Responsibilities: the PRES presides at sessions of EXEC, BOFG, and BAAM. The PRES also appoints the committees prescribed by the Constitution and Bylaws, and such other representatives or committees as may prove necessary. The PRES (and PREE) are *ex officio* members of all committees. Although the PRES is mandated by the Constitution and Bylaws to appoint most ASIH committees and representatives, including STAC, in recent years the task of appointing STAC has been delegated to the PREE. It is recommended that this practice be continued and/or that the PRES and PREE confer on the appointment of STAC. By constitutional authority, PRES appoints an individual to serve as SECR or TREA in event of vacancy. By practice and in consultation with EXEC and such others as may be appropriate, PRES appoints replacements in event of vacancy for any office (except PREE), committee position, representative, or other Society positions. The tenure of the replacement coincides with the remaining period of service of the person replaced. Election or appointment of a “permanent” replacement shall be at the normally scheduled time, typically at or just after the JMIH following the occurrence of the vacancy.
2. Tenure: the PRES is limited to a single calendar year of service as PRES, but serves an additional three years as PREE, PPRE, and PPPR, while remaining a member of EXEC, and continues in lifetime service on BOFG. Although non-consecutive re-election is not specifically prohibited by the Constitution or Bylaws, it is commonly understood that any person shall occupy only a single term as PRES.
3. Operations of the Office of PRES
	1. Prior to Assumption of Office: in preparation for the presidency, it is suggested that PREE should take every opportunity to learn the procedures and practices of the Society. It is especially important to attend meetings of as many committees as possible and to learn the functions and membership of committees. Talking with committee chairs is especially important for understanding the goals and concerns of each committee, whether committee size should be decreased or increased, and other issues.
	2. Prior to JMIH: although under the present system, the presidential term does not begin until 1 January of the year following the annual meetings, some items of business must be addressed before the first of the year because committee activities for the following years must get underway in the fall despite the fact that committees serve from 1 January through 31 December, to coincide with the term of office of the new PRES. Primary among these are: (1) RFAC (ichthyology)—appointment of a committee member to serve three years, (2) GFAC (herpetology)—appointment of committee member to serve three years. The SECR prepares the announcements for the annual competitions and submits them to the Editorial office with the Summary of the Meetings. The announcements are also posted on the ASIH website. Before the annual meeting (as early as possible), the PRES must appoint several committees:
4. RESC: this committee is responsible for drafting the resolutions passed at the BOFG meeting. These are to be read by a committee member at the BAAM and prepared for publication as a part of the meeting summary in *Copeia*. Resolutions are published in the Summary of the Meetings (issue 4 of *Copeia* each year) and should follow the format of prior resolutions published in *Copeia*. Resolutions along with names and addresses must be provided to the SECR. The resolutions are sent to the targeted parties after the JMIH. Traditionally, this committee also prepares a series of resolutions thanking the Local Committee (LOCL) and their institution(s) for hosting the JMIH. These, along with other resolutions of a more humorous nature, usually are presented at the BAAM by one of the committee members. Past experience has indicated that ideally the RESC should be composed of at least three persons. The representation should be geared to include a person with a sense of humor, an appreciation of local meeting affairs and personnel, and a perspective on Society history, traditions, and membership. These attributes may be variously combined in the experience of one or more individual members of the committee.
5. STAC: the Chair is appointed by the PRES before the JMIH. The STAC Chair and the PREE work to find and appoint the Stoye and Storer judges; the STAC Chair reports the results of the competitions to the SECR and makes the announcement of winners at the BAAM. If the STAC Chair will not attend the BAAM, PREE or SECR will make the announcement at the BAAM. The Chair of STAC is in the opposite discipline of PREE. The Chair of STAC coordinates the judges at the JMIH.
6. Stoye Awards: judges are needed for (1) General Herpetology; (2) General Ichthyology; (3) Genetics, Development, and Morphology; (4) Ecology and Ethology; (5) Physiology and Physiological Ecology; and (6) Conservation Biology. Each section should have a chair that is responsible for collating results and reporting them to the STAC Chair, who then contacts SECR. In addition, the chairs are responsible for forwarding the student feedback forms to the appropriate member of the Student Participation Committee (STPC); this person sends the forms to the competitors. Evaluation forms for the judges should be passed to the SECR. The numbers of judges in each category depends on the number of papers to be judged; SECR will convey the information to the STAC once the program for the meeting is assembled. The SECR should be prepared to provide the PREE and Chair of STAC with a list of registrants and their phone numbers and email addresses to aide him or her in selecting the judges. It is a good idea to identify alternative judges in case of emergency. The STAC Chair, based on information received from the SECR, should ascertain that all competitors are members of the Society.
7. Storer Awards: judges are needed for poster presentations in the categories of (1) Ichthyology and (2) Herpetology. All else is the same as above for Stoye Awards. In case there are too few posters (as there have been a few times), the Storer Award judges should inform participants before the meeting if they do not plan to give an award to avoid hard feelings on the part of competitors.
8. It is suggested that a file of recommended judges for student awards be maintained and passed on to the next PREE. Many suitable people are willing but may not be available in any particular year. Former award winners usually make good judges, and younger members of the Society are often eager to participate in this important activity. These are the committees that allow more people to participate in meeting activities.
	1. Service at JMIH
9. Presides at EXEC, BOFG, and BAAM: at the JMIH, the PRES chairs the EXEC meeting, the BOFG meeting, and the BAAM.
10. Appoints most ASIH Committees: the PRES is expected to appoint all ASIH standing committees plus continuing or recurring committees and representatives in addition to any new or ad-hoc committees that he/she desires. In addition, the PRES is responsible for appointing a Faculty Advisor to the STPC (and in conjunction with the PREE, the Stoye and Storer Award judges, see below). General procedures of the PRES are to communicate with each committee chair or representative prior to the annual meeting and determine whether the chair will continue to serve (if appropriate), which committee members will continue, and whether there are special concerns with which the PRES can assist. Email is a major facilitator for this process. Committees vary in their need for support and encouragement.
11. Not all committees have to be reconstituted in their entirety each year. The SECR and the chairs or past chairs of the committees should advise the PRES of appointments that need to be made. The ASIH Policies and Procedures Manual should also prove helpful in this respect. However, the PRES is responsible for developing charges for each of these committees in consultation with their chairs. Some committees have internal structure so that senior members move up to become chair, and a new member must be appointed. The LRPP and the ENFC are appointed by the PRES in consultation with the EXEC.
	* + LRPP: Chair or Co-Chairs; serve 3-year terms; staggered terms for members
		+ ENFC: Chair and Chair-Elect serve 2-year terms and may be reappointed; members serve staggered 5-year terms
		+ MMPC: this committee should include representatives from the sister societies that regularly meet with ASIH; in the past, members of the predecessors of this committee have served 3-year terms
		+ CONS: this is a large committee with representatives from other organizations and, since 1995, a graduate student
		+ IHCC and its subcommittees: Best Practices Subcommittee; Communications Subcommittee; Emerging Professionals Subcommittee; Special Projects Subcommittee. The subcommittees listed are those currently active, but subcommittees may be rearranged, combined, or eliminated, at the discretion of the full committee in consultation with the PRES
		+ NFJC: ASIH—AFS joint effort
		+ PUBC, EDIT, all Associate Editors: all are listed on inside of front cover of *Copeia*; PRES and PREE serve *ex officio*; EDBD is appointed by the PRES in consultation with the EDIT; see inside front cover of *Copeia*
		+ SPUC: PRES appoints Chair, EDIT serves *ex officio* on committee
		+ STPC: Faculty Advisor to Committee
		+ HACC: ASIH, HL, SSAR joint effort
		+ HIST, IACC, HFMH, HFMI: as vacancies occur; separate committees are appointed for ichthyology or herpetology; see separate listings for these committees below
12. Appoints Research Award Committees: the PRES appoints one member to GFAC and RFAC. The Chair serves as the contact person for inquiry and submission of proposals and is responsible for update of the award announcement (see below, under GFAC and RFAC). This announcement includes the address of the Chair and must be published in the fourth issue of *Copeia* of the year preceding the year of competition. Therefore, the PRES must complete the appointment of the Chair at or soon after the JMIH, in time to meet the 5 August deadline for inclusion in *Copeia*.
13. Appoints Parliamentarian: if desired, the PRES may appoint a Parliamentarian to assist with proper form during the BOFG and the BAAM. It is the recommendation of this Manual that the PRES make such an appointment.
14. Elected Committees: places on the following committees are filled by election:
* NOMC (via electronic ballot with 60 days after the BAAM)
* RHGC (BOFG)
* RKJC (BOFG)
* HSFC (BOFG)
* SPRT (BOFG)
1. Appoints Society Representatives: the various Society Representatives and liaison officers must be reappointed including:
* AIBS: Representative to the American Institute of Biological Sciences
* AESR: Representative to American Elasmobranch Society
* AFSR: Representative to American Fisheries Society
* ASCR: Representative to the Association of Systematics Collections
* ELHR: Representative to the Early Life History Section American Fisheries Society
* HSOC: Representative to SSAR and HL
* PNHC: Representative to the Society for the Preservation of Natural History Collections
* TEACH: Representatives for JMIH Meritorious Teaching Awards Committees (with HL and SSAR for MTA-Herpetology; with AES for MTA-Ichthyology)
* PRES may appoint any Ad-Hoc Committees or Representatives
	1. Subsequent to JMIH: typically, the PPRE presents a plenary lecture at the JMIH. As PPRE the person is automatically a member of the NOMC for one year (under certain circumstances, PPRE may become Chair of NOMC—see NOMC). In addition, the PRES automatically becomes a member of the BOFG for life. The JMIH is the greatest opportunity to meet and talk with committee chairs and members, but time is limited and there are too many individuals to see. Following the JMIH, and prior to the deadline to the EDIT for *Copeia* (4), the PRES must appoint all committees. A formal letter to committee members and chair is most appropriate. This letter can be in print, but email is preferred. It is recommended that “standard” appointment and charge letters be included as appendices in this Manual or kept by the SECR so the PRES can modify and use them as circumstances dictate. Each letter should state the charge to the committee, including its functions and goals for the year. Often committees are not properly charged, or informed of what their duties are, and so accomplish little or nothing. Again, this Manual should prove helpful in this regard. Ideally, duties should be worked out between the committee Chair and the PRES. Because the Society functions are so large and varied, it is impossible for one person to be equally knowledgeable in all committee efforts. It is suggested that a PRES pick a few areas in which, because of interest or expertise, he or she may make the greatest contributions and concentrate on those efforts. The PRES should forward copies of all significant correspondence to the PREE and the SECR. During the year, the PRES is sometimes asked to take action or speak for the Society. It is prudent to ask approval of the EXEC before taking action. Email makes rapid communication possible. Copies of such correspondence should be filed with the SECR.

**SECE—Secretary-Elect**

History of Office

Position proposed in 2017. Too be considered by BOFG.

Constitutional Mandate

Constitution

None.

Bylaws

None.

Description of Functions

SECE provides continuity of SECR activities and Society affairs by serving one year prior to assuming the SECR position. SECE serves as an *ex officio* member of EXEC and BOFG prior to assuming SECR.

## **SECR—Secretary**

History of Office

Office was extant in 1980.

Constitutional Mandate

Constitution

(IV-1) designated officer

(VI-3, implicit) ensures that notice of annual meeting is mailed by LOCL or conference organizers at least three months prior to annual meeting (in practice, ensures that meeting information is posted on ASIH website and meeting website)

VIII-2, 3 implicit) ensures that proposed amendments to Constitution or Bylaws are distributed to all members at least three months prior to annual meeting (in practice SECR uses the announcement email list and the web to communicate these changes to the membership)

Bylaws

(I-2) determines service charge in special billing process (in practice, this is Allen Press) (III-1) maintains records of Society, reports annually to BOFG

(III-2) ensures that notification of meeting is sent out to membership; arranges agendas for meetings of BOFG and BAAM (in practice, this is done in consultation with the PRES)

(III-3) reimbursed for costs of attending meetings

(III-4) runs the Secretary’s Office and works closely with the Business Office (based at Allen Press as of 2007); authorizes disbursement of Society funds in support of operation of Society offices in line with established policy

(III-5) serves as representative of ASIH except where other provisions are made by PRES (III-6) responsible for annual audit of Society financial records and for transmission of independent auditor’s report to BOFG (since 2000, this has been done by TREA; this should be changed formally in the Constitution)

(III-7) in consultation with EDIT, handles all copyright-related issues

(III-8) responsible for safe storage and proper disposal of backlogged Society publications; reports annually to BOFG on status of publication backlog

(XVII) SECR maintains an official set of bound copies of *Copeia*

Description of Functions

1. Summary of Responsibilities: keeping the records of the Society and reporting at the JMIH; sending out notices announcing the JMIH and making arrangements for abstract submission; arranging the agenda for the BOFG and general business meetings at the JMIH; making such purchases and employing such assistance as is necessary to conduct the business of the Society within limits to be set annually by the BOFG; acting as a delegate or representative of the Society at meetings of related societies covering matters of mutual interest, storing the seal of the corporation and affixing it to documents as required.
2. Tenure: although election is from year to year, the expected commitment is for a minimum of five years of service.
3. Operations of the Office of SECR
4. Tasks Done Throughout the Year:maintenance and emendation of the ASIH Policies and Procedures Manual are charged to the SECR. It is anticipated that this Manual will be maintained and revised by the SECR and the Co-Chairs of the LRPP, in consultation with Society officers and committee chairs. The Chair of LRPP will maintain a log of recommended changes to the Manual and forward them to SECR, who will ensure that they are made available for incorporation into periodic revisions of the Manual. The SECR will maintain electronic versions of both current and previous versions of the Manual on the ASIH website for access by all interested persons.

The SECR currently sends out all letters for the PRES of the Society, and so must obtain an e-signature for the PRES before his/her term begins or very early into the term. This is a handy file used to generate certificates and sign letters on behalf of the PRES. Since 2001, the SECR also has sent letters for the PRES thanking individuals for agreeing to serve the ASIH and, later, thanking them for their service. The letters are standardized and it is suggested that further standardized files be developed and linked to this Manual to make more efficient the operations of several ASIH offices.

The SECR also responds to general correspondence (postal, electronic, and telephone). The email traffic is voluminous and will consume several hours per week, but most of the correspondence is associated with the JMIH.

Other duties of SECR that continue throughout the year include the following:

* + 1. Promptly reply to requests for copyright permission and keep copies on file for the annual report.
		2. Maintain all files of the Society, including translation of all electronic correspondence into Word files that are printed and stored as electronic records.
		3. Coordinate with the Allen Press representatives to ensure smooth operations associated with the distribution of *Copeia*.
		4. Provide stationery or black-and-white ASIH letterhead template to officers and editors.
		5. Facilitate communications among the EXEC and other committees and maintain the records of officers, representatives, and committees.
		6. Manage distribution of paper mailing labels through Allen Press.
		7. Inform EDIT of deaths of former Society Presidents, Honorary Foreign Members, and distinguished members for EDIT to arrange for obituaries for publication in *Copeia*.
		8. Approve monthly checks and charges report sent by TREA in writing for the ASIH audit.
1. Tasks with Fixed Deadlines
	* 1. 1 January: update list of elected/appointed officers and committee chairs and members on ASIH website and in *Copeia*; timely updating of this information depends on PRES appointing committees prior to 1 January.
		2. 1 January: submit request from the Business Office for all necessary data from the previous calendar year to complete the SECR’s and Business Office reports to the BOFG.
		3. 15 January: work with the representatives from selected Conference Services to ensure that materials are posted on the web in a timely way.
		4. 15 March: send reminder of deadline for receipt of reports to BOFG to officers, committee chairs and representatives.
		5. 1 April: compile report of the SECR’s Office for BOFG Report.
		6. 1 April: write EXEC Report.
		7. 1 April: request items from EXEC members for EXEC meeting agenda.
		8. 15 April: call for reports for the BOFG meeting.
		9. 1 May: receive reports and compile BOFG report. Duplicate and mail to entire BOFG if they request a paper copy. Post PDF on ASIH website.
		10. 1 May: produce PowerPoint presentation with the ballot (create, print, copy, and deliver to meeting site) for all elections to be held at the JMIH.
		11. Preprint approximately 100 copies of a single ballot for Fitch, Gibbs, Johnson, Nelson, and *Spiritus* Award Committee nominees for BOFG meetings. Ensure that general business meeting ballot has space for ALL elected officers including all incumbents standing for re-election. Inform Conference Services team of any additional entries on ballots for duplication on site.
		12. 1 May: verify student membership status for STAC.
		13. 1 May: generate copies of judging forms for STAC members; assemble packets for student paper judges.
		14. 1 May: obtain all necessary certificates for Stoye and Storer Awards for annual meeting.
		15. 1 May: obtain any additional certificates, gifts, or awards as may be necessary for annual meeting, including certificates for PPREs.
		16. 1 May: arrange for inscription of names of winners, date, and city on award certificates; calligraphy on certificates is now done via computer.
		17. 15 May: finalize and distribute EXEC agenda.
		18. 15 May: carefully proof ballots (HFMH/HFMI and BOFG). SECR must ensure that all elected officers (including editors) MUST be on the ballot every year. SECR should ensure that NOMC report for inclusion with BOFG packet in fact constitutes nomination for all elected offices.
		19. 30 May: prepare all materials needed for EXEC meeting.
		20. 1 June: produce, duplicate, and transport ballots for BOFG and general business meeting to meeting site (see tasks done at meeting, below).
		21. 30 June through 30 November: update list of elected/appointed officers, Honorary Foreign Members, BOFG, committee chairs, award winners, etc., on web and in *Copeia.*
		22. 30 June: assure that Allen Press mails renewal notices with *Copeia* (3) and periodic reminder notices. Have Annual Meeting Report reviewed by PRES.
		23. 1 July: send letters of congratulation to recipients of awards, or assure that the appropriate committee chair does so.
		24. 23 July: deliver Annual Meeting Report to Copy Editor for publication in *Copeia* (4).
		25. 1 August: prepare and send letters of congratulations/regret to all people on the ballot (PREE candidates, Honorary Foreign Member nominees, BOFG, etc.).
		26. 15 November: provide membership database to selected Conference Services for mailing of annual meeting announcement.
2. Tasks Done at JMIH
	1. Certificates: purchase blank certificates, print the gray ASIH logo on the certificates and fill them out using the Word template files. Work with TREA to have certificates and award checks ready for Stoye and Storer award winners at the BAAM.
	2. EXEC Meeting: have all committee members sign in. Take minutes at EXEC meeting. Submit budget for coming year to TREA. After EXEC meeting, prepare BOFG meeting agenda in conjunction with the PRES.
	3. BOFG Meeting: have all governors sign in. Read minutes of EXEC meeting. Take minutes at BOFG meeting. Distribute, collect, and tally ballots. After BOFG meeting, prepare BAAM agenda in conjunction with the PRES.
	4. Pre-BAAM: obtain from Chair of STAC as soon as award decisions are finalized a written list of all student award winners, along with their award category (e.g., Ecology and Ethology, General Herpetology, etc.), institutional affiliations, and titles of papers. Names of awardees should be complete (not just initials). The list should contain the list of judges for each category and an indication of the person(s) to present the awards at the BAAM (this normally should be the chair of STAC). It is the Chair’s responsibility to notify those presenting the awards at the BAAM. The Chair must be aware that the SECR needs this information ASAP to prepare the checks and certificates. The list preferably should be provided to the SECR on a flash drive, but if not, should follow via email ASAP after the JMIH. Obtain resolutions from chair of RESC.
	5. BAAM: ensure that BAAM does not overlap with presented paper sessions. Take minutes at BAAM. Announce winners of elections. Obtain resolutions from Chair of RESC and list of all award winners from STAC Chair for inclusion in meeting report.
	6. “The Box”: the following items need to be gathered and placed in a box (or other suitable carrying case) to be taken to the JMIH:
	* Agenda for EXEC meeting.
	* Minutes of last meeting as included in the BOFG book (and in *Copeia* (4) of previous year).
	* Complete outline of agenda for both BOFG and general business meetings (in BOFG book).
	* Current version of Constitution (in BOFG book).
* *Robert’s Rules of Order* (book).
* Extra copies of BOFG report Ballots (election of Honorary Foreign Members, election of BOFG, general business).
* Outline of how to prepare NOMC ballot for BOFG [NOMC provides candidates, but nominees are allowed from the floor during BOFG meeting, and then SECR has to produce a ballot for business meeting with additional spaces for even more nominees from the floor at business meeting—details of how this election is conducted are complex—see Constitution and Manual].
* Policies and Procedures Manual (present document).
* List of all officers, committee chairs, representatives (should be updated on web as necessary).
* List of all persons (officers, committee chairs, LOCL personnel, etc.) likely to be involved in the meetings with updated contact information (key committees for this purpose include: GSPC, HFAC, GFAC, HSFC, JSNC, MMPC, NOMC, RESC, RFAC, RHGC, RKJC, SPRT, STAC).
* Blank certificates for all student paper awards and PREE (at least three of each).
* Membership applications (envelopes for individual payments and applications and couple of larger ones).
* Labels addressed to Allen Press.
* Blank CDs, DVDs, flash drives.
* Paper, including blank ASIH letterhead.
* Stamps (a few, just in case).

## **TREA—Treasurer**

History of Office

Position extant in 1980.

Constitutional Mandate

Constitution

(IV-1) designated officer

Bylaws

(I-3) estimates schedule of dues for EXEC

(IV-1) has charge of all ASIH funds and securities (implicit: serves *ex officio* on and/ or as regular consultant to ENFC)

(IV-2) arranges for annual independent professional audit of the financial records as well as preparation of IRS form 990. Informs SECR of auditor selection.

(IV-3) reports on finances annually to BOFG

(IV-4) Files IRS form 990 annually

(IV-5) reimbursed for costs of attending meetings

Description of Functions

1. Summary of Responsibilities: the TREA shall be in charge of the funds and securities of the Society. The TREA shall deposit income and pay invoices as needed and maintain records of all income and disbursements. The TREA shall prepare the checks for the Society’s annual awards. TREA shall be the coordinator for the societies involved in the JMIH and as such shall pay meeting invoices and distribute net JMIH income or invoice other societies for their costs. The TREA shall work annually with an independent auditor and file IRS form 990 after the completion of the audit. At the annual meetings of the Society, the TREA shall present a statement of the funds and monies of the Society that covers the calendar year. The TREA serves on EXEC and BOFG and *ex officio* on ENFC.
2. Tenure: although election is from year to year, the expected commitment is for a minimum of five years of service.
3. Operations of the Office of TREA
4. Manage Cash Flow
5. Revenues: Society revenues come from memberships, subscriptions to *Copeia*, page or color-plate charges for publication in *Copeia*, rental of mailing lists, sales of back issues of *Copeia*, sales of special publications, donations to the Society, income from investments, and income from the JMIH.

Membership payments, subscriptions to *Copeia*, charges for publication in *Copeia*, rental of mailing lists, sales of back issues of *Copeia*, and the sales of special publications are all handled by the ASIH Business Office at Allen Press, and the money is deposited in a checking account in Lawrence, KS. Other payments (e.g., annual meeting income/reimbursement and royalty checks) are sent directly to the TREA and deposited in an appropriate account. Donations to the Society are made through Allen Press by mail and by credit card via the online ASIH Business Office or sent directly to the TREA by mail. Donations received by the TREA are acknowledged by a receipt and deposited in an appropriate account. Income from investments is allocated to various funds as described below.

1. Cash Flow: checking/savings/brokerage accounts are maintained by the TREA to facilitate cash flow as needed by the Society and to maximize income earned.
2. Disbursements: expenses related to the publication of *Copeia* and to the operation of all offices of the Society are paid by check by the TREA. For some offices (e.g., SECR) an annual advance is given at the beginning of the year. Vouchers for other officers (e.g., PRES) or approved committee expenses are submitted to the TREA and paid as received.

Invoices for Joint Meeting of Ichthyologists and Herpetologists expenses and deposits submitted to the TREA by hired meeting coordinators are paid as received. Checks for annual awards (Fitch, Gaige, Gibbs, Johnson, Nelson, Raney, Storer, Stoye, and Student Travel) are written by the TREA upon receipt of the list of awardees from the appropriate committee chair.

1. Manage Investments
	* + - 1. Oversight: the TREA manages the investments of the Society with direction and advice from the BOFG, the EXEC, and the ENFC. Investments include money in the General Operating (Current) Fund, Board-Designated Funds, and Restricted Funds.
				2. Fund Categories
			- Unrestricted: Board-Designated Funds are the General Endowment Fund and the Life Membership Fund. The General Endowment Fund consists of unrestricted donations and earnings on these donations. Donations are received by Allen Press and the TREA and held in part in a professionally managed investment account overseen by the ENFC. A percentage of the net asset value may be disbursed by the BOFG for specified activities of the Society based on recommendations of the EXEC.

The Life Membership Fund consists of dues received from life members. The dues are held in interest bearing and managed investment accounts and the income is retained in the fund. A portion of the fund representing the annual dues payments for the current new program for life members is transferred to the General Operating Fund once a year.

The Fitch Fund consists of donations and EXEC approved transfers from the General Operating Fund. Income earned is retained in the fund and used to present an award for scientific endeavor.

The Annual Meeting Fund consists of net income received from The Joint Meeting of Ichthyologists and Herpetologists and the interest earned. Deposits and invoices for current and future meeting are paid from this fund. Under the current JMIH MOU, TREA will work with the treasurers of sponsoring JMIH societies to determine the individual Society JMIH costs and income and send a final report to MMPC and EXEC. ASIH acts as the bank for the JMIH, and TREA invoices or pays the participating societies based on their income or expenses after the final meeting accounting is received from the meeting organizers (KSU). See JMIH MOU in Appendix.

Income from the Gaige, Storer, and Stoye award funds is used to present the annual ASIH awards as deemed prudent by ENFC.

* + - * Restricted: restricted Funds are the Gibbs and Raney Funds (in part). Each was established by a gift to the Society to enable the Society to present awards to its members for their scientific endeavors.

The Society has combined resources of the Fitch, Gaige, Gibbs, Life Membership, Nelson, Raney, *Spiritus*, Storer, and Stoye funds into a common investment pool (also containing a portion of the General Operating Fund). Part of this pool is held in a money-market fund account and certificates of deposit. The larger second portion of this pool is held mainly in mutual funds in a professionally managed investment account. Income earned by each fund is apportioned according to the percentage of the total investment held by each fund by the TREA monthly or as directed by the EXEC.

1. Arrange for Annual Audit: the TREA arranges for an annual professional audit of the financial records and statements of the TREA and transmits the auditor’s report to the BOFG by posting it on the ASIH web page. The TREA annually transmits all necessary paperwork, including deposit records, invoices for bills paid, and reports showing cash flow of the Society to an independent accounting firm approved by the SECR. The firm reviews the material submitted, prepares financial statements, and expresses a written opinion as to whether the financial statements accurately reflect the assets, liabilities, and fund balances of the Society. Additionally, the firm prepares IRS Form 990 for submission by the TREA annually. A draft of Form 990 should be approved by a quorum of the BOFG before it is filed with the IRS.
2. Submit Annual Financial Statement:the results of the independent audit, if available, plus comments on the general financial condition of the Society, are submitted annually by the TREA in the form of a written report to the BOFG. The TREA also provides additional information on the finances of the Society as requested by the BOFG or at the BAAM.
3. Support of Society Officers Office Functions
	* 1. Support of Associate Editors
		2. Book editors may receive $50 annually for postage upon request. Associate Editors are eligible for reimbursement of costs of registration for the annual meeting and for Society dues.
		3. Expectation of Institutional Support
			+ ASIH Policy on Support of *Copeia* Associate Editors: *Copeia*, the official journal of the ASIH, is operated through volunteers from the membership serving in various editorial positions. This method of operation has allowed the Society to continue to offer *Copeia* to its members at a very reasonable cost compared to many other journals. In keeping with this philosophy, the Society generally expects each Associate Editor’s institution to support the activity, recognizing that most universities, colleges, museums, and research institutions believe that they benefit from having one of their employees, and their institution, listed as an Associate Editor in the journal. When considering accepting an editorship, a member should first check with his or her institution to ensure that related costs such as postage, copying, and phone charges will be assumed by the institution. Individual Associate Editor costs have been reduced with the move to electronic submissions and reviews (AllenTrack).
			+ Member’s Responsibilities: most members have computers and printers available in their offices that can be used for Society activities.
			+ Support of ASIH: the Society generally does not provide administrative or clerical support for Associate Editors, and persons considering accepting an editorship should not expect such support. If unusual situations develop, such as a major increase in manuscripts received, etc., an Associate Editor may request temporary assistance from the Society, but permission from the EXEC must be obtained in advance of hiring temporary personnel.
			+ Support of PRES: no special fiscal privileges accrue to the Presidency, although reimbursement of communication costs borne by the PRES’s institution may be negotiated with the TREA. The Society will cover the costs of the PRES attending the meeting at which the he or she presides. The TREA should be consulted to determine the amount available for presidential expenses.
			+ Support of SECR: the SECR shall be reimbursed from the Society for expenses incurred in attending meetings of the Society. The SECR shall make such purchases and employ such assistance as is necessary to conduct the business of the Society upon approval by EXEC. The TREA shall be responsible for disbursement of funds for the expenses of Society offices within limits to be set annually by the EXEC or authorized by SECR (see SECR section). All such expenditures will be reported to and are subject to review and ratification by the BOFG.
			+ Support of other ASIH Officers and Committees: the TREA shall be responsible for disbursement of funds for the expenses of Society officers and committees within limits to be set annually by the EXEC. The TREA is authorized to consider an annual increase for the Production Editor of *Copeia* commensurate with the federal cost of living adjustment. The TREA is authorized to purchase a new laptop computer at regular intervals (e.g., 6-year). The SECR may consult with the PRES and TREA prior to authorizing such disbursements. It is expected that the EXEC will review, from time to time, the level of funding available to support the activities of Society officers and committees and the categories of expenditure to be covered. EXEC will be consulted if new or increased funding is requested by an officer or committee. All such expenditures will be reported to and are subject to review and ratification by the BOFG.
			+ Support of Society Representatives: from time to time the Society has through EXEC been able to partially defray the costs of certain Society representatives to attend meetings of the stipulated groups. This support is to be regarded as, and on, a one-time basis and cannot be guaranteed to any representative; rather, it is more likely that a given representative will be chosen who attends the stipulated meetings on a regular basis utilizing non-ASIH funds to pay costs.
			+ Support for Student Attendance at Meetings: from time to time the EXEC and/or LOCL have contributed funds to the Clark Hubbs Student Travel Fund. This has taken the form of direct grants as well as challenge grants. In addition, requests have been issued for donations for this purpose by individuals. ASIH strongly supports participation by students in all aspects of Society function. In July 2006, EXEC unanimously approved a recommendation from ENFC to use General Operating Funds to match funds raised by the STPC on a one-to-one basis (e.g., $3000 is raised, ASIH matches with $3000). These funds, allocated annually, are to be used to augment travel funds for students in a manner to be determined by the STPC. Thus, the Clark Hubbs Student Travel Fund consists of unrestricted donations, income from the student-run book raffle at the JMIH, matches of this raffle income from the General Operating Fund, and the income earned by the fund.
			+ Support of RHGC Activities: according to the original gift, reasonable expenses of the award committee will be allowed and derived from the accrued income to the award endowment fund, and may include such items as: transportation costs of the award recipient and committee Chair from home to the JMIH; cost of preparation of the award plaque; nominal expenses for a working meeting of the committee members to assist the members in arriving at a decision concerning an award; and cost of telephone calls, postage, etc., relating to committee functions. It is expected that as much of this as possible will be done electronically. To date, all income from the Gibbs Award has been used for cash and plaque awards rather than committee expenses.

# **STANDING COMMITTEES**

## Definition

Standing committees are provided for separately in the Constitution and/or Bylaws, and/or are those that must be renewed yearly to conduct Society business. Standing committees and their abbreviations are as follows:

AUDI Audit Committee

BAAM Business and Awards Annual Meeting

BOFG Board of Governors

EDBD Editorial Board

ENFC Endowment and Finance Committee

EXEC Executive Committee

GFAC Helen T. and Frederick M. Gaige Fund Award Committee

HSFC Henry S. Fitch Award Committee

LOCL Local Committee for the Annual Meeting

LRPP Long Range Planning and Policy Committee

MMPC Meetings Management and Planning Committee

NOMC Nominating Committee

PUBC Publications Policy Committee

RFAC Edward C. and Charlotte E. Raney Fund Award Committee

RHGC Robert H. Gibbs, Jr. Award Committee

RKJC Robert K. Johnson Award Committee

SPRT Spiritus Award Committee

STAC Student Awards Committee

STPC Student Participation Committee (formerly GSPC)

WCMC Web Content Management Committee

## Appointment and Tenure: General Features

Bylaws

(II-2) Except where further defined or restricted in the Constitution and/or Bylaws, committee appointments are made by PRES.

(VIII) Committee charge and purview in general shall follow that listed in Policies and Procedures Manual (this document), subject to modification by PRES, EXEC, and/or BOFG, except where restricted by Constitution and/or Bylaws.

## **AUDI—AUDIT COMMITTEE**

Description and History

The ASIH Ad-Hoc Audit Committee was formed by Henry Mushinsky during his term as ASIH PRES in 2008 and now persists as a standing committee. The immediate charge to the Committee was to address three accounting deficiencies as outlined in a letter dated 30 May 2008 to the Board of Governors (BOFG) from ASIH auditor, Richard D. Garman & Associates. This included formulating a Risk Assessment and Fraud Monitoring System (RAFMS) so that the Society would be in compliance with changes in IRS regulations effective in 2009 that apply to non-profit organizations. The RAFMS initially included four components: Conflict of Interest Statement to be signed annually by all officers of the Society, Whistleblower’s Policy, Code of Ethics, and Document Destruction Policy.

Constitutional Mandate

Constitution

None.

Bylaws

None.

Committee Appointment and Tenure

The Committee is chaired by the PPPR and includes the PPRE and the PRES. Terms are three years.

Charge to the AUDI

The AUDI ensures that ASIH is in compliance with IRS and other regulations that govern non-profit organizations. Components of the RAFMS are reviewed regularly by the committee and kept up to date, replaced or discarded as needed. The Committee may also make recommendations to the Society on how to address matters of ethics and other issues as they arise. Monthly reports of Society disbursements prepared by the ASIH TREA are reviewed by the Chair of AUDI and approved by the SECR. The committee reviews the year-end budget report prepared by the TREA as an oversight of annual income and expense records.

Calendar

The Chair of AUDI reviews the monthly ASIH disbursements and prepares an annual report of Committee activities for the BOFG. Matters are dealt with as they arise through telephone or email.

Ancillary Document(s)

See Report of the Audit Committee to the Board of Governors, 2009

Conflict of Interest Statement to be signed annually by all officers of the Society

Whistleblower’s Policy

Code of Ethics

Document Destruction Policy

## **BAAM—Business and Awards Annual Meeting** (formerly Annual Business Meeting [ANBM])

Description and History

The BAAM (as ANBM) was established as an ASIH function in 1980. The BAAM exists to provide the general ASIH membership a direct voice in certain Society affairs, particularly the election of officers of the Society and the approval of substantive resolutions. The BAAM is also required by law.

Constitutional Mandate

Constitution

(IV-2) floor nominations for election to be held online within 60 days afterwards

(VI-1) meeting a required function; receive report of meeting of BOFG

(VIII) quorum is 100 members

(VIII-3) subsequent to approval by BOFG must approve by two-thirds majority changes to Constitution and Bylaws

Bylaws

(II-1) Presided over by PRES (III-2) Announcement by SECR

(IX-3) Acceptance of nominations for NOMC except where appointment is automatic

Committee Appointment and Tenure

BAAM is open to all members of ASIH in attendance at the JMIH. As a group, the BAAM exists only at the annual meeting of the Society. Any functions or issues brought before the BAAM are handled by EXEC during the rest of the year; those requiring BOFG and/or BAAM action are held for the next JMIH unless EXEC calls upon the BOFG to conduct Society business between annual meetings (V-3).

Charge to the BAAM

Reviews and may discuss actions taken by BOFG. BAAM also ratifies BOFG approval of changes to the Constitution and Bylaws, submits nominations for ballots, and approves certain categories of resolutions from members of the Society.

Calendar

Meets once at the annual meeting of the Society. BAAM must fall after BOFG meeting but before the end of the JMIH. Detailed timing is left to MMPC.

Ancillary Document(s)

None.

**BOFG—Board of Governors**

Description and History

BOFG extant as a Society governing board in 1980. The BOFG serves as the Board of Directors of the Society, ultimately responsible for the approval of virtually all actions taken on behalf of the Society by its officers, committees, and representatives. BOFG members are elected by an online electronic ballot within 60 days following the JMIH.

Constitutional Mandate

Constitution

(III-2-b) elects Honorary Foreign Members

(IV-2) receives report of NOMC

(V-1) conducts business of Society

(V-2) method of election of BOFG

(V-3) conducting business between annual meetings

(V-4) conflict of interest statement

(VI-3) takes action on annual meeting invitations

(VII) quorum is 30 members

(VIII-3) must approve, by two-thirds majority, amendments to Constitution and Bylaws

(VIII-4) must approve, by two-thirds majority, dissolution of Society; such dissolution must subsequently be approved by two-thirds of membership voting in response to mail ballot

Bylaws

(I-3) approval of dues schedule proposed by EXEC

(II-1) presided over by PRES

(III-4) reviews and approves, from time to time, funds expended in support of Society functions and offices

(V-1-c) approve major changes in publication policy or practice (VIII-5) established as a Standing Committee

(IX-1) nominates a portion of the NOMC

(XII-2-c) elects members of RHGC (as well as HSFC and RKJC) (XII-2-g) oversight authority for General Endowment Fund.

(XII-3) approves acceptance of donations for any new or restricted purpose other than restriction to a previously approved Society function.

Committee Appointment and Tenure

1. Composition of the BOFG: the BOFG shall include not more than 50 elective members, each elected from among regular, associate, sustaining, and life members for a term of five years. Elective members of the BOFG shall not be eligible for re-election until the JMIH following the expiration of their terms. The incumbent officers of the Society shall be members of the BOFG. PPREs of the Society shall be members of the BOFG for life. Meetings of the BOFG shall be open to all members of the Society.
2. Method of Election: ten vacancies in the elective membership of the BOFG shall be filled through online election within 60 days after the BAAM from nominations provided by the NOMC and/or from the floor. All nominations shall be accompanied by a brief statement of qualifications and a written statement from the nominee of willingness to serve. Five of the elected governors shall be herpetologists and five shall be ichthyologists. Each member shall vote for a maximum of five candidates. It is recommended that members vote for candidates in their own discipline only, but a member whose activities spread across the two disciplines may vote across the two disciplines. The term of office shall commence on 1 January following the JMIH at which the governor was elected. An additional vacancy shall occur if the PREE is a member of a year-class. No other officer shall be replaced if a member of a class at the time of election is an officer.

Charge to the BOFG

Ultimate authority, fiscal and policy; responsible for conduct of all Society business except those functions explicitly delegated to BAAM, EXEC, officers, and/or committees; conditions of delegation subject to review and change by BOFG, except procedures or policies requiring constitutional amendment, which must also be approved by BAAM. Elects Honorary Foreign Members, Elects members of RHGC, HSFC, JSNC, RKJC, and SPRT. Evaluates recommendations of MMPC and determines location of annual meetings. Approves changes in Constitution and Bylaws (subject to BAAM ratification). Approves dissolution of Society (subject to ratification by membership). Conducts business during the period between annual meetings only upon call by the EXEC. Approves draft of Form 990 annually prior to its filing with the IRS.

Meetings of the BOFG

1. Role of the PRES: presides.
2. Role of the SECR: the SECR helps develop the agenda for the BOFG meeting and assists and directs PRES in presiding over the meeting. The SECR takes minutes of the BOFG meeting.
3. Parliamentarian: the PRES may appoint a Parliamentarian for service at the annual meeting of the BOFG. The charge to the Parliamentarian is to ensure adherence to Article XVI of the Bylaws, to wit: “Procedures and other items, not specified in the Constitution or Bylaws of this Society or by action at the annual meeting, shall be in accordance with *Robert’s Rules of Order*.”The PRES may ask that the Parliamentarian continue in service at the BAAM, although that is uncommon. It is recommended that the prospective Parliamentarian affirm to the PRES a good working knowledge of parliamentary procedure and *Robert’s Rules* in advance of appointment.

Calendar

Meets once at the annual meeting of the Society. BOFG meeting must take place after EXEC meeting but before BAAM. It is expected that BOFG will meet in the afternoon of the day before the Opening Plenary Session, with the EXEC meeting in the morning of the day of the BOFG meeting. Normally the BAAM comes two or three days later, allowing the PRES and SECR time to summarize and respond to events of the BOFG, to attempt to finalize certain committee appointments, and to allow the RESC time to gather materials to be presented before the BAAM.

Ancillary Document(s)

None.

## **EDBD—Editorial Board**

Description and History

Extant in 1980 as a group of 16 persons with four nominees suggested by each of the four *Copeia* Sectional Editors. Sometime prior to 1980, election of the EDBD took place at the BOFG, basically by nomination from the floor. At this time board members were elected “at-large” and not pre-allocated by section. By 1980 the EDBD became a group of persons willing to serve the Society by accepting a 2–3 times higher than average manuscript review load in exchange for being listed as a member of the EDBD. No other duties were assigned to this position.

Constitutional Mandate

Bylaws

(VI) up to six EDBD members in the service of each editorial section, appointed by PRES (in consultation with EDIT) (implicit: EDBD members nominated by respective Associate Editors; agree to bear a larger than normal manuscript review load in that section)

(VIII-5) Established as a Standing Committee

Committee Appointment and Tenure

An EDBD representing the five divisional disciplines of *Copeia*, shall be nominated annually by the Associate Editors, up to six EDBD members each, for service in that disciplinary area, and appointed by the PRES in consultation with the EDIT.

Charge to the EDBD

The requirement for membership on the EDBD is a willingness to undertake a manuscript review load for *Copeia* 2–3 times in excess of what would normally be asked of a *Copeia* reviewer. Members of EDBD are normally associated with a particular editorial section of *Copeia*.

Calendar

Determined entirely by manuscript review load, controlled in part by EDIT and cognizant Associate Editor.

Ancillary Document(s)

None.

## **ENFC—Endowment and Finance Committee**

Description and History

* 1. The history of this committee began with the temporary subdivision of the LRPP into two subcommittees in 1992, one to deal with publications, the other with endowments. The benefits of establishing an endowment fund for ASIH were discussed at the BOFG in 1992, and the summary of that discussion may be found in *Copeia* 1992(4):1162–1163. The Endowment Committee was established as a standing committee of ASIH by action of BOFG in 1992, through enactment of a new Article XI to the Bylaws. The main charge to the committee as established was to provide oversight of the General Endowment Fund through recommendations to be made to EXEC and the BOFG. The General Endowment Fund is an unrestricted fund that receives monies from a variety of sources. At the recommendation of the EXEC, the BOFG modified the Bylaws in 1997 to redefine and expand the scope of the Endowment Committee, to be renamed the Endowment and Finance Committee (ENFC). Specifically, the financial charge to the former Long Range Planning and Finance Committee was transferred to the ENFC, such that ENFC has the obligation to work with the TREA and other Society officers to provide planning for the financial future of ASIH as expressed through all Society general and restricted funds and from time to time to make recommendations through the EXEC to the BOFG reflecting such planning.

Constitutional Mandate

Bylaws

(XI-1) Appointment and tenure of committee for five years

(XI-2) Appointment of Chair and Chair-elect for two years

(XI-3) Responsibility for fund raising for the endowment

(XI-4) Advise the Society on all matters pertaining to the General Endowment and Life Membership funds

(XI-5) Shall maintain close liaison with TREA and other members of EXEC

(XI-6) Responsible for investment of the endowment and other Society funds; advise BOFG on managed funds and monitor activities of outside professional money managers.

(XI-7) Shall maintain close liaison with LRPP; Chair shall serve as an *ex officio* (non-voting) member of LRPP

Committee Appointment and Tenure

The ENFC shall be appointed by the PRES in consultation with the EXEC and shall consist of five members, including the chair. To provide continuity, members of the committee will have staggered, five-year terms. One member should be a business person or someone with considerable experience in investing. Tenure of appointment shall be on a calendar year basis. The Chair-elect of the ENFC shall be appointed by the PRES. The Chair-elect shall succeed the chair, each of whom shall serve two years in their respective positions. The chair may be reappointed as Chair-elect. The Chair and the Chair-elect will work closely together in planning and organizing the activities of the ENFC.

Charge to the ENFC

The committee shall be in charge of fundraising for, and investment of, the General Endowment Fund. The committee shall advise the Society on all matters pertaining to the General Endowment Fund and the Life Membership Fund, as well as the award and all other funds. The committee shall maintain close liaison with the TREA and other members of the EXEC and shall advise officials of the Society in the management of all funds of the Society. The committee shall maintain close liaison with the LRPP. The ENFC Chair shall serve as consulting (non-voting) member of the LRPP committee and shall keep each committee informed, as appropriate, of mutually relevant activities.

Calendar

ENFC shall determine its cycle of activities on a year by year basis as opportunity exists. The only established dates are: (1) a March–May deadline (determined by the SECR) for submission of the annual report to the SECR for inclusion with the BOFG packet, and (2) the date of the JMIH when the Chair of ENFC serves on EXEC and Chairs the ENFC meeting. If the chair cannot be present at the annual EXEC meeting, the Chair should arrange for a member of the committee to serve as alternate, preferably the Chair-elect.

Ancillary Document(s)

1. ENFC brochure on “Planned Giving Opportunities” (approved at Penn State meetings).
2. ASIH “Investment Policy Statement” (29 November 2004), a formal statement of the investment policy as set forth by the ENFC of the ASIH. The statement is set forth in order to:
	1. Define and assign the responsibilities of all involved parties.
	2. Outline the Fund (ASIH Endowment, consisting of multiple ASIH funds) purpose, the investment objectives of Fund assets, and the spending policy of the Fund.
	3. Provide guidance on the selection of investment managers who invest Fund assets.
	4. Establish a basis for evaluating investment results.
	5. Manage Fund assets according to prudent standards as established in common trust law.
	6. Establish the relevant investment horizon for which the Fund assets will be managed.
3. “Guidelines for ASIH Funds Management” (implemented spring 2005) outlines the structure of ASIH accounts, rules governing asset allocation and account balances, and cash flow. This document should either be included as an appendix or posted on the ASIH website.

## **EXEC—Executive Committee**

Description and History

This committee was extant in 1980 and functioned as it does at present.

Constitutional Mandate

Constitution

(IV-2) selects winning candidate for office in event of tie

(IV-4) if necessary, makes determination that PRES or PREE is incapacitated

(IV-6a) composed of EXEC: PRES, PREE, PPRE, PPPR, SECR, TREA, EDIT, Chair and Co-Chair of LRPP, Chair and Co-Chair of ENFC

(IX-1) may initiate amendments to Constitution and Bylaws

Bylaws

(III-4) annually reviews and establishes support levels available to Society offices (subject to review and ratification by BOFG)

(XII-2-g) recommends disbursements from the General Endowment Fund

(XII-3) EXEC may accept donations for use in any approved Society activity

Committee Appointment and Tenure

Membership on EXEC is *ex officio* and includes: PRES, PREE, PPRE, PPPR, SECR, TREA, EDIT, Chair and Co-Chair of LRPP, Chair and Co-Chair of ENFC.

Charge to the EXEC

Conducts Society business not specifically delegated to individual officers during period between annual meetings. Responsible for receiving initiatives from individual officers, members, committees, or any other source seeking to improve Society function; considers these initiatives, seeks such counsel as appropriate, and reports any recommendations to the BOFG, individual office holders, committees, or other Society bodies. In the event of a tie for Society office, EXEC selects the winning candidate. By constitutional authority, EXEC must make the determination that PRES or PREE is incapacitated. By practice, EXEC makes this determination for any ASIH office or committee Chair and shall take such steps as may be available to ameliorate and resolve any resulting impairment of Society function.

Calendar

Generally, meets only once yearly, in the morning of the day before the opening Plenary Session of the JMIH and before the BOFG meetings later that afternoon. In recent years, there has been weekly, even daily, contact via email, to discuss Society-related issues and to conduct appropriate Society business during the year. It has become effectively mandatory that each member of EXEC have email access. Report on EXEC activities between meetings provided with BOFG packet filed by SECR.

Ancillary Document(s)

None.

## **GFAC—Helen T. and Frederick M. Gaige Fund Award Committee**

Description and History

The Gaige Award is presented annually in honor of Frederick and Helen Gaige (1890–1976). Helen Gaige was a herpetologist and was particularly interested in Neotropical frogs. She served as the herpetology editor of *Copeia* (1930–1937) and the editor in chief from 1937–1950. Helen Gaige was named the Honorary ASIH President for Herpetology in 1946 because of her unsurpassed editorial service. Frederick Gaige was an entomologist by training and the director of the Museum of Zoology at the University of Michigan from 1928–1945. In addition to his interests in insects, Dick was an avid collector of amphibians and reptiles. The Gaiges were incredibly supportive of their colleagues and students and were a major influence on biology and herpetology. The monies awarded from the Gaige Fund are used to provide support to young (= students) herpetologists for museum or laboratory study, travel, fieldwork, or any activity that will enhance their professional careers and contributions to the field of herpetology.

Constitutional Mandate

Bylaws

None.

Committee Appointment and Tenure

Applications for fund support are submitted to a committee of three herpetologists appointed by the PRES. One member of the committee must be replaced annually. Each member of the committee serves for three years (meeting to meeting). In the first two years of service, the herpetologists are members of the committee and in the third year they assume the Chair of the committee. The Chair rotates off the committee after the third year.

Charge to the GFAC Chair

1. Provide the SECR information for the announcement of the competition (see *Copeia* (4) for the text of the announcement) in *Copeia* (4) of the year proceeding the year of competition, e.g., in 1995(4) for awards made in 1996.
2. Receive applications and respond to questions from prospective proposal authors. Ensure that all proposals are completed as described in the printed instructions.
3. Applicants must be members of ASIH and they must be enrolled in an advanced degree program.
4. Copy all letters of recommendation and distribute them and the proposals to the other members of the committee. Request that committee members rank the proposals and combine the three ranks
5. Consult with the TREA or PRES to determine the amount of funding available for disbursement. Inform the committee members of this amount and come to a decision on the number of awards that will be made in that year.
6. Based on the combined ranks, inform the members of the committee and the TREA of the winners of the awards for that year. Provide the TREA with award amounts, names, and addresses of the winners.
7. Inform applicants of the decision by mail.
8. Prepare the annual report for the SECR for inclusion in the BOFG packet.
9. Make the announcement of the winners of the competition at the BAAM or delegate another member of the committee to make the announcement.

Calendar

June–July: usually in consultation with the current chair and the incoming chair, the PRES appoints a new committee member for a three-year term of service.

July: the chair and incoming chair consult on the announcement of the competition to appear in *Copeia* (4). The chair communicates with the SECR to include the relevant information in *Copeia* (4).

December: publication in *Copeia* of announcement of competition.

February: contact TREA to determine the amount of funds available. Decide on the number and size of awards with committee members.

March: copy letters of recommendation, attach to proposal, contact individuals with incomplete applications. Once applications are complete, transmit a complete set to the other two committee members and inform them of the deadline for rankings. Rank applicants, combine rankings, decide on winners. Inform committee members of decision, contact TREA and send information, send letters to applicants.

April–May: send final report to the SECR for inclusion in the BOFG book. Include the names, addresses, and titles of proposals of the winners.

June: announcement of results of the competition at the BAAM. Award of a certificate at the BAAM (or by mail) at option of chair.

Ancillary Document(s)

Gaige Fund Award Announcement, for publication in *Copeia* (4) in year preceding award decision. Text follows:

HELEN T. AND FREDERICK M. GAIGE FUND AWARD

The Gaige Award is presented annually in honor of Frederick (Dick) and Helen Gaige, both of whom lived during the years 1890–1976. Dick Gaige, an entomologist, was also an avid herpetological collector and was director of the Museum of Zoology at the University of Michigan from 1928–1945. Helen Gaige was a herpetologist with an interest in Neotropical frogs. She served as herpetological editor of *Copeia* from 1930–1937 and as editor in chief from 1937–1950. This unsurpassed editorial service earned Helen the title of Honorary ASIH President for Herpetology in 1946. The Gaiges showed a lively interest and encouragement toward their colleagues and students and, through their helpfulness to others, were a major influence on biology in this country and on herpetology in particular.

Applications are solicited for grants to be awarded from the Helen T. and Frederick M. Gaige Fund. These funds are used to provide support to student herpetologists for museum or laboratory study, travel, field work, or any other activity that will effectively enhance their professional careers and their contributions to the science of herpetology.

Applicants should be members of ASIH and should be enrolled for an advanced degree. Individual awards are typically in the range of $300–500, and will be awarded on the basis of both merit and need.

Committee members are <list>. Applications for the Gaige Award and letters of recommendation should be sent electronically to the Gaige Award Chair: <list; chair, telephone, email>.

The application should consist of no more than two single-spaced pages and must include the following: (1) name, address, and telephone numbers of the applicant; (2) institutional affiliation; (3) academic degree being sought and the year of its expected completion, or highest degree and its date of award; (4) name of the applicant’s current or most recent major professor; (5) names, email addresses and telephone numbers of two persons who have agreed to recommend the proposal (see below); (6) title of the proposed research; (7) a concise description of the general research objectives pertinent to this application; (8) sources of partial support for the research and pending applications for support from other funds; (9) an outline budget; and (10) a short statement of the way in which the award would be used to enhance research. A Literature Cited section should be appended to the two-page proposal. Budget items should be listed as nearly as possible in order of priority. Applicants should attempt to keep the budget within the amount of available funds.

Two letters of recommendation from persons familiar with the applicant and his or her research must be solicited by the applicant. One of these should be a letter from the current major professor. Both letters should be from reputable scientists, preferably herpetologists, and should include statements concerning the following: (1) the competence of the applicant; (2) the significance of the applicant’s research; and (3) the desirability of and need for the funds being requested by the applicant. The applicant should request that the letters be sent electronically directly to the Gaige Award Chair. The application and letters of recommendation should reach the committee Chair no later than 1 March <year>. It is expected that awards will be made by 1 May <year>.

## **HSFC—Henry S. Fitch Award Committee**

Description and History

Established in 1997 by action of the BOFG (*Copeia* 1997(4):923). The HSFC reviews nominations for the Henry S. Fitch Award for Excellence in Herpetology and selects the awardees.

Constitutional Mandate

Bylaws

None.

Committee Appointment and Tenure

The HSFC shall consist of three herpetologists, each serving a three-year term. Each year one member is replaced by an individual elected by the BOFG among a slate of at least three candidates submitted by the NOMC or nominated from the floor. The individual in the final year of their term on the committee serves as the Chair. All three committee members shall be established herpetologists holding scientific degrees. No member of the award committee, including replacement members, shall serve more than two consecutive terms on the committee. The PRES shall designate a replacement for any committee position left open by an untimely vacancy.

Charge to the HSFC

1. Description: the Henry S. Fitch Award for Excellence in Herpetology (Fitch Award) honors the herpetological spirit of Henry S. Fitch into perpetuity. Henry S. Fitch’s outstanding contributions include work in systematics, natural history, and conservation, spanning more than 60 years of publications. His systematic work has encompassed two of the most difficult groups in herpetology, *Thamnophis* and *Anolis*; his natural history studies set the mark in terms of quantity and quality, and span all terrestrial vertebrates. In addition, Henry S. Fitch has redefined the meaning of “long-term study.” The award is made possible by an endowment fund established by the Society from gifts by many donors and additions from Society-generated operating funds.

The Fitch Award recognizes long-term excellence in the study of amphibian and/or reptile biology, based principally on the quality of research with consideration given to educational and service impacts of an individual’s career on the field of herpetology. The award consists of a plaque commemorating the award and a cash sum based on available income accrued to the endowed principal of the award. The award will be offered annually and the recipient, selected by the HSFC, will be announced during the Plenary Session at the JMIH.

Recipients of the award should reflect the values of the ASIH as articulated in the Code of Conduct, and committee members may take into account a nominee’s general standing in the herpetological community in selecting the awardee.

1. Selection Procedure: nominations for the award may be made by any herpetologist, including self-nominations and those proposed by the HSFC. Nominations should detail the specific contributions of the nominee and his or her impact on herpetology. Nominees are eligible for three award periods.

The deliberations and decisions of the HSFC are final and not open to challenge. In those years in which the committee elects not to make an award, the accrued interest will be added to the endowed principal of the award, thus permitting the size of the award to increase in subsequent years.

1. Duties of the Chair: responsible for timely advertising of the Fitch Award competition, setting of the closing date for receipt of nominations and associated materials, distributing copies of the materials to committee members, and presenting the award at the JMIH. The SECR will arrange for announcement of the award. The Chair should convey to the TREA the winner’s name for the cash award check and receive instructions for ordering the award plaque. The Chair should plan to announce the winner at the Plenary Session of the JMIH or make arrangements for a substitute if unable to attend the meeting.
2. Support of Committee Functions: reasonable expenses of the HSFC will be allowed and derived from the accrued interest to the award endowment fund, and may include such items as: transportation costs of the award recipient from home to the JMIH; cost of preparation of the award certificate; and cost of telephone calls, postage, and other expenses relating to committee functions. It is expected that as much committee business as possible will be conducted electronically. Since 2009, only the cash award and plaque expenses have been paid by the fund.
3. Transfer of Fitch Award Endowment Fund: in the event of dissolution of ASIH, the endowment fund and accrued income of the Fitch Award will be transferred to an appropriate nonprofit Society willing to perpetuate the award in the same form and with the same emphasis as established above. In no case, however, will the Fitch Award be directed away from the field of herpetology.

Calendar

The committee establishes its own calendar to comply with the 15 April deadline for the BOFG report to the SECR. The chair should order the plaque sufficiently ahead of the JMIH to ensure that it is available for presentation at the Plenary Session.

Ancillary Document(s)

A list of previous winners is posted on the ASIH website. Description of the competition is published each year in *Copeia*. See [www.asih.org](http://www.asih.org/) for the current version of the announcement.

**JSNC—Joseph S. Nelson Award Committee**

Description and History

Established in 2012 by action of the BOFG (*Copeia* 2012:XX). The JSNC reviews nominations for the Joseph S. Nelson Lifetime Achievement Award in Ichthyology and selects the awardees.

Constitutional Mandate

Bylaws

None.

Committee Appointment and Tenure

The JSNC shall consist of three ichthyologists, each serving a three-year term. Each year one member is replaced by an individual elected by the BOFG among a slate of at least three candidates submitted by the NOMC or nominated from the floor. The individual in the final year of their term on the committee serves as the Chair. All three committee members shall be established ichthyologists holding scientific degrees. No member of the Nelson Award committee, including replacement members, shall serve more than two consecutive terms on the JSNC. The PRES shall designate a replacement for any committee position left open by an untimely vacancy.

Charge to the JSNC

1. Description: the Joseph S. Nelson Lifetime Achievement Award in Ichthyology (Nelson Award) honors the life work of Joseph S. Nelson for his outstanding contributions to biology and systematics of fishes, including his seminal and highly influential book, *Fishes of the World*, which, now in its fifth edition, is the standard reference in fish systematics and evolution. The Nelson Award recognizes a member of ASIH for an outstanding body of work in any area of ichthyology, including, but not limited to: ecology, behavior, life history, genetics, conservation, and systematics. The award is granted principally on the basis of the quality of the awardee’s research; however, consideration is also given to educational and service impacts of the individual’s career. Recipients of the award should reflect the values of the ASIH as articulated in the Code of Conduct, and committee members may take into account a nominee’s general standing in the ichthyological community in selecting the awardee.

The award consists of a plaque commemorating the award and a cash sum based on available income accrued to the endowed principal of the award. The Nelson Award will be offered annually and the recipient, selected by the JSNC, will be announced during the Plenary Session at the JMIH.

1. Selection Procedure: Nominations for the award may be made by any ichthyologist, including self-nominations and those proposed by the JSNC. Nominations should detail the specific contributions of the nominee and his or her impact on ichthyology. Nominations will be effective for three award periods.

The deliberations and decisions of the JSNC are final and not open to challenge. In those years in which the committee elects not to make an award, the accrued interest will be added to the endowed principal of the award, thus allowing the size of the award to increase in subsequent years.

1. Duties of the Chair: the JSNC Chair is responsible for timely advertising of the award competition, setting of the closing date for receipt of nominations and associated materials, distributing copies of the materials to committee members, and presenting the award at the JMIH. The SECR will arrange for announcement of the award. The Chair should convey to the TREA the winner’s name for the cash award (if any) and order the award plaque. The Chair announces the winner at the Plenary Session of the JMIH or makes arrangements for a substitute to do so.
2. Support of Committee Functions: reasonable expenses of the JSNC will be allowed and derived from the accrued interest to the award endowment fund, and may include such items as: transportation costs of the award recipient from home to the JMIH; cost of preparation of the award certificate and/or plaque; and cost of telephone calls, postage, and other expenses, relating to committee functions. It is expected that as much committee business as possible will be conducted electronically. To date (2018), only the cash award and plaque expenses have been paid by the fund.
3. Transfer of Nelson Award Endowment Fund: in the event of dissolution of ASIH, the endowment fund and accrued income of the Nelson Award will be transferred to an appropriate nonprofit society willing to perpetuate the award in the same form and with the same emphasis as established above. In no case, however, will the award be directed away from the field of ichthyology.

Calendar

The committee establishes its own calendar to comply with the 15 April deadline for the BOFG report to the SECR. The Chair should order the plaque sufficiently ahead of the JMIH to ensure that it is available for presentation at the Plenary Session.

Ancillary Document(s)

A list of previous winners is posted on the ASIH website. Description of the competition is published each year in *Copeia*. See [www.asih.org](http://www.asih.org/) for the current version of the announcement.

## **LOCL—Local Committee for the Annual Meeting**

Description and History

The concept, a separate LOCL for each meeting, was extant in 1980, with LOCL responsible for most all aspects of meeting planning and organization. Since 2000, the role of LOCL has changed substantially, as a result of the formation of two committees in charge of annual meetings/JMIH, the Meetings Management Committee (MMGT) and the Meeting Planning Committee (MPLN), which replaced the Time, Place, and Program Committee (TPPC). The LOCL worked hand in hand with MMGT and MPLN. Beginning in 2008, MMGT and MPLN were combined into MMPC.

The Society could not find a location for the 1991 meeting and, fortunately, Jay Stauffer of Penn State offered their conference center to the ASIH for Penn State II. The role of the LOCL was spelled out in May 2005 by MMGT and MPLN (see Ancillary Documents). Many of the previous functions of LOCL are now performed by professional conference organizers.

Constitutional Mandate

Bylaws

(VII-1) chair appointed by PRES after acceptance of meeting site by BOFG)

(VII-2) chair ultimately responsible for composition of LOCL and for working with MMPC as well as hired conference planners for local arrangements

Committee Appointment and Tenure

Committee usually self-initiated by prospective LOCL chair and others; works with hired conference organizers.

After BOFG acceptance, the LOCL Chair is appointed by the PRES. (In practice LOCL and LOCL Chair are self-appointed with confirmation by PRES after BOFG approval.) The LOCL Chair is responsible for the composition of remainder of the LOCL.

Ancillary Document(s)

None.

## **LRPP—Long Range Planning and Policy Committee**

Description and History

The LRPP was created to consider issues potentially impacting Society governance and operations over the intermediate and long-range future. The LRPP normally identifies options and a menu of recommendations for consideration and possible implementation by EXEC and BOFG. The role of LRPP is therefore consultative rather than executive. Not infrequently, LRPP’s recommendations have been altered, delayed, or rejected, but they have been discussed, and that is the LRPP raison d’être.

Constitutional Mandate

Constitution

(IV-6-a) Chair and Co-chair serve on EXEC

Bylaws

(VIII-5) established as a standing committee

(X-1) appointment and tenure of Co-Chairs; appointment and tenure of other committee members

(X-2) shall identify desirable policies and activities and shall (implicit: through EXEC) advise BOFG and membership of same

(X-3) responsible for preparation and currency of Policies and Procedures Manual

(X-4) shall maintain close liaison with ENFC; chair to serve *ex officio* (non-voting) on ENFC

Committee Appointment and Tenure

The Chair and Co-Chair of the LRPP shall be appointed by the PRES in consultation with the EXEC and such others as the PRES desires. The co-chairs shall serve for a period of three years and may be reappointed. Six other members shall be similarly appointed and the expiration dates of the terms of their service shall be staggered in order to provide continuity. Tenure of appointment shall be on a calendar year basis.

Charge to the LRPP

1. Identify desirable Society policies and activities and advise the BOFG and membership on the best way to carry out and fund Society activities.
2. From time to time examine issues involving Society governance.
3. From time to time examine annual meeting attendance patterns and recommend such steps that may lead to well-balanced attendance by discipline, career stage, and other appropriate categories of identification.
4. Development and annual updating, to reflect current practice and newly implemented policies, of the ASIH Policies and Procedures Manual, and from time to time, make suggestions for improvements and appropriate responses to new technologies and opportunities. [Note: maintenance and emendation of the ASIH Policies and Procedures Manual are charged to the SECR (see above). It is anticipated that a current “hard” copy will be maintained by the SECR and by the Co-Chairs of the LRPP. It is recommended that a current electronic copy in readily editable format also be maintained by the SECR on the ASIH website for access by all interested persons.] The committee shall review ancillary documentation, such as the Manual for the Organization of the Annual Meeting and Procedures for Student Awards, and, as it considers appropriate, establish liaison with those ASIH committees charged with developing these procedures and supporting documents to offer consultation and recommendations.
5. Maintain close liaison with the ENFC. The committee Co-Chairs shall serve as consulting (non-voting) members of the corresponding committee and shall keep each committee informed, as appropriate, of mutually relevant activities.

Calendar

Issues before the LRPP are generated within the committee, by EXEC, by BOFG and by individual members. Discussion of these issues by LRPP by email occurs throughout the year. Any recommendations of the LRPP involving recommended changes in Society operations are normally circulated among EXEC members (and, as appropriate, others) before finalization in written form. The chair and co-chair of LRPP are members of EXEC and respond to issues placed before EXEC throughout the year. An annual report from the LRPP to the BOFG is filed through the SECR in March of each year. The LRPP meets at the ASIH annual meeting, normally during the luncheon break period, on a day soon after the Plenary Session.

Ancillary Document(s)

ASIH Policies and Procedures Manual (this document).

**MMPC—Meetings Management and Planning Committee**

Description and History

The MMPC was formed in 2008 by uniting the former MMGT (Meetings Management Committee) and the MPLN (Meetings Planning Committee) to consolidate oversight of the annual meeting. The original two committees were formed as a result of concerns and conversations at the 1999 meeting at Pennsylvania State University. Invitations for future meetings were difficult to obtain and the Society was unsure of venues for future meetings. PRES Robert Cashner expressed a need to develop a mechanism to plan annual meetings several years in advance of the meeting. The two former committees were created as ad-hoccommittees in 2000 by PRES Harry Greene to assist in the planning the 2001 Annual Meeting. In June 2001, the committees became standing committees. PRES Henry Mushinsky guided the union of the two former committees into the current Meetings Management and Planning Committee.

Constitutional Mandate

Constitution

(VI-2) instruction to the Committee; The MMPC, working with selected conference services, solicits and evaluates meeting venues and recommends their selection to the BOFG. Each year, the committee meets at the selected venue in the spring preceding the annual meeting to create the academic program and review space allocation for meeting activities.

Bylaws

None.

Committee Appointment and Tenure

The committee is composed of six voting and one non-voting member; one member appointed by each of the three JMIH-participating societies, AES, HL, and SSAR, plus three members (two ichthyologists and one herpetologist) appointed by the ASIH. Each member serves a three-year term, and may be reappointed as determined by the appropriate Society. The Chair of the committee is elected from within the committee and serves a two-year term. The Program Director is an *ex officio* (non-voting) member and serves on the committee for the duration of the office. The initial appointments should be staggered for continuity of the committee. The committee will consist of three ichthyologists and three herpetologists and the Program Director.

Charge to the MMPC

The MMPC shall assist in the selection of a meeting site and the venues (i.e., locations for presentations, socials, business meetings), plan for future annual meetings, develop a relationship with a conference service, recommend the budget to EXEC, and develop the JMIH program. The MMPC will solicit and receive symposium proposals and decide which symposia are approved for the subsequent year’s JMIH, collect presentation schedules and moderators from symposia chairs, develop the JMIH schedule, and post the schedule on the ASIH website. The MMPC shall consider alterations to JMIH planning and scheduling, in consultation with the LOCL, and report these recommendations to the BOFG.

Calendar

The MMPC Chair and one other member may require travel to visit prospective JMIH locations. The MMPC shall meet at the host site in the spring, usually in March, prior to the JMIH to develop and assemble the meeting schedule. As early as possible after the completion of the JMIH schedule, it shall be posted on the ASIH website. Submission of the annual report to SECR in March for inclusion with the BOFG packet is required. The MMPC shall meet during the JMIH.

Ancillary Document(s)

1. See “Guidelines for Hosting ASIH Meetings, 3rd revised ed.,” available on the ASIH website ([www.asih.org](http://www.asih.org)).
2. Contract for Program Director (appendix)

## **NOMC—Nominating Committee**

Description and History

The NOMC is responsible for putting together a slate of persons willing to serve in Society offices and on committees for the coming year. SECR, TREA, and EDIT are expected to accept a minimum five-year commitment of service; minimum expectation of service tenure for associate and other editors is three years; PRES serves for one year, as PRES, but serves four years on EXEC, an additional year on AUDI, and becomes a lifetime member of BOFG. BOFG members serve five years; other officers serve by mutual agreement and election, but all are re-elected (or not) annually. NOMC provides a slate of nominees for the RHGC, HSFC, JSNC, RKJC, SPRT, and NOMC (see below). Various mechanisms were employed for nomination prior to 1992, but largely involved a BOFG-elected nominating committee that provided a slate of nominees that could be supplemented by nomination from the floor (BOFG). The procedure was regularized by the delightfully named Ad-Hoc Committee on Nominating the Nominating Committee in 1992. The procedure this committee proposed, with some emendation during the approval process, is that embodied in Article IX of the Bylaws and listed below.

Constitutional Mandate

Bylaws

(IX-1) composition, nomination to, election of, and designation of chair (see below)

(IX-2) more complexity on designation of chair (see below)

(IX-3) nominations from the floor at the BAAM and election by electronic ballot within 60 days after the BAAM.

Committee Appointment and Tenure

1. Composition: the NOMC shall consist of five members; three in the discipline of the PREE to be elected, and two in the alternate discipline. Five ASIH members in good standing shall comprise the NOMC:
2. One of the two members of the outgoing NOMC who is in the discipline of the PREE to be elected. This person shall be elected and serve as chair of the new committee.
3. The immediate PPRE of the Society. This position shall be filled automatically.
4. One person in the discipline of the PREE to be elected, chosen from at least two persons nominated by the BOFG.
5. Two persons in the alternate discipline chosen from at least four persons nominated by the BOFG.
6. Chair: if only one of the two persons from the outgoing NOMC is available for election as Chair of the new committee, this person shall become the Chair automatically. If neither person from the outgoing NOMC is available for election as Chair, the PPRE shall become the Chair and the PRES shall nominate two additional persons in the appropriate discipline. If the NOMC or BOFG fails to nominate the number of persons listed above for positions (3) and (4), the PRES shall provide the balance of the nominations.
7. Online election within 60 days after the BAAM: the online election of the NOMC shall occur within 60 days after the BAAM. All nominees, including additional nominations from the floor at the BAAM for positions (3) and (4), must provide a written agreement to serve on the committee, which would include the possibility of a second year of service as Chair.
8. Tenure of Appointment: the committee members serve for 12 months from JMIH to JMIH. Whomever becomes the committee Chair serves for 24 months.

Charge to the NOMC Chair

1. Contact prior NOMC Chair: to seek guidance and request a copy of the ballot from the preceding nominations.
2. Contact SECR and PRES: to determine which offices need to be filled in the coming election, subject to the following restrictions and recommendations:
3. Membership Status: membership in the Society is prerequisite to election to any ASIH office (Constitution, Article IV, Section 2).
4. Continuation in Office: continuation of an incumbent officer is the normal expectation, subject to willingness of the incumbent to stand for re-election.
5. Fulfillment of Table of Organization: each office must be filled. In the event that no person is willing to stand for election by the time of the BAAM, the vacancy shall be filled by appointment by the PRES until the next BAAM except in the case of Associate Editors where the vacancy is filled by appointment by the EDIT in consultation with and upon the approval of EXEC.
6. Formal Nomination and Ballot Preparation: NOMC is charged to ensure that all persons to be nominated (including incumbents) must: (1) be contacted to ensure willingness to serve (or continue in service); (2) be eligible (membership requirement) to serve; and (3) be listed in the report of the NOMC for inclusion with the BOFG packet. All elective positions and all nominees must appear on the online ballot each year.
7. Dual Election: any of the editorial offices, except that of EDIT, may be filled by two persons dividing the duties between them, subject to mutual willingness and to the normal nomination and election procedures.
8. Competitive Election: except for the office of PREE, the NOMC may forward the name of a single person to stand for election to an office. (Nominations from the floor of the BAAM may be made subject to the strictures spelled out in the Constitution, Article IV, Section 2.) Two or more nominees are required to stand for election to HSFC, JSNC, RHGC, RKJC, SPRT, and NOMC, and 20 nominees (10 ichthyologists and 10 herpetologists) are required to stand for election to BOFG.
9. Nomination of PREE: it has been a longstanding tradition, and continuing recommendation of LRPP, that the NOMC shall forward the names of at least two persons (in the appropriate discipline) to stand for election to PREE. It is also recommended that each nominee be advised of the strong ASIH tradition that nomination to the office of PREE is regarded as recognition by the Society of the nominee’s outstanding contributions to the discipline and to the life of the Society, regardless of the electoral outcome.
10. Contact Committee Members: inform them of their charge to the committee. Set the deadline for submission of names for the vacancies and inform the committee members of that date.
11. Prepare Committee Ballots: collate all the names received by the members of the committee. Send the information out to the members of the committee and ask them to rank the names. Tally the ranks to come up with a composite rank. Prepare a second ballot for the committee.
12. Prepare Slate of Nominees: tally the scores from the second round of balloting and come up with a potential slate of candidates. Check to make sure that all candidates are current ASIH members and fulfill requirements for each position by reviewing the ASIH Policies and Procedures Manual. The potential candidates need to be contacted and indicate their willingness to serve if elected. Share relevant sections of the Policies and Procedures Manual with would-be candidates so they are familiar with the duties of their office or committee.
13. Expectation of Support: inform potential candidates of ASIH expectations of institutional support for the conduct of their office per current ASIH policy (refer to this Manual).
14. Gathering of Credentials: obtain a statement from each candidate that he/she is willing to serve if elected and send it to the SECR. This statement needs to include: present position (including rank) and institution, prior service to ASIH, and research interests. This information provides the basis for the candidate information sheet and ballot.
15. Monitor Events: stay in close contact with the SECR and PRES to learn about unexpected vacancies that need to be filled.
16. Prepare BOFG Report: submit the report for the BOFG to the SECR.
17. Final Report to Committee: inform the committee once the tasks are completed.

Calendar

June: contact the previous chair of the committee to get appropriate guidance and a copy of the previous ballot. Get a list of new BOFG members to determine who is eligible for election to the BOFG.

July: contact SECR to get the charge for the committee. Chair must remain in contact with the SECR during the year to learn of vacancies as they arise. Contact members of the committee. Inform committee members of the charge to the committee, deadlines (early fall for the first list of names), preferred medium of communication, and solicit names of nominees for vacant positions. Direct members of the committee to the ASIH website to view a list of Society officers and current members of the BOFG.

October: circulate the first ballot to members of the committee and ask them to rank and return the ballots to you. Tally scores and generate a second ballot to be circulated to the members of the committee. Once the results from the second ballot are completed, begin contacting nominees. Determine if nominees are members of ASIH and willing to serve if elected and then solicit: a document stating willingness to serve, and information for the candidate information sheet and ballot.

November: inform committee members of the state of affairs.

January: compile candidate information sheet (and ballot).

April: send candidate information sheet and the ballot to the SECR, submit the report of the committee to the SECR for the BOFG, inform committee members that the job is complete.

Ancillary Document(s)

None.

## **PUBC—Publications Policy Committee**

Description and History

Each year, the PUBC, which is comprised of the EDIT and Associate Editors (ECOL, GENE, GHER, GICH, PHYS, REVH, REVI, INDE) meet collectively on the day preceding the first day of the JMIH to discuss editorial problems and procedures. The PREE often sits in on this meeting. In the months preceding the meeting date, the EDIT solicits the committee for discussion topics. These are then posted to the committee via email before the JMIH and are discussed when the committee convenes. A report of this meeting is then prepared by the EDIT (who serves as Chair of the committee) for the BOFG. This report is submitted to the SECR in April of the following year for inclusion in the annual report. This committee includes the former Publications Policy Committee (PUPC).

This committee did not exist in 1980. In 1981 an Ad-Hoc Publications Committee was appointed by the PRES, which in that same year became the PUPC, which included the Managing Editor, four Section Editors, and the Publications Secretary (an office eliminated by changes to the Constitution and Bylaws enacted in 1997). The clear charge to this group has always been to discuss, recommend, and implement *Copeia* editorial policy. In this the PUPC and EDPC are clearly different from the SPUC (see SPUC below), which deals with non-*Copeia* ASIH publications. Under the new Managing Editor in 1985, the name of the PUPC was changed to the EDPC, and subsequent reports from the editorial office use that name, although elsewhere in the annual summary of the meetings PUPC and EDPC are used synonymously and interchangeably.

In 1997 EDPC was established as a standing committee of the Society. The Policies and Procedures Manual (this document) affirms that PUBC is included in EDPC (and therefore the EDPC no longer exists), whilst the SPUC is the non-*Copeia* counterpart of the former EDPC. In 2008, the name of the committee was changed to PUBC.

Constitutional Mandate

Bylaws

(VIII) Committee charge and purview in general shall follow that listed in Policies and Procedures Manual (this document), subject to modification by PRES, EXEC, and/or BOFG, except where restricted by Constitution and/or Bylaws.

Committee Appointment and Tenure

The PUBC comprises all holders of an editorial office for *Copeia*: EDIT and Associate Editors. The SECR serves on the committee *ex officio* and usually attends PUBC meetings. The PRES and PREE serve on the committee *ex officio,* but have generally been in attendance only if needed. Tenure of office for each of these Society office holders is defined under each named office.

Charge to the PUBC

This committee is concerned solely with *Copeia*; any other publications of the Society fall under the jurisdiction of the SPUC (see SPUC below). The basic charge to the PUBC is to review all aspects of *Copeia* operation, including, but not limited to, manuscript review and acceptance policies, workload, content, format, backlog, electronic publishing enhancements, working relationships with Allen Press, and the like. The committee identifies and makes ameliorative recommendations on any problems. Acceptance and execution of those recommendations is charged to the EDIT, subject (as required) to review by the EXEC, and in the case of substantive change, confirmation by the BOFG.

Calendar

The committee normally meets as a body once annually, on the day preceding the Plenary Session of the JMIH. Issues are raised and discussed appropriately throughout the year as they arise.

Ancillary Document(s)

None, but see relevant sections of the Policies and Procedures Manual (this document) for *Copeia* operating procedures and policies.

**RFAC—Edward C. and Charlotte E. Raney Fund Award Committee**

Description and History

The Raney Award is presented annually in honor of Edward C. Raney (1909–1984). Raney was a leader among ichthyologists. He possessed a broad knowledge of the fishes of the world, and his particular area of expertise was the fishes of the eastern United States. A member of the faculty of Cornell University, Dr. Raney authored over 75 papers dealing with the systematics, behavior, and ecology of fishes. He was an expert on aquatic environmental problems and served on numerous environmental advisory committees. He was a member of over 30 professional societies, and he served as SECR (1948–1951) and PRES (1955–1956) of ASIH. The students of Ed Raney were and are among the leaders in modern ichthyology in no small part because of his mentorship and enthusiasm in the study of fishes. The Raney Fund was established in 1973 by BOFG action, to wit: “The Board voted unanimously that the Society accept with profound thanks the gift of $20,000 from Edward C. and Charlotte E. Raney within the spirit of the letter of transmission, to encourage young ichthyologists through small grants and prizes.” (*Copeia* 1973 (4):834). This was confirmed by resolution in the Annual Business meeting of that year, “Resolution 1. Whereas Edward C. Raney and Charlotte Raney have made a substantial gift to the American Society of Ichthyologists and Herpetologists to support studies of student ichthyologists. In view of the increasing difficulties of financing student studies the gift is most timely and welcome. Be it resolved that the American Society of Ichthyologists and Herpetologists in convention assembled at San Jose, Costa Rica, accordingly extends most sincere thanks to the Raneys for their generosity” (*Copeia* 1973 (4):838). In 1974, the Raney Award and the Raney Award Committee were made part of the Bylaws (*Copeia* 1974 (4):1016) and Chair Robert H. Gibbs, Jr. announced the first Raney Award recipients, Labbish Chao (VIMS) and Kevin Howe (OSU) (*Copeia* 1974 (4):1024). Funds derived from the Raney Fund for Ichthyology are used to provide support for student ichthyologists for museum or laboratory study, travel, fieldwork, or any other activity that will enhance their professional careers and their contributions to the science of ichthyology.

Constitutional Mandate

Bylaws

(XII-2-d) responsibility for Raney Awards

Committee Appointment and Tenure

Applications for fund support are submitted for consideration to a committee of three ichthyologists. Beginning in 2001, the format for appointment followed that for the Gaige committee wherein the PRES appoints one person to a three-year term. The new member of the committee serves as chair in year three. Committee members serve 12 months, from 1 January through 31 December.

Charge to the RFAC

1. Arrange with the SECR for publication of the announcement of the competition (text of announcement appended as ancillary document) in *Copeia* (4) of the year proceeding the year of competition, i.e., in 1995 (4) for awards to be made in 1996.
2. Receive applications and respond to questions from prospective proposal authors.
3. Ensure that all proposals are fully documented as required in the printed instructions, that a letter has been received from the student’s major advisor, and that the student is a member of ASIH.
4. Review and rank, individually and collectively, the proposals on the basis of scientific merit.
5. Consult with the TREA to determine the amount of funding available for disbursement. Make the funding determination and inform all applicants of the success or not of their proposal.
6. Notify the TREA of the recipients, their addresses, and amounts of the awards. File a final report with the SECR for inclusion in the BOFG packet.
7. Assure that due announcement of the competition and the results are made before the assembled membership at the BAAM.

Calendar

June (variable): PRES appoints committee and Chair. Committee announced at JMIH, if possible.

July: after consultation with incoming Chair, committee Chair sends notification of competition to SECR for inclusion in *Copeia* (4).

December: announcement of competition published in *Copeia*.

February: start to receive and compile proposals. Contact proposal authors as necessary to ensure compliance with documentation and membership requirements.

1 March: deadline for receipt of proposals. Committee begins proposal review and consideration. Chair contacts TREA to determine funding available for awards.

1 April: committee completes deliberations. Award decisions finalized. Chair contacts proposal authors and copies TREA. Chair submits final report to SECR for inclusion in BOFG book.

June–July: results of competition announced at BAAM.

Ancillary Document(s)

Raney Fund Award Announcement (from 2017 below), for publication in *Copeia* (4) in the year preceding the award decision.

EDWARD C. AND CHARLOTTE E. RANEY FUND AWARD

The Raney Award is presented annually in honor of Edward C. Raney (1909–1984) and his wife Charlotte. Raney was a leader among Ichthyologists. He possessed a broad knowledge of the fishes of the world, and his particular area of expertise was the fishes of the eastern United States. A member of the faculty at Cornell University, Dr. Raney authored over 75 papers dealing with the systematics, behavior, and ecology of fishes. He was an expert on aquatic environmental problems and served on numerous environmental advisory committees. He was a member of over 30 professional societies, and he served as Secretary (1948–1951) and President (1955–1956) of ASIH. The students of Ed Raney are among the leaders in ichthyology today in no small part because of his mentorship and enthusiasm in the study of fishes.

Applications are solicited for grants to be awarded from the Edward C. and Charlotte E. Raney Fund for Ichthyology. These funds are used to provide support for young ichthyologists for museums or laboratory study, travel, fieldwork, or any other activity that will effectively enhance their professional careers and their contributions to the science of ichthyology.

Applicants must be members of ASIH and should be enrolled for an advanced degree. Applicants who do not meet these basic requirements may be considered for the award under exceptional circumstances if their careers are judged to be in a developmental stage. Persons who have previously received a Raney Award are not eligible. Individual awards are typically in the $400–1000 range and will be awarded on basis of both merit and need.

Applications for the Raney Award and a letter of recommendation should be e-mailed (not mailed) to the current Raney Award Committee Chair: <name, affiliation, email address>. The application (PDF format) should consist of no more than two single-spaced pages and must include the following:

* 1. name, address, email address, and telephone numbers of the applicant;
	2. institutional affiliation;
	3. academic degree being sought and the year of its expected completion, or highest degree and its date of award;
	4. name of the applicant’s current or most recent major professor;
	5. title of the proposed research;
	6. justification for the research
	7. concise description of research objectives and methods;
	8. sources of partial support for the research and pending applications for support from other funds;
	9. budget outline; and
	10. short statement of the way in which the award would be used.

A Literature Cited section should be appended and is not included in the two-page limit. Budget items should be listed as nearly as possible in order of priority. Applicants should attempt to keep the budget within the amount of available funds. In case the award must be less than the requested budget, the impact of eliminating part or all of any items should be clearly given.

The letter of recommendation from the applicant’s current major professor should include statements concerning: (1) the competence of the applicant; (2) the significance of the applicant’s research; and (3) the desirability of and needed for the fund being requested by the applicant. The applicant should request that the letter be sent directly to the Raney Award Committee Chair. The application and letter of recommendation should reach the Committee chair no later than 1 March. Incomplete applications or lack of ASIH membership by this date disqualifies the application. Students will be notified of the status of their application by 1 May and the award checks will be issued by the TREA. The certificates will be presented during the Annual Business Meeting and Student Award Ceremony in <City, State>.

## **RHGC—Robert H. Gibbs, Jr. Award Committee**

Description and History

Established in 1988 by action of the BOFG (*Copeia* 1988 (4):1132). The RHGC reviews nominations for the Robert H. Gibbs, Jr. Memorial Award for Excellence in Systematic Ichthyology and selects the awardees.

Constitutional Mandate

Bylaws

(XII-2-c) appointment; responsibility for Gibbs Award

Committee Appointment and Tenure

The RHGC shall consist of three ichthyologists, each serving a three-year term. Each year one member is replaced by an individual elected by the BOFG among a slate of at least three candidates submitted by the NOMC or nominated from the floor. The senior member of the committee serves as its chair. All three committee members shall be established, systematic ichthyologists, holding scientific degrees. No member of the award committee, including replacement members, shall serve more than three consecutive years on the committee. The PRES shall designate a replacement for any committee position left open by untimely vacancy.

Charge to the RHGC

1. Description: the Robert H. Gibbs, Jr. Memorial Award for Excellence in Systematic Ichthyology (Gibbs Award) honors the memory of Robert H. Gibbs, Jr., ASIH Distinguished Fellow. The award is made possible by an endowment fund established by the Society from a gift provided by Frigga Gibbs, the honoree’s wife. Prizes are awarded for an outstanding body of published work in systematic ichthyology by a citizen of a Western Hemisphere nation who has not been a previous recipient of the Gibbs Award. The award consists of an appropriate plaque commemorating the award and a cash sum based on available income accrued to the endowed principal of the award. The award will be offered annually and the recipient, selected by an award committee, announced at the JMIH Plenary Session.
2. Selection Procedure: nominations for the award may be made by any ichthyologist, including self-nominations and those proposed by the RHGC. Nominations should detail the specific contributions of the nominee and his or her impact on systematic ichthyology. Nominations will be effective for three award periods. The deliberations and decisions of the RHGC are final and not open to challenge. In those years in which the committee elects not to make an award, the accrued interest will be added to the endowed principal of the award, thus permitting the size of the award to increase in subsequent years. Recipients of the award should reflect the values of the ASIH as articulated in the Code of Conduct, and committee members may take into account a nominee’s general standing in the ichthyological community in selecting the awardee.
3. Duties of the Chair: responsible for timely advertising of the award competition, setting of the closing date for receipt of nominations and associated materials, distributing copies of the materials to committee members, and presenting the award at the JMIH Plenary Session. The chair should convey to the TREA the winner’s name for the cash award check and receive instructions for ordering the award plaque. The SECR will arrange for announcement of the award. The chair should plan to announce the winner at the Plenary Session of the JMIH or make arrangements for a substitute if unable to attend the meeting. Provide information for a special page listing the winner for publication in *Copeia*.
4. Support of Committee Functions: reasonable expenses of the RHGC will be allowed and derived from the accrued interest to the award endowment fund, and may include such items as: cost of preparation of the award plaque; nominal expenses for a working meeting of the committee members to assist the members in arriving at a decision concerning an award; and cost of telephone calls, postage, etc., relating to committee functions. It is expected that as much committee work as possible will be done via email. To date (2017), only the cash award and plaque expenses have been paid by the fund.
5. Transfer of Gibbs Endowment Fund: in the event of dissolution of ASIH, the endowment fund and accrued income of the Gibbs Award will be transferred to an appropriate nonprofit Society willing to perpetuate the award in the same form and with the same emphasis as established above. In no case, however, will the award be directed away from the field of systematic ichthyology.

Calendar

The committee establishes its own calendar to comply with the 15 April deadline for the BOFG report to the SECR. The chair should order the plaque sufficiently ahead of the JMIH to ensure that it is available for presentation at the Plenary Session.

Ancillary Document(s)

A list of past recipients of the Gibbs Award is posted on the ASIH website.

## **RKJC—Robert K. Johnson Award Committee**

Description and History

The Robert K. Johnson Award for Excellence in Service is presented annually to an ichthyologist (even years) or a herpetologist (odd years) who has gone above and beyond the call of duty to serve the ASIH. The award is named in honor of Robert K. Johnson (1944–2000). Robert “Bob” K. Johnson was an ichthyologist who was exceptionally dedicated in his service to the ASIH including serving on many committees, four terms as a member of the BOFG, Managing Editor of *Copeia*, SECR, and Chair of the LRPP. As Chair of LRPP, Bob was charged by PRES David W. Greenfield to create a Policies and Procedures Manual for the ASIH. Bob’s committee was inspired by his commitment to this task, and it codified the activities of the ASIH.

The Robert K. Johnson Award will be given annually during the Plenary Session of the JMIH. The recipient will receive a plaque and a special page noting the winner will be published in *Copeia*.

In 2003, PRES Larry M. Page and the members of EXEC recommended formation of the RKJC to give an annual award to recognize outstanding service to the ASIH. The initial committee was appointed by PRES Page at the end of 2003. The appointed members included Larry Page (to serve for one year, as Chair), Maureen Donnelly (two years), and Robert Cashner (three years). The first award was made in Norman, OK during the annual meeting banquet. The BOFG elected the first member of the RKJC in 2004 in Norman, OK.

Constitutional Mandate

Bylaws

(XIII) responsibility for the Robert K. Johnson Service Award

Committee Appointment and Tenure

The committee shall consist of three members, with one to be elected by the BOFG each year during their annual meeting beginning in 2004. In even years, the BOFG will elect a herpetologist and in odd years the BOFG will elect an ichthyologist. Each member of the committee serves for three years (meeting to meeting). Each member will chair the committee during the third year of service and rotate off the committee following completion of the year as chair. The committee structure will change annually with a herpetologist elected in even years and an ichthyologist elected in odd years. No member of the award committee, including replacement members, shall serve more than two consecutive terms on the committee. The PRES shall designate a replacement for any committee position left open by an untimely vacancy.

Charge to the RKJC Chair

1. Provide the SECR information for the announcement of the competition (see *Copeia* (4) for the text of the announcement) in *Copeia* (4) of the year preceding the year of competition (e.g., in 1995(4) for an award made in 1996) and the final due date for nominations.
2. Receive nominations and respond to questions regarding the award. Nominations, including self-nominations, may be made by any member of ASIH. Nominations shall detail the specific service contributions of the nominee and their impact on the ASIH. Nominations will be effective for three award periods. The deliberations and decisions of the RKJC are final and not open to challenge.
3. Ensure that the nominations are circulated to the committee members in a timely fashion to come to a decision by 15 April of the award year; pass the name of the winner to SECR.
4. Obtain instructions from the TREA for ordering the plaque. The plaque should be ordered sufficiently early to allow receipt by the chair prior to the annual meeting.

Prepare an annual report as part of the BOFG report book and announce the name of the winner and present the award at the Plenary Session of the JMIH or make arrangements for a substitute if unable to attend the meeting. Provide information for a special page listing the winner for publication in *Copeia*.

Recipients of the award should reflect the values of the ASIH as articulated in the Code of Conduct, and committee members may take into account a nominee’s general standing in the ichthyological or herpetological community in selecting the awardee.

Calendar

The committee establishes its own calendar to comply with the 15 April deadline for the BOFG report to the SECR. The chair should order the plaque sufficiently ahead of the JMIH to ensure that it is available for presentation at the Plenary Session.

Ancillary Document(s)

Prior winners of the Johnson Award are posted on the ASIH website.

**SPRT—*Spiritus* Award Committee**

Description and History

*Spiritus* is Latin for “breath” or “wind” and was historically applied to all volatile substances collected by distillation including ethanol, the fluid of choice for preserving natural history specimens. The *Spiritus* Award is presented annually to an ichthyologist (even years) or a herpetologist (odd years) in recognition of excellence and dedication in support of ichthyology and herpetology collections. Individuals whose collection responsibilities include both herpetology and ichthyology may be nominated for either discipline, but not simultaneously for both.

Discussions on the award were initiated independently by two groups at the 2014 Joint Meeting of Ichthyologists and Herpetologists held at the Chattanooga Convention Center and hosted by the Tennessee Aquarium Conservation Institute. The first group included Gerald Smith and ASIH Past-Presidents Bruce Collette, Larry Page and John Lundberg who recommended the award to members of the EXEC. The ASIH Ichthyology and Herpetology Collections Committee (IHCC) also discussed the award at its annual meeting on 1 August 2014 and a summary of that discussion was submitted in its annual report to the Board of Governors.

On 3 July 2015, and on behalf of the IHCC, Chair Mark Sabaj Pérez submitted a resolution to establish the award to Brian Crother, Chair of the ASIH Resolutions Committee. That resolution was not formally accepted, but informally read at the 2015 ASIH Business Meeting in Reno, NV.

Whereas natural history specimens and their derivatives serve as the foundation for diverse research on the biology and conservation of fishes, amphibians and reptiles…

And, whereas the repositories of such objects serve as archives of biodiversity, providing historical continuity between past, present and future studies…

And whereas the enduring value of such specimens and repositories to science and Society is dependent upon those dedicated to their preservation, management and advancement…

Therefore be it resolved that the ASIH will recognize Excellence in Service to Natural History Collections with the annual *Spiritus* Award.

Subsequent discussions with ASIH EXEC members resulted in the formation of a four-person team to flesh out the details of the *Spiritus* Award: Brad Shaffer, Gerald Smith, Gregory Watkins-Colwell (IHCC co-chair), and Mark Sabaj Pérez (IHCC chair).

Constitutional Mandate

Bylaws

(XII-2-e) responsibility for the *Spiritus* Award

(XVI) responsibility for the *Spiritus* Award

Committee Appointment and Tenure

The committee shall consist of three members, the first committee comprised of two herpetologists (including chair) and one ichthyologist. In the following year, one committee member (herpetologist) will rotate off the committee, the sophomore ichthyologist will chair the committee, and a new member (ichthyologist) will be elected by the BOFG. Subsequently, the BOFG elections will alternate between a herpetologist and ichthyologist. Specifically, the committee structure will change annually with an ichthyologist elected in odd years (beginning in year two of the committee) and a herpetologist elected in even years (beginning in year three of committee). Committee members are not eligible for nomination while serving on the committee and for one year following.

Each member of the committee serves for three years (meeting to meeting) except the chair of the first committee will serve only one year, and the ichthyologist on the first committee will serve two years. Each member will chair the committee during their third year of service and rotate off the committee following completion of the year as chair (excepting freshman and sophomore chairs).

No member of the award committee, including replacement members, shall serve more than two consecutive terms on the committee. The ASIH PRES shall designate a replacement for any committee position left open by an untimely vacancy.

Charge to the SPRT Chair

1. Provide the ASIH SECR information for the announcement of the competition in *Copeia* (4) of the year preceding the year of competition and the final due date for nominations.
2. Receive nominations and respond to questions regarding the award. Nominations, including self-nominations, may be made by any member of ASIH and are due to the committee by 1 January of each year. Nominations shall detail the specific contributions of the nominee in support of ichthyology and herpetology natural history collections. The nominator should submit (1) the name and current address of the nominee, recent CV of the nominee, and a letter of support expressing the nominee’s qualifications. The nominator may solicit and submit additional letters of support. To qualify, a nominee must not have been a previous recipient of the *Spiritus* Award, and must have an established record of exceptional management, curation, and/or administration of natural history collection(s) of fishes, amphibians and/or reptiles. Accomplishments worthy of consideration should include one or more of the following: (1) an active career (e.g., 20+ years) in collection management and stewardship, (2) development of best practices and resources such as institutional and online databases that have significantly advanced the management, curation and dissemination of data associated with natural history collections, (3) restoration and/or significant growth of existing collections, and (4) successful history as an advocate for natural history collections in the realms of academia, public outreach, conservation, policy making and/or funding. The nominee’s use of collections in their own research is not relevant.
3. Nominations will be effective for three award cycles over a 5-year period (due to alternation between disciplines). Based upon the merit of nominees, the SPAC may elect to not offer an award for any given cycle. The deliberations and decisions of the SPAC are final and not open to challenge.
4. Ensure that the nominations are circulated to the committee members in a timely fashion to come to a decision by 15 April of the award year; pass the name of the winner to SECR.
5. Obtain instructions from the TREA for ordering the plaque. The plaque should be ordered sufficiently early to allow receipt by the chair prior to the annual meeting.
6. Prepare an annual report as part of the BOFG report; announce the name of the winner and present the award at the BAAM of the JMIH or make arrangements for a substitute if the winner is unable to attend the meeting.

Calendar

The committee establishes its own calendar to comply with the 15 April deadline for the BOFG report to the SECR. The chair should order the plaque sufficiently ahead of the JMIH to ensure that it is available for presentation at the Plenary Session.

Ancillary Document(s)

“Story of *Spiritus*”—narrative on the origins of the word “*Spiritus*” and the origins of ethyl alcohol and its use as a preservative for natural history specimens, as well as a call for the ASIH to recognize the importance of those dedicated to the preservation, management, and advancement of natural history collections of fishes, amphibians, and reptiles [written by Mark Sabaj Pérez and submitted to ASIH SECR as Appendix to 2015 ASIH Collections Committee Report].

Past recipients of the *Spiritus* Award shall be posted on the ASIH website.

## **STAC—Student Awards Committee**

Description and History

The STAC was first appointed in 1995 (*Copeia* 1995 (4):1044), although a variety of other committees as well as EXEC and BOFG have undertaken discussion of the ASIH student awards program from year to year. STAC was made a Society standing committee in the revision to the Constitution/Bylaws in 1997.

Constitutional Mandate

Bylaws

(XII-2-a) responsibility for Stoye Awards

(XII-2-b) responsibility for Storer Awards

Committee Appointment and Tenure

Technically this committee consists of the chair, the chairs of the various award types, and the judges. All members of the committee are appointed by the PRES. This committee functions from JMIH to JMIH. The chair has responsibilities before and after the meeting, the other members (award chairs, judges) serve during the meeting.

In recent years the chair of this committee has been selected a full two years in advance. This is unique: (1) because of the “wait” time, and (2) because it has the potential of appointment of a chair to serve at a meeting where the PRES is in the opposite discipline. Based on current practice and input from former chairs it is the recommendation of this Manual that: (1) the future chair of the STAC be appointed by the newly elected PREE for service at the JMIH (two years hence) at which the PREE will serve as PRES; (2) that the future chair of the STAC serve as an awards judge (in an appropriate section) at the JMIH prior to his/ her service as STAC chair.

Charge to the STAC Chair

* 1. Obtain the names and electronic addresses of award chairs and judges from the PREE. Obtain a copy of the schedule from the SECR as it becomes available.
	2. Prepare a schedule to distribute to the judges electronically and distribute that before the meeting.
	3. Act as a liaison between the PRES, the chairs of the various awards, and the judges. Prepare packets for judges and take these to the meeting (packets include a memo, judging forms, student evaluation forms and a schedule of talks that the judge is responsible for). Deliver the packets to the registration desk at the meeting. If the chair is adequately prepared, she/ he could mail these packets out before the meeting.
	4. Arrange with award chairs to meet after the presentations have been made to obtain the names of the winners. Transmit the names to the SECR so that the checks can be prepared by TREA and the award certificates can be prepared by SECR. Provide to the SECR as soon as award decisions are finalized a written list of all student award winners (and honorable mentions, if any), along with their award category (e.g., Ecology and Ethology, General Herpetology, etc.), institutional affiliations, and titles of papers. Names of awardees should be complete (not just initials). The list should contain the list of judges, chairs, and student award winners for each category and an indication of the person(s) to present the awards at the banquet. It is the chair’s responsibility to notify those presenting the awards at the banquet. The chair must be aware that the SECR needs this information as soon as possible to have the names printed on certificates. Preferably the list should be provided to the SECR on disk or flash drive, but if not should follow via email as soon as possible after the meeting.
	5. Emcee the portion of the BAAM that deals with awards for student presentations.
	6. The committee chair should introduce the judge-category chairs and have each of them announce the winners.
	7. Forward the names, titles, and addresses of the winners to the SECR so the information can be included with the minutes of the annual meeting.
	8. Send the student feedback forms to the representative from the STPC.
	9. SECR will send award certificates and checks to students who did not attend the BAAM.

Calendar

See above. The committee basically serves at the JMIH. The chair of the committee is actively involved with MMPC in preparation for the JMIH. The chair also interacts with GSPC, keeping that group informed of STAC activities and, from time to time, inviting their input.

Ancillary Document(s)

1. Manual for the Administration of Student Awards, Including Advice, Aid and Comfort to Judges (see Appendix).
2. Announcement of Student Awards for Inclusion in JMIH Announcement (see Appendix).

## **STPC—Student Participation Committee**

Description and History

The Student Participation Committee (STPC) (formerly Graduate Student Participation Committee, GSPC) was established in 1984 at the Norman, Oklahoma meetings. Its initial charge was “to think broadly about graduate student participation, not just the annual meeting but all aspects of ASIH function.” After an initial report (1985) and several “lean” years, during which non-reappointment was considered by BOFG, the committee was revitalized (1988, Michigan), and was instrumental in obtaining changes in the student award competitions (feedback forms, more than one judge per category) and instituting the (now traditional) graduate student business meeting, workshop, and book raffle events.

In 1990, the BOFG made the GSPC a standing committee of the Society. This was reaffirmed by Constitutional/Bylaw Change in 1997, as reflected in this Manual. At the 2017 JMIH (Austin, TX), the GSPC was renamed the STPC in recognition that there were a growing number of undergraduate students attending meetings and that there was no support system for these students. The committee was therefore expanded to include undergraduate students, in an effort to foster the inclusion of all students, and to encourage and recruit students for future roles on the STPC.

Accomplishments attributable, at least in part to STPC action, include: (1) changes in Stoye Award Competition (STAC) leading ultimately to the present STAC structure; (2) recognition of STPC input through establishment as a Society standing committee (1997); (3) annual graduate student business meeting; (4) success in organizing annual student workshops; (5) annual fundraising events, traditionally a book raffle, to raise student travel award funds.

The STPC still seeks: (1) ways and means of augmenting student travel funds; (2) reduced housing costs at meetings.

Constitutional Mandate

Bylaws

None.

Committee Structure

All members of the STPC are to be active members of ASIH and must be students at the time of appointment to the STPC. STPC positions and roles are as follows:

1. Chair: coordinates the JMIH events throughout the year by maintaining contact with and trouble-shooting issues with all committee members. In addition, the Chair presides over the annual STPC business meeting and attends the annual BOFG meeting. The Chair will rotate out of the position following the JMIH. The Chair receives a student travel award to help defray the cost of attendance to the JMIH.
2. Chair-elect: assists the Chair when necessary in coordinating yearly events and discusses STPC-related events with the Chair in order to familiarize themselves with the annual process and procedures. The Chair-elect rotates into the role of Chair following the annual JMIH. The Chair-elect should have previously served for the STPC prior to appointment and should attend the BOFG meeting with the Chair if possible.
3. Secretary: maintains records of the STPC meetings and coordinates and updates the STPC Goals and Procedures Report as necessary. The secretary is also responsible for coordinating societal announcements with the Chair and other committee members as necessary.
4. Book Raffle Subcommittee: the book raffle is organized by a coordinator and 2–3 subcommittee members. The duties of this subcommittee include gathering information on and contacting publishers for donations and coordinating the set-up and execution of the event, which includes coordinating with the STPC local contact to receive books, JMIH program coordinator to coordinate a location for the book raffle, and STPC travel awards organizer for scheduling volunteers. The coordinator is in charge of informing all book raffle table volunteers and travel awards recipients of procedures and is responsible for coordinating with the TREA to disburse travel awards once award recipients have completed their required hours at the book raffle table.
5. Workshop Subcommittee: the annual student workshop is organized by a coordinator and 2–3 subcommittee members. This subcommittee is responsible for developing a topic for the annual workshop, contacting and coordinating potential workshop participants, as well as coordinating with the JMIH program coordinator to obtain a time and location for the workshop as well as to submit a summary of the workshop goals. This committee is also responsible for the advertisement of the workshop to gain student involvement.
6. Travel Awards Organizer: submits the announcement of travel award applications to the Society and receives all applications. Should the travel awards organizer be interested in competing for an award, all applications are to be turned over to the Chair for selection of award recipients. The travel awards organizer is then responsible for informing both recipients and non-recipient award applicants of award status and then coordinating the recipient schedules for their required hours to work the book raffle as well as providing the TREA with a list of awardees and amounts so that award checks may be written.
7. Web Content Coordinator: responsible for the maintenance of the STPC networking websites (e.g., Facebook) and is a student representative of the ASIH web content management committee.
8. Local Contact: a member of one of the host universities who can work with the Chair, workshop, and book raffle committees as necessary to remedy any issues that may need to be dealt with prior to the annual JMIH (e.g., receipt of books for the book raffle and organizing their arrival to the JMIH).
9. Faculty Advisor: attends the STPC business meeting and assists as necessary in offering advice for the development of novel STPC ideas, and execution of current tasks and goals. The faculty advisor additionally facilitates a stronger line of communication between the STPC and the ASIH board.
10. Conservation Committee Student Representatives: responsible for involvement with the conservation committee and developing ways to disseminate relevant information regarding conservation issues to graduate students.
11. LRPP Committee Student Representatives: one student will be nominated annually by the STPC to serve a two-year term on the LRPP Committee, pending approval by the PRES. Therefore, two students will always serve on the LRPP at a time.

Annual Events

1. The STPC business meeting will be organized and executed by the Chair.
2. The STPC book raffle will be organized and executed by the book raffle subcommittee. The STPC workshop will be organized and executed by the workshop subcommittee.
3. Student travel award coordination and disbursement is to be organized and executed by the travel awards organizer and book raffle coordinator.

Committee Appointment and Tenure

The committee members are nominated and voted on by student attendees of the annual STPC business meeting at the JMIH. Appointed roles include (1) Chair (elected in the prior year as Chair-elect), (2) Chair-elect for the upcoming year, (3) secretary, (4) book raffle coordinator and subcommittee, (5) workshop coordinator and subcommittee, (6) travel awards organizer, (7) WCMC, (8) local contact, (9) faculty advisor, (10) CONS student representatives, and (11) LRPP Committee student representative. At the end of each JMIH, the Chair-elect from the prior year rotates into the role of Chair. Service is for one year commencing after the close of the meeting for all roles except conservation committee representatives and LRPP committee representatives, who have two-year appointments in congruence with the respective committees.

Charge to the STPC

The basic charge to STPC is to seek to promote student participation in ASIH both at the JMIH and in the general activities of the Society. Common venues have included: (1) conducting special workshops and social events, (2) identifying means to decrease costs to students of meetings attendance, (3) identifying ways of providing additional travel support for graduate and undergraduate students, (4) continued monitoring of the Society awards programs in an effort to funnel student ideas and suggestions to STAC, (5) provision of student input to Society affairs as available and where appropriate. The STPC should be in contact with the JMIH Program Director to schedule any student events in which STPC is playing a role. These may include but are not limited to: (1) STPC business meeting, (2) STPC-sponsored fundraising events (e.g., book raffle), and (3) STPC-sponsored workshops.

Calendar

The STPC meets annually at the JMIH during the STPC business meeting, and sets its own agenda, which varies from year to year reflecting interest and opportunity. Suggested deadlines for each committee position can be found in the ASIH STPC Goals and Procedures Report. The only fixed date is submission of the Annual Report to the SECR in May for reporting to the BOFG.

Ancillary Document(s)

American Society of Ichthyologists and Herpetologists Graduate Student Committee Goals and Procedures Report.

**WCMC—Web Content and Management Committee**

Description and History

1. Website history: The ASIH website began in 1995 at the University of Texas ([www.utexas.edu/depts/asih/](http://www.utexas.edu/depts/asih/)) under SECR Hendrickson and initially contained a membership directory and information about the Society. In 1996, Allen Press Business Management took over ASIH Business Office functions of financial transactions for dues, subscriptions, page charges, and back issue sales and mailing and provided quarterly updates for the Society membership database. The website moved to Allen Press in 2001, and ASIH paid their webmaster for any modifications needed. TREA Neighbors registered the domain name www.asih.org for the Society website in 2003. The Tulane University Museum of Natural History (TUMNH) took over as host of the ASIH website in 2006, and their webmaster redesigned the website as a portal through which ASIH was to provide content. Previously existing content was migrated to the new site, and that webmaster worked on development and maintenance of the site for 1.5 years. Postings to the site took up a considerable amount of SECR Donnelly’s time even after arranging for paying for postings, and a new plan was needed. In 2010, a redesign of the site with professional assistance was sought, and Dennis Murphy created a draft site. In 2013, Mr. Murphy submitted the most competitive bid for website hosting and maintenance and the new website was activated midyear. One improvement was the Image Bank, and some members of WCMC posted material such as jobs. Past versions of the website as www.asih.org may be seen at [http://web.archive.org/web/\*/asih.org](http://web.archive.org/web/%2A/asih.org)
2. WCMC history: The Web Content and Management Committee (WCMC), which began as an ad-hoc committee appointed by PRES Page in 2004, was concerned solely with the ASIH website and charged with reviewing all aspects of the website, including but not limited to, policies for acceptance and removal of material to be posted, content, format, enhancements, and having a working relationship with Allen Press or subsequent hosters of the Society’s website. The committee met initially at the 2004 meeting to discuss planning for a website redesign. The committee eventually took over some posting duties to ease the burden on the SECR, but only after Mr. Murphy became the webmaster who posted items as requested did the website begin to operate smoothly. However, as noted by Chair Steve Beaupré in the 2014 WCMC report to the BOFG: “… we continue the search for a Web Content Editor. This individual would be parallel to our *Copeia* editor in chief, and retain primary responsibility for running the WCMC as Chair, and serving as the general liaison between the Society and Dennis Murphy.”

The current WCMC checks for needed changes (corrections, broken links, etc.), does some posting and the webmaster certifies ASIH members (using membership lists) for adding pictures to the Image Bank. A revision of a “*Copeia*” page with new material such as “virtual issues” has been ongoing for several years. “We hope to make the ASIH website an evolving and dynamic tool for the Society. The WCMC will review and discuss the functionality of the new *Copeia* page, searchable database, blogs, design, member benefits, and indexing services. We will also discuss potential changes to the site and functionality (making design and user interface more mobile friendly) as we approach the need to migrate to newer technology.” [Missy Gibbs, 2017 BOFG report.]

Constitutional Mandate

Bylaws

(III-2)the SECR shall ensure that financial documents are posted on the Society website

Committee Appointment and Tenure

Committee members are appointed by the PRES and a Chair is chosen from the members. There is no specific term of service.

Charge to the WCMC

Check the website periodically for out of date information and broken links. Propose modifications that improve the usefulness of the website to the membership or scientific community at large. Work with the webmaster to oversee maintenance and add current information to the website as well as suggest design improvements. Meet with the webmaster at the annual meeting or when needed.

Calendar

Check the website information as needed (at least at the beginning of the year and before the JMIH). Interact with the webmaster, largely by email. Meet once a year at the JMIH. Chair prepares a report for the BOFG.

Ancillary Document(s)

Webmaster agreement (add 2017 version)

# **CONTINUING COMMITTEES**

## Definition

Continuing committees are provided for separately in the Constitution and/or Bylaws, and/ or are those that are normally renewed yearly to conduct Society business. In years where no action by the committee or representative is anticipated, appointment or not is at the discretion of the PRES. Continuing committees and their abbreviations are as follows:

AESR Representative to the American Elasmobranch Society

AFSR Representative to the American Fisheries Society

AIBS Representative to the American Institute of Biological Sciences

CONS Conservation Committee

ELHR Representative to the Early Life History Section of the American Fisheries Society

HFHM Committee to Nominate a New Honorary Foreign Member (Herpetology)

HFMI Committee to Nominate a New Honorary Foreign Member (Ichthyology)

HSOC Representative to the Society for the Study of Amphibians and Reptiles and

Herpetologists’ League

IHCC Ichthyological and Herpetological Collections Committee

IUCN Representative to the World Conservation Union

MTAH Meritorious Teaching Award in Herpetology

MTAI Meritorious Teaching Award in Ichthyology

NFJC Joint ASIH–AFS Committee on Names of Fishes

NSCR Representative to the Natural Science Collections Alliance (NSCA)

PNHC Representative to the Society for the Preservation of Natural History Collections

RESC Resolutions Committee

SPUC Committee on Special Publications

## Appointment and Tenure: General Features

Bylaws

(II-2) appointments are made by PRES

(VIII) Committee charge and purview in general shall follow that listed in Policies and Procedures Manual (this document), subject to modification by PRES, EXEC, and/or BOFG, except where restricted by Constitution and/or Bylaws.

## **AESR—Representative to American Elasmobranch Society (AES)**

Description and History

The objectives of the AES are to advance the scientific study of living and fossil sharks, skates, rays, and chimaeras, and the promotion of education, conservation, and wise utilization of natural resources.

ASIH maintains AESR. The position was established to promote communication between the societies and to foster the long-standing history of cooperation between the ASIH and AES on matters of mutual interest, including participation in the JMIH. This position was established in 1987.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

The AESR is appointed by the PRES and serves for a term of one calendar year. The representative may be reappointed.

Charge to the AESR

The AESR acts as an intermediary between the societies, looking for opportunities to promote joint activities. The AESR should be as active a participant as possible in both societies and should try to remain informed on major issues facing AES. Interactions such as joint meetings and symposia are historically important areas for cooperation.

The Representative shall:

1. Normally be a full member of both societies.
2. Monitor AES activities and report annually or more often if appropriate, items of interest to BOFG and the general membership. It is desirable that the representative attends AES meetings, including business meetings. The representative should arrange to receive all AES mailings to the general AES membership.
3. Facilitate communication between officers of ASIH and those of the AES.
4. Promote appropriate joint committees and other cooperative activities.

Calendar

March: file report on AES activities of interest to ASIH membership with SECR for inclusion with report to BOFG.

Ancillary Document(s)

None.

## **AFSR—Representative to American Fisheries Society (AFS)**

Description and History

The AFS, founded in 1870, is the oldest and largest professional society representing fisheries scientists. AFS promotes scientific research and enlightened management of resources for optimum use and enjoyment by the public. It also encourages a comprehensive education for fisheries scientists and continuing on-the-job training. The AFS publishes some of the world’s leading fisheries research journals.

ASIH maintains AFSR. The position was established to promote communication between the societies and to foster the long-standing history of cooperation between the ASIH and AFS on matters of mutual interest, made manifest by the ELHR and the NFJC (see below). The AFSR was first appointed in 1983.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

The AFSR is appointed by the PRES and serves for a term of one calendar year. The AFSR may be reappointed.

Charge to the AFSR

The AFSR acts as an intermediary between the societies, looking for opportunities to promote joint activities. The AFSR should be as active a participant as possible in both societies and should try to remain informed on major issues facing AFS. Interactions such as conservation issues and joint symposia are appropriate areas for involvement.

The Representative shall:

1. Monitor AFS activities and report annually or more often if appropriate, items of interest to the BOFG and the general membership.
2. It is desirable that the representative attends AFS meetings.
3. The AFSR should arrange to receive all AFS mailings to the general AFS membership.
4. Facilitate communication between officers of ASIH and those of the AFS.
5. Promote appropriate joint committees and other cooperative activities.

Calendar

March: file report on AFS activities of interest to ASIH membership with SECR for inclusion with report to BOFG.

Ancillary Document(s)

See NFJC. Joint Committee on Common Names of Fishes, below.

## **CONS—Conservation Committee**

Description and History

This committee was extant and fully operational in 1980 and known as the Environmental Quality Committee. The committee name changed in 2003 to the Conservation Committee. The ASIH, for much of its existence, has been dedicated to the study and conservation of fishes, amphibians and reptiles and has a long history of involvement with conservation matters. In the mid-1950s, there was a recognition within the Society that an increasing number of fishes and amphibians, along with other organisms, particularly in the American West, were under threat of extinction. Accordingly, the Society approved a resolution to protect these organisms. Subsequently, a vice-presidential position within the Society was formed to take charge of all conservation matters and to serve as chair of the newly formed Conservation Committee. In 1960, in response to a federal government announcement regarding a planned fish kill in Utah’s Green River for the purposes of establishing an introduced sports fishery, the Society approved a resolution objecting to this course of action at its annual meeting. Unfortunately, this resolution was ignored by both the federal government and the affected states and, in 1961, the Society created the Committee on Fish Conservation (Carl Hubbs, Chair) and the Committee on Amphibian and Reptile Conservation (Fred Gehlbach, Chair) (mandates not currently known). In 1964, these two committees were combined (Carl Hubbs, Chair) and, in 1971, became the Committee on Environmental Quality (ENQC). At its inception, the mandate of the ENQC was to lobby for protective conservation legislation for threatened and endangered fauna, particularly fishes, amphibians, and reptiles. With the passing of the U.S. Endangered Species Act in 1973, the committee’s mandate expanded to respond to proposed listings of threatened and endangered species, and also to monitor and respond to proposed modifications of the Act. These latter activities have involved communications with various federal agencies, including the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, the National Park Service and the Bureau of Land Management. The activities of the ENQC have also involved establishing liaisons with sister committees of related professional societies, which have become formalized in recent years. The CONS now actively recruits members from the Desert Fishes Council, the AFS, the AES, the HL, and the SSAR to serve on the committee.

CONS is now chaired by an appointed chair rather than an ASIH VP. CONS also has had considerable influence on the “greening” of the annual meeting. In 2006, CONS developed the first ASIH position paper to express the position of the Society. The paper, “Position of The American Society of Ichthyologists and Herpetologists Concerning Rattlesnake Conservation and Roundups,” was developed by CONS members, endorsed by the BOFG, and approved by the membership at the ANBM.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

The chair of the CONS is appointed by the PRES and serves for the term of one calendar year but may be reappointed. The CONS members are appointed by the PRES in consultation with the committee chair.

Charge to the CONS

The CONS is mandated to direct the attention of the Society to environmental matters affecting fishes, amphibians, and reptiles.

Calendar

The committee meets annually, as possible, at the JMIH. The committee conducts the majority of its business via email.

Ancillary Document(s)

In 1999, pursuant to discussions at earlier meetings, the ENQC presented its recommendations on “Greening the Meetings: Actions the Society Can Take to Reduce the Environmental Impact of its Activities.” These recommendations were incorporated verbatim into the third revised edition of “Guidelines for Hosting ASIH Meetings, 1999,” which are an integral part of the ASIH Policies and Procedures Manual.

CONS operates as an open forum. Members of the committee, members of the Society, and the public may bring issues to the attention of the committee. The Chair distributes the information to the committee via email with a call for discussion and vote. A quorum of the members must respond and a majority opinion determines the course of action. Substantive conservation issues of interest to the Society are typically recommended for a response, usually in the form of a letter, from the PRES to the relevant government agencies. Other issues are recommended for individual action, usually in the form of individuals signing letters or petitions.

## **ELHR—Representative to the Early Life History Section (ELHS) of the American Fisheries Society (AFS)**

Description and History

ASIH maintains a representative to the ELHS of the AFS. The purpose of representation is to promote communication between workers on the biology of larval and juvenile fishes and to encourage participation in ASIH meetings by such workers. This position was created in 1987.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

The ELHR is appointed by the PRES for a term of one calendar year subject to reappointment by mutual agreement.

Charge to the ELHR

The primary charge to the ELHR is to promote communication between workers on larval fish biology in both societies. The ELHR is to monitor activities of ELHS and report annually or more often if appropriate, items of interest to BOFG and the general membership. It is desirable that the ELHR attend ELHS meetings, both scientific and business. In recent years these have commonly been held in conjunction with the JMIH. The ELHR should arrange to receive all ELHS mailings to the general ELHS membership.

Calendar

March: file report on ELHS activities to ASIH membership with SECR for inclusion in report to BOFG.

Ancillary Document(s)

None.

## **HFMH—Committee to Nominate a New Honorary Foreign Member – Herpetology**

Description and History

This committee was extant in 1980. The Bylaws limit the number of herpetological appointments to 15.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

Four senior herpetologists are appointed by the PRES in years when a vacancy exists. The chair of the HFMH is also appointed by the PRES. The HFMH serves 12 months, from JMIH to JMIH.

Charge to the HFMH

1. Provide confidential nominations to the BOFG to allow the membership to select the required number of new honorary foreign herpetologists. For each vacancy, the HFMH is to provide at least two nominations, and for each nominee, a curriculum vitae (if possible), a short biographical statement, and career highlights.
2. Prepare a ballot for use at the BOFG meeting.

Calendar

June: appointment of the HFMH and Chair by the PRES. Announcement at the JMIH.

July: all HFMH members, after discussions with numerous colleagues, suggest possible nominees to the Chair.

December: from the suggestions provided by the HFMH members, a slate of at least two nominees per vacancy is prepared.

January: HFMH completes deliberations and for each nominee; the HFMH chair obtains a curriculum vitae (if possible), a short biographical statement, and a statement of career highlights.

1 March: HFMH chair prepares a ballot for use at the general meeting and submits a final report to SECR.

June: committee report is presented to the BOFG and the ballot, if accepted by the BOFG, is used for the election at the BOFG. Announcement of the results of the election are presented at the BAAM.

Ancillary Document(s)

Criteria for selection of Honorary Foreign Members – Herpetology. These criteria should include:

* 1. Outstanding world eminence in research, not necessarily in systematics, but necessarily with a focus on amphibians and/or reptiles.
	2. National representation; the choice should spread honorary foreign membership among as many countries as possible.
	3. Interest in, helpfulness to, evidence of cooperation with colleagues in ASIH countries (Canada, Mexico, United States).
	4. Not age but stature; should seek to honor a person who has accomplished a lifetime’s worth of significant research (where “lifetime” is deliberately left undefined).

## **HFMI—Committee to Nominate a New Honorary Foreign Member – Ichthyology**

Description and History

This committee was extant in 1980. The Bylaws limit the number of ichthyological appointments to 15.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

Four senior ichthyologists are appointed by the PRES in years when a vacancy exists. The chair of HFMI is also appointed by the PRES. The HFMI serves 12 months, from annual meeting to annual meeting.

Charge to the HFMI

1. Provide confidential nominations to the BOFG to allow the membership to select the required number of new honorary foreign ichthyologists. For each vacancy, the HFMI is to provide at least two nominations, and for each nominee, a curriculum vitae (if possible), a short biographical statement, and career highlights.
2. Prepare a ballot for use at the BOFG annual meeting.

Calendar

June: appointment of the HFMI and Chair by the PRES. Announcement at the JMIH.

July: all HFMI members, after discussions with numerous colleagues, suggest possible nominees to the Chair.

December: from the suggestions provided by the HFMI members, a slate of at least two nominees per vacancy is prepared.

January: HFMI completes deliberations and for each nominee, the HFMI chair obtains a curriculum vitae (if possible), a short biographical statement, and a statement of career highlights.

1 March: HFMI Chair prepares a ballot for use at the general meeting and submits a final report to the SECR.

June: committee report is presented to the BOFG and the ballot, if accepted by the BOFG, is used for the election at the BOFG. Announcement of the results of the election are presented at the BAAM.

Ancillary Document(s)

Criteria for selection of Honorary Foreign Members – Ichthyology. These criteria should include:

1. Outstanding world eminence in research, not necessarily in systematics but necessarily with a focus on fishes.
2. National representation; the choice should spread honorary foreign membership among as many countries as possible.
3. Interest in, helpfulness to, evidence of cooperation with colleagues in ASIH countries (Canada, Mexico, and the United States).
4. Not age but stature; should seek to honor a person who has accomplished a lifetime’s worth of significant research (where “lifetime” is deliberately left undefined).

## **HSOC—Representative to the Society for the Study of Amphibians and Reptiles (SSAR) and Herpetologists’ League (HL)**

Description and History

The HL was established in 1936 as an international organization of people devoted to studying the biology of amphibians and reptiles.

The SSAR was established in 1958 to advance research, conservation, and education concerning amphibians and reptiles.

ASIH maintains HSOC, a liaison with the other two professional herpetological societies based in North America. The position was established in 1987 by PRES Clark Hubbs to promote communication among the societies and to encourage participation in ASIH meetings by herpetologists through positive interactions with the other societies.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

The HSOC is appointed by the PRES and serves for a term of one calendar year. The HSOC can be reappointed.

Charge to the HSOC

The HSOC acts as an intermediary between the societies, looking for opportunities to promote joint activities and attempting to intercede in potential conflicts. The HSOC should be as active a participant as possible in all three societies and should try to remain informed on major issues facing HL and SSAR. Interactions regarding joint annual meetings comprise an important aspect of the HSOC activities. However, other mutual concerns, such as conservation issues and joint symposia, are also appropriate areas for involvement.

The Representative shall:

* 1. Participate in meetings of the Inter-Society Liaison Committee (see below) as the official representative from ASIH. Those meetings are held annually at any one of the North American herpetological meetings.
	2. Facilitate communication between officers of ASIH and those of HL and SSAR.
	3. Facilitate interactions regarding the JMIH.
	4. Promote appropriate joint committees and other cooperative activities.

Calendar

April: file annual report with the SECR for inclusion in the BOFG book.

Ancillary Document(s)

None.

## **IHCC—Ichthyological and Herpetological Collections Committee**

Description and History

The history of the IHCC is long and complex. In 1980 at least three different committees performed part of the present mission of the IHCC. (See the following pages of *Copeia* [issue 4 of each year] for an introduction to the early years of IHCC: 1980:968; 1981:933; 1982:999.) The ASIH has long had a professional interest in systematic collections with many prominent members in the Society having been trained as systematists in herpetology, ichthyology, or both fields. The IHCC has evolved and been reorganized several times in an effort to provide input from IHCC members on nearly all aspects of curation activities, responsibilities, and management. The first evidence of a “collections” committee for ASIH was under the directive of then PRES Robert F. Inger who appointed David B. Wake to chair a “Herpetological Resources Committee” and Ernest A. Lachner to chair a “Committee to Develop a National Plan for Ichthyology” during the years 1973–1974. The “National Plan for Ichthyology” received a grant in support of its development from the National Science Foundation. Both of these committees were listed as Ad-Hoc committees in 1974–1975. The report from Wake’s committee (published in *Copeia* 1975:391–404) recommended forming a joint committee with the HL and the SSAR. Lachner’s committee published its report in three sections in *Copeia* in 1976 (pp. 618–643). During 1976–1977 the two committees became known as the “Joint Committee on Resources in Herpetology” and the “Ichthyological Collections Committee.” In 1977–1978 a subcommittee on “Curatorial Supplies and Practices” was established and the first report from that subcommittee appeared as “Current Supplies and Practices” in 1979. The first “Curation Newsletter” appeared in June 1980. In 1980–1981 PRES Collette elevated the Curatorial Supplies and Practices subcommittee to full-committee rank. In 1982–1983, ichthyologists and herpetologists merged to form the “Joint Ichthyological and Herpetological Collections and Resources Committee” with two subgroups. There was apparently a period of separation (at least in title) between ichthyological and herpetological collection committee members until finally all “collections” committees were merged at the suggestion of PRES Trueb in 1992–1993. The new committee was known as the “Ichthyological and Herpetological Collections and Resources and Curatorial Supplies Committee.” This was shortened in 1995–1996 to the current title as listed above.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual. By 1976–1977, it appears that the “Collections” committees (whatever their titles) were considered continuing committees and have, in effect, been treated that way ever since.

Committee Appointment and Tenure

The IHCC is one of the largest committees in the Society and has grown, especially since the merger of the two separate committees (i.e., Curatorial Supplies and Practices and the former Collections Committee) into one in 1992–1993. It is represented by a Chair, Co-Chair, Student Co-Chair, and members. There is no written statement available describing the total number of IHCC members to be appointed each year, although there have been attempts to balance the IHCC between herpetologists and ichthyologists. All positions on the IHCC are filled by the PRES upon recommendations from the chair and members of the IHCC, typically based upon participation at JMIH. Periods of appointment have not been established, and some members have been on the various collections committees, almost since their inception. The membership list is provided by the IHCC Chair to the PRES annually via the annual report. The IHCC Chair, Co-Chair and Student Co-Chair are appointed by the PRES and serve for one year. They may be reappointed or removed at the discretion of the PRES. The Chair typically rotates between herpetologists and ichthyologists, with the Co-Chair rotating into the role of Chair. The Student Co-Chair is appointed by the PRES at the recommendation of the Chair.

Charge to the IHCC

The IHCC is often broken up into subcommittees, each with its own chair and purview. Each subcommittee chair is responsible for summarizing the annual activities of their subcommittee, which are then incorporated into a larger report of the entire IHCC by the IHCC Chair. The subcommittees vary, but typically involve: (1) Best Practices; (2) Communication; (3) Emerging Professionals; and (4) Special Projects.

* 1. Best Practices Subcommittee: best practices have been variously defined as techniques or methodologies that, through experience and research, have proven to reliably lead to a desired result; procedures that are generally agreed upon but not legislated; or commendable actions and philosophies that successfully solve problems, can be replicated, and demonstrate an awareness of professional standards. This subcommittee will assemble and disseminate best practice associated with natural history collection care and to provide infrastructure that allows the development and evolution of best practices in response to innovations within the field. It is anticipated that this subcommittee will work closely with the Best Practices Committee of the Society for the Preservation of Natural History Collections (SPNHC), including sharing information through their portals.
	2. Communications Subcommittee: maintains the existing IHCC “Curation Newsletters” and disseminate them through the ASIH web page (and other outlets). There are currently 12 newsletters available on the web (<http://www.asih.org>). It also maintains the social media presence of the IHCC, and the web page. Additionally, it works with other ASIH editorial boards on standard practices for citing collections and specimens, as well as encouraging the proper use of collections in scientific research publications. The committee also works closely with other ASIH committees with similar charges.
	3. Emerging Professionals Subcommittee: shall be chaired by the IHCC Student Co-chair and serve as means of addressing the needs of collection professionals at the beginning of their careers. Activities of this subcommittee may involve workshops on grant writing, job searches, CV building, or any other aspect of the collection management profession that may be of interest to those within the emerging professional demographic.
	4. Special Projects Subcommittee: special projects may include topics that change over time, such as the exploration committee, which drafted the *Spiritus* Award, or a committee gathering information on collection accreditation.
	5. Chair of IHCC: primarily charged with preparing the annual report of the committee’s activities for the BOFG after having received annual reports from each subcommittee chair. The Chair also prepares an agenda and presides over the open meeting at the JMIH. Matters of reorganization of the IHCC or specific charges to the IHCC may come from the Chair, occasionally they come from the PRES. Most often, IHCC charges are self-generated by members or subcommittee chairs wanting to accomplish specific goals for the year. In recent years the IHCC or one of the subcommittees have been involved in the organization and hosting of workshops on topics related to the purview of the IHCC and it is expected that this will continue, at the IHCC discretion, as opportunity and interest may provide.

Calendar

March: file report to the SECR for inclusion with the BOFG packet.

July: the IHCC has an open meeting at every JMIH. An agenda is assembled by the IHCC Chair with assistance from subcommittee chairs. Any topic relating to collections may be discussed. The PRES often attends this meeting and may provide general charges to the IHCC.

Ancillary Document(s)

Documents and important publications produced by IHCC and related committees:

Collette, B. B. and E. A. Lachner. 1976. Fish collections in the United States and Canada. *Copeia* 1976:625–642.

Fink, W. L., K. E. Hartel, W. G. Saul, E. M. Koon, and E. O. Wiley. 1979. A report on current supplies and practices used in curation of ichthyological collections. Report of the Ad hoc Subcommittee on Curatorial Supplies and Practices of the ASIH Ichthyological Collections Committee. Mimeo., 63 pp. (available on the ASIH website)

Jenkins, R. E. 1976. A list of undescribed freshwater fish species of the continental United States and Canada with additions to the 1970 checklist. *Copeia* 1976:642–643.

Lachner, E. A., J. W. Atz, G. W. Barlow, B. B. Collette, R. J. Lavenberg, C. R. Robins, and R. J. Schultz. 1976. A national plan for ichthyology. *Copeia* 1976:618–625.

Leviton, A. E., R. H. Gibbs, E. Heal, and C. E. Dawson. 1985. Standards in herpetology and ichthyology: Part I. Standard symbolic codes for institutional resource collections in herpetology and ichthyology. *Copeia* 1985:802–832.

Leviton, A. E., and R. H. Gibbs. 1988. Standards in herpetology and ichthyology. Standard symbolic codes for institution resource collections in herpetology and ichthyology. Supplement No. 1: additions and corrections. *Copeia* 1988:280–282.

Poss, S. G., and B. B. Collette. 1995. Second survey of fish collections in the United States and Canada. *Copeia* 1995:48–70.

Wake, D. B., R. C. Zweifel, H. C. Dessauer, G. W. Nace, E. R. Pianka, G. B. Rabb, R. Ruibal, J. W. Wright, and G. R. Zug. 1975. Report on the committee on resources in herpetology. *Copeia* 1975:391–404.

## **NFJC—Joint ASIH–AFS Committee on Names of Fishes**

Description and History

The Committee on Common and Scientific Names of Fishes prepares a list for publication of the names of fishes in Canada and the United States. (Mexico has been added for future editions.) The basic goal is to promote uniformity in use of common names by selecting, in general, the most widely accepted names and present the list in a currently accepted classification of fishes including the scientific species name, family, order, and class. This is a joint committee of the AFS and ASIH. Through the cooperative efforts of members of both societies and other agencies we have achieved a relatively stable system of common names that are widely recognized. In addition, the committee answers many questions from the public on fish names.

The Committee on Common and Scientific Names of Fishes was established as a result of a resolution passed by the AFS in 1933. In 1938, following reorganization, the committee, under the chairmanship of Carl L. Hubbs, commenced work on a list that was published in 1948 under the chairmanship of W. H. Chute (with 570 fish names). A joint committee was formed sometime between the production of the first and second editions with the addition of the ASIH. To date, there have been five editions produced of the original names list with one edition of world fishes important to North America as follows:

Chute, W. H. (Chairman), R. M. Bailey, W. A. Clemens, J. R. Dymond, S. F. Hildebrand,

G. S. Myers, and L. P. Schultz. 1948. A list of common and scientific names of the better known fishes of the United States and Canada. Spec. Public. No. 1, Amer. Fish. Soc., Ann Arbor, Michigan, 45 pp. (and Trans. Amer. Fish. Soc. 75:355–398).

Bailey, R. M. (Chairman), E. A. Lachner, C. C. Lindsey, C. R. Robins, P. M. Roedel, W.

B. Scott, and L. P. Woods. 1960. A list of common and scientific names of fishes from the United States and Canada. 2nd ed., Spec. Public. No. 2, Amer. Fish. Soc., Ann Arbor, 102 pp.

Bailey, R. M. (Chairman), J. E. Fitch, E. S. Herald, E. A. Lachner, C. C. Lindsey, C. R. Robins, and W. B. Scott. 1970. A list of common and scientific names of fishes from the United States and Canada. 3rd ed., Spec. Public. No. 6, Amer. Fish. Soc., Washington, D. C., 149 pp.

Robins, C. R. (Chairman), R. M. Bailey, C. E. Bond, J. R. Brooker, E. A. Lachner, R. N. Lea, and W. B. Scott. 1980. A list of common and scientific names of fishes from the United States and Canada. 4th ed., Spec. Public. No. 12, Amer. Fish. Soc., Bethesda, Maryland, 174 pp.

Robins, C. R. (Chairman), R. M. Bailey, C. E. Bond, J. R. Brooker, E. A. Lachner, R. N. Lea, and W. B. Scott. 1991. Common and scientific names of fishes from the United States and Canada. 5th ed., Spec. Public. 20, Amer. Fish. Soc., Bethesda, Maryland, 183 pp.

Robins, C. R. (Chairman), R. M. Bailey, C. E. Bond, J. R. Brooker, E. A. Lachner, R. N. Lea, and W. B. Scott. 1991. World fishes important to North Americans, exclusive of species from the continental waters of the United States and Canada. Spec. Public. 21, Amer. Fish. Soc., Bethesda, Maryland, 243 pp.

The NFJC includes (since 1994) the former (and long-standing) Nomenclature Committee. Both committees were extant in 1980.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

The NFJC consists of seven ichthyologists. The chair is appointed (and confirmed annually) by the presidents of the AFS and ASIH. The other members are confirmed annually by the presidents in consultation with the chair. In addition, there is an active advisory subcommittee.

Charge to the NFJC

NFJC members are members of both AFS and ASIH. All matters dealing with publication (print or web) are dealt with by the AFS (editorial staff concerned with the names list are Beth Staehle, Books Manager, and Bob Kendall, Director of Publications). The committee charge, as stated in the AFS Bylaws, Section 8(k) (p. 44 of the 1994–1995 Membership Directory and Handbook) is as follows:

NAMES OF FISHES COMMITTEE deals with matters concerning common and scientific names of fishes, and prepares checklists of names to achieve uniformity and avoid confusion in nomenclature. The Committee coordinates its activities with those of other ichthyological organizations worldwide. This is a joint committee with the ASIH. The Chair is custodian of the master checklist. Personnel: seven outstanding specialists in systematic ichthyology and fisheries biology, one of who shall be appointed Chair.

Calendar

February: AFS Executive Committee midyear report submitted by chair upon request.

March: Report to the SECR for inclusion with the BOFG packet.

May: ASIH PRES contacts prospective committee chair to determine willingness to serve.

ASIH chair may ask for comments on any problems/ concerns regarding committee activities.

June: AFS Executive Committee annual report submitted by chair upon request.

June (variable): Committee and subcommittee meet at JMIH.

September: AFS President contacts prospective committee chair to determine willingness to serve. AFS Chair may ask for comments on any problems/ concerns regarding committee activities.

Ancillary Document(s)

None.

## **NSCR—Representative to Natural Science Collections Alliance (NSCA)**

Description and History

The Natural Science Collections Alliance (NSCA), formerly known as the Association of Systematics Collections (ASC), was founded to support and enhance natural history collections, their human resources, and the institutions that house them, for the benefit of science and society.

ASIH maintains a representative to the NSCA and pays annual dues to the organization. The position of NSCR was established to promote communication between ASIH and NSCA and to encourage participation in ASIH by people involved in the development and maintenance of systematics collections. This position was extant in 1980.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

The NSCR is appointed by the PRES and serves for a term of one calendar year. The NSCR may be reappointed.

Charge to the NSCR

The NSCR is to monitor NSCA activities and report annually, or more often if appropriate, items of interest to BOFG and the general membership. It is desirable that the NSCR attend NSCA meetings. The NSCR should arrange to receive all NSCA mailings to the general NSCA membership.

Calendar

Once yearly, attend NSCA meetings if possible.

March: file report on NSCA activities of interest to ASIH membership with SECR for inclusion with report to BOFG.

Ancillary Document(s)

None.

## **PNHC—Representative to the Society for the Preservation of Natural History Collections (SPNHC)**

Description and History

This position was created in 1992 as the ASIH representative to the SPNHC.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

Recently it has been the practice of the PRES to appoint someone to represent the ASIH who lives near the site of the forthcoming SPNHC meetings.

Charge to the SPNHC

The PNHC attends the annual SPNHC meeting and reports to ASIH on aspects of the meeting, program, and other SPNHC activities that might be of interest to ASIH members, especially regarding topics such as the preservation and management of herpetological and ichthyological collections.

Calendar

PNHC should attend meetings of both societies.

March: Report to the SECR for inclusion within the BOFG packet.

Ancillary Document(s)

None.

##

## **RESC**—**Resolutions Committee**

Description and History

The RESC is appointed by the PRES for service at the JMIH. The Chair is traditionally chosen for sagacity and an acuminate sense of humor. Two additional committee members are chosen to restrain the chair. The committee’s charge is to produce two sets of resolutions: (1) substantive resolutions that are presented to and confirmed at the BAAM, (2) subcortical (mostly) resolutions that are read at the BAAM. Traditionally included in the latter is a profound expression of gratitude to the LOCL for many months of effort and for not letting the beverage supply run out. Normally the RESC is allowed graceful retirement after the JMIH is adjourned. There has always been a RESC or its equivalent; if it did not exist, we would have to invent it.

Constitutional Mandate

The Constitution and Bylaws deliberately omit reference to the RESC.

Charge to the RESC

RESC is charged to consult widely among the membership in attendance of the JMIH in fulfillment of its function. Persons wishing to bring substantive resolutions before the Society should prepare these in advance for written submission to RESC when the composition of RESC is announced at the BOFG. Advance submission to the PRES or SECR is encouraged.

Ancillary Document(s)

1. Substantive Resolutions: printed in *Copeia*, as is appropriate. When individuals present a substantive resolution to RESC, they must include a target name and address. The resolution, if passed, will be sent to the appropriate target in addition to being published in *Copeia*.
2. Non-substantive Resolutions: may also been reprinted in *Copeia*.

## **SPUC—Committee on Special Publications**

Description and History

1. Overview: at least five different committee names are intertwined in the history of what this Manual now refers to as EDPC and SPUC. Minimal effort is made here to untangle this history, but the clear intent all along is to provide collective oversight of policy issues affecting *Copeia* (EDPC) on the one hand and other publications of the Society (SPUC) on the other. A continuing effort on the part of SPUC, in its various incarnations, has been to respond to a widespread, but not universal, suggestion that ASIH provide a venue for longer publications. At least three motions to establish an ASIH Monograph Series have failed because of a lack of BOFG support, either through (apparently) considered nonaction, or remand to committee, or failure to achieve majority support. Special publications, especially of monographic length, continue to be handled on an ad-hoc case-by-case basis. Until and unless clear endowment support for such a series is at hand, and until and if BOFG decides that it wishes to establish such a series, that is where this issue remains. A Society resolution (RESC) describing the problems in dealing with the proposed monograph series, read at the annual banquet in 1995, is published in *Copeia* (4) of that year.
2. SPUC—First Incarnation: in a detailed 1985 report to the BOFG, the SPUC presented detailed guidelines for ASIH Special Publications. Interestingly, the BOFG apparently took no action on these recommendations (*Copeia* 1985 (4):1098) and SPUC is not listed among the committees appointed or reappointed by PRES Cohen (1985 (4):1111). Apparently, there was no SPUC for the next seven or eight years. (The duality of EDPC and PUPC, as described above (EDPC), was maintained over these seven years, but the purview of this committee remained *Copeia*.)
3. SPUC—Second Incarnation: an Ad-hoc Committee on Special Publications reported in 1993 (*Copeia* 1993(4):1232) the results of its detailed research on costs and other issues associated with establishing an ASIH Monograph Series. Because the original report deals with specific costs (1993 prices) and technical approaches (in 1993), rather than policy issues, it is not repeated here. This report could well serve as a model for the kinds of information to be sought in any future consideration of initiation of such a series. The report of the Ad-Hoc Committee was referred to a “new” Committee on Special Publications (SPUC) reestablished in 1993, after a 7-year hiatus. At this time, the Managing Editor was appointed chair of SPUC, an action not recommended by this Manual. This is reflected in the distinct nature of PUBC vs. SPUC as described in this Manual. In 1995, SPUC offered the following motion, which was approved by BOFG: “An ASIH Standing Committee, named the Committee on Book-length Publications, will be created and appointments made by the PRES. The committee’s charge will be to research market issues and establish levels of financial support for each proposal for a book-length publication, to create a schedule for publishing each work, and to report to the BOFG.” This committee was appointed in 1995, but was eliminated by incorporation into SPUC in 1996. As before, the EDIT was named Chair of the SPUC, whereas another individual was named Chair of the Committee on Book-Length Publications. After elimination of the latter committee, its Chair was appointed Chair of SPUC.

Constitutional Mandate

Bylaws

None.

Committee Appointment and Tenure

The chair and membership of the SPUC are appointed by the PRES. The EDIT serves as an *ex officio* (non-voting) member of the committee.

Charge to the SPUC

1. Scope: the SPUC serves as a separate publication committee under ASIH to evaluate proposals submitted to the Society for non-*Copeia* publications. These include, but are not limited to, societal pamphlets, brochures, monographs, and books. Normally materials to be considered for special publication by the Society are prepared and forwarded by individual officers or committees of ASIH (CHEP, CHIP, HACC, HINC, HIST, IACC), or by authors or ad-hoc editorial committees for materials not directly generated by ASIH-designated activities. SPUC serves as the interface between such authors or groups and EXEC and the BOFG, concerning itself with issues of suitability, publication mechanism including editing, cost, and cost recovery. SPUC will generally forward the results of its discussions in the form of specific recommendations.

Examples of former book-length publications and other publications available on the Society web page are listed below. Publication proposals are submitted by authors or committees to the SPUC Chair and are evaluated by members of the committee with regard to suitability, feasibility, costs, recovery of costs, and other criteria considered significant to furthering the mission of the Society. Authors are expected to provide subsidy for publications to minimize costs to the Society. A report on the committee decision for each proposal is prepared by the SPUC for evaluation by the EXEC and BOFG. This report is submitted by the SPUC to the SECR in April of that year for inclusion in the annual report. The proposal is voted on by the EXEC and BOFG at the annual meeting. One or more of the authors are required to be present at the BOFG meeting to answer any questions that may arise regarding a proposed publication. If a proposal is approved by the EXEC and BOFG, the author(s) interacts directly with the press to follow the completion of the publication. For consideration at a JMIH, all proposals must be submitted to the SPUC by 1 January of that year. Specific guidelines for submission of proposals are provided below.

1. Definition of Special Publications: special publications should address ichthyological and herpetological topics directly related to the scholastic interests of the Society, with the level of scholarship being commensurate with the standards of the Society. Such publications would include worthy scientific works that are not appropriate for professional journals because of their great length or scope. Material suited for publication in *Copeia* or other journals is not appropriate for the series. Each special publication must have a demonstrable and realistic market to ensure that sales will cover publication, marketing, and fulfillment costs.
2. Proposal Process: proposals should originate from an individual or committee, which assumes responsibility for the completion of the project if it is approved. Optimally, the proposers would present a completed scientific work for publication, although less complete projects may be appropriate. Minimally the proposers would present a detailed outline which would include all authors, titles, and summaries of the chapters or articles. In addition, proposers should indicate specific lengths and deadlines. The cost of the project should be carefully and thoroughly presented in each proposal. The proposers should obtain complete and accurate publication and fulfillment cost estimates from one or more printers and also present detailed estimates of advertisement costs and other costs associated with marketing. There should be a description of the market audience for the publication and the projected sales. Proposers should seek and document outside funding that would defray costs of publication, fulfillment, and marketing. The liaison between the proposers and the Society during the pre-commitment phase would be with the SPUC, who would help in formulating queries concerning costs. Selection begins with submission of the proposal to the SPUC. If the SPUC recommends acceptance of the proposal, the proposal is presented to the EXEC and BOFG for approval. Any changes in authors, contents, length (> 5–10%) or deadlines require SPUC approval with EXEC notification and confirmation. If approval of change is denied, the project may be terminated.
3. Criteria for Evaluation: points of consideration for approval by the EXEC of any proposal include: suitability and scientific worthiness of the project; adequate potential market for the publication; proportion of total cost of project to be funded from outside sources; financial risk to Society in relation to the status of the ASIH general fund; amount of actual costs to the Society, such as hiring of temporary help during processing; commitment of time and energy of proposers to see the project through to completion. It is anticipated that this information will be gathered during interaction of SPUC with the proposers and the findings communicated to EXEC by SPUC.
4. Editorial Responsibility: editing of the publication is the responsibility of the proposers. Editing should consist of peer reviews of the standards of *Copeia* and other journals and would conform to reviews that major publishing houses would give to such works. A complete plan and protocol for editing should be part of the proposal package. The proposers are responsible for ensuring a high-quality publication at the most reasonable cost. This process begins with the initial cost analysis and selection of a printer and continues through the editorial process, where care is exercised in producing a cost-effective copy with high-quality illustrations and minimal line changes in the proofs. The proposers working closely with the printers are responsible for correcting the galley and page proofs to ensure an error-free publication.
5. Production and Fulfillment Responsibilities: the proposers will work closely with the SPUC and EXEC during production, especially in preparing for the marketing of the publication. The proposers will also work closely with the TREA in transferring grant or contract monies into the ASIH general fund. ASIH is ultimately responsible for paying the fulfillment (and possibly printing) bills, but these should be offset by outside subsidies and pre-publication sales before production is completed. The minimal print run, sold at or near the time of printing, needed to ensure this will depend on price/cost. Marketing is the responsibility of the proposers in close consultation with the SPUC and EXEC. Successful marketing begins at the proposal stage with accurate market projections—this is the responsibility of the proposers with SPUC and EXEC oversight. Other details of advertisement, marketing, records keeping, cash flow, and the like may vary as a function of the nature of the publication, the printer, and so forth, and will be dealt with on a case-by-case basis by SPUC in close consultation with EXEC, based in part on recommendations by the proposers. As noted, development of a detailed marketing plan is a requisite part of the proposal approval process.
6. SPUC and Alternative Means of Publication: the LRPP recommends that consideration be given to involvement of this committee in the development of Society web-based publication of materials that might fall within the interests of Society members but which for one reason or another are not suitable for publication in *Copeia*, or which may be more suitable for more ephemeral but less expensive electronic publication. This may include a variety of Society reports and documents, linkages to resources of interest, perhaps announcements, reports, and the like. However, SPUC would initially be charged only to evaluate the potential for and appropriateness of such electronic publications. Electronic publications of this nature may be expected to grow in coming years and it may be appropriate for a dedicated committee function in the sense of information collection. One example, for discussion purposes, of something the Society may wish to explore is production of an electronic newsletter.

Calendar

March: Report to the SECR for inclusion with the BOFG packet. Other dates episodic, depending upon circumstances.

General Guidelines Proposal Submission to ASIH

1. Deadline for Submission of Proposal: authors must send the following materials to the committee chair by 1 January (submitted in triplicate).
2. Proposal Contents
	1. Proposal Abstract
	2. Size of Publication
		1. Statistics on the book for cost estimate (all estimates of text and tables should be based on double-spaced, Courier 12 pt. type).
		2. Number of manuscript pages, including all text, tables and legends.
		3. Number of halftone, linecut, and color illustrations.
	3. Market for the Book
		1. Provide information about the intended audience.
		2. Provide estimates, with justification, of sales of the book.
		3. Expected retail price of the book.
	4. Competition for the Book
		1. List books and publishers of other books covering the same materials.
		2. How these books will impact the sales of the proposed book.
		3. How the proposed book differs from other similar books.
		4. Discuss the competitive advantage of the proposed book.
	5. Content of the Book
		1. Annotated table of contents for the book.
	6. Sample Chapters
		1. Authors must provide at least three sample chapters or the entire manuscript.
	7. Peer-review Process for the Book
	8. Pedagogy
	9. Legal Issues
		1. Is this the only publication within which the proposed information will be published?
		2. Are all of the illustrative materials originals by the authors?
		3. Have all of the copyright waivers been obtained for copyrighted materials?
		4. Do the authors have all of the appropriate collecting and animal care permits for the organisms used in the studies related to the proposed publication (if applicable)?
		5. Statement that the authors understand that ASIH retains copyright to any ASIH Special Publication.
	10. Editing
		1. What are the plans by the authors for editing of the manuscript?
	11. Publication Subsidy
		1. Authors must provide a statement of any funding available or committed for publication of proposed book.
	12. Advertising Plan
	13. Schedule
		1. Expected date for submission of final manuscript
3. Review of Book Proposals: once SPUC receives the materials, they will review the package and make a recommendation as to feasibility to the ASIH EXEC and BOFG. The BOFG meets once a year at the annual meeting. The book cannot be accepted for publication until after the EXEC and BOFG approves the proposal. For a proposal to be reviewed and considered by ASIH for a given year, all materials must be submitted to the SPUC by 1 January of that year.
4. Editorial Review of Book Length Publications: ASIH does not maintain an editorial staff for editing of special publications. Thus, editing of approved publications will be done on a contractual basis. The costs for this service will be the responsibility of the authors.
5. Costs Associated with Ancillary Items: it will be the responsibility of the authors of the proposed publication to cover all costs associated with obtaining copyright permissions, preparation of manuscript, preparation of illustrative materials, marketing, etc. that are necessary for the submission of publication to press.
6. Publication Subsidy: following approval of a proposal by ASIH, authors must arrange for any committed publication subsidy to be transferred to the TREA. Normally, all publication subsidies must be delivered to ASIH before Allen Press will receive final approval for publication, but there have been exceptions.
7. Interaction between Authors and Press: upon acceptance of a manuscript approved for publication by the ASIH, the authors must provide Allen Press with the manuscript and all associated information, files, and illustrations. Once the press receives this information, and the necessary funds for printing the publication are with the TREA, the press will work directly with the authors of the publication on design and layout.

**TEACH—Teaching and Education Awards Committee**

Description and History

The Teaching and Education Awards Committee (TEACH) was established in 2013 primarily to provide ASIH representatives who will serve on the JMIH-wide Meritorious Teaching Awards in Herpetology and Ichthyology selection committees. The Meritorious Teaching Award in Herpetology (MTAH) is selected by a joint committee consisting of representatives from ASIH, HL, and SSAR, whereas the Meritorious Teaching Award in Ichthyology (MTAI) is selected by representatives of ASIH and AES.

Constitutional Mandate

Continuing committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

Members of TEACH are appointed by the PRES for a term of one calendar year, subject to reappointment by mutual agreement. For the purpose of representing ASIH for the two teaching awards, the PRES will appoint one herpetologist and one ichthyologist to the joint committees charged with selecting the annual winner of the MTAH and MTAI, respectively. Thus, those serving on TEACH will effectively be assigned to a subcommittee of TEACH depending on his or her discipline (herpetology or ichthyology).

Charge to the TEACH

The principal charge of TEACH is to represent ASIH in soliciting nominations, evaluating nominees, and working with members of the joint committees to select winners for the MTAH and MTAI.

Meritorious Teaching Award in Herpetology (MTAH): this subcommittee of TEACH will be represented by an ASIH herpetologist who will share the responsibility for soliciting nominations, evaluating nominees, and selecting the winner of the MTAH with colleagues from HL and SSAR. Nominees must be current members of at least one of the sponsoring societies. Current Officers and Committee Chairs of ASIH, HL, and/or SSAR, and members of the TEAC are not eligible for nomination.

This award recognizes superior teaching and mentoring of students in the area of herpetology, and provides members of ASIH, HL, and SSAR the opportunity to honor individuals who have made significant contributions to education in herpetology. The award recipient will receive $500, an official award letter, and a plaque.

Nominees should have a reputation among their peers and students for excellence in herpetological education, including, but not limited to: demonstrated highly effective and innovative teaching in the classroom and/or other educational settings (e.g., zoological parks, aquaria, museums, field stations, environmental centers). Superior mentoring of students in herpetology, as evidenced by student testimonials and placement of students in professional positions related to the field of herpetology.

Nomination packet (submitted as a single electronic PDF) should include the following:

1. A nominating letter highlighting the nominee’s experience and accomplishments (limit 3 pages).
2. Evidence in support of the nomination:
3. Letters of recommendation from two current and/or former students addressing the teaching and mentoring skills of the nominee.
4. Letters of recommendation from two professional peers who are qualified to review the merits of the nominee’s teaching and mentoring skills.

Nominations will be accepted from current or former students of the nominee and must be received by the TEAC Chair (or equivalent representative in HL or SSAR) by 31 April for consideration. Incomplete nominations will not be reviewed.

Nominations will remain active for three years. After that, the nominee must wait six years before being eligible again.

Meritorious Teaching Award in Ichthyology (MTAI): this subcommittee of TEACH will be represented by an ASIH ichthyologist who will share the responsibility for soliciting nominations, evaluating nominees, and selecting the winner of the MTAI with colleagues from AES. Nominees must be current members of at least one of the sponsoring societies. Current Officers and Committee Chairs of ASIH or AES and members of the TEAC are not eligible for nomination.

This award recognizes superior teaching and mentoring of students in the area of ichthyology, and provides members of ASIH and AES the opportunity to honor individuals who have made significant contributions to ichthyological education in either the classroom or mentoring student research endeavors. Winners of the award will be encouraged to increase their activity and visibility within the ASIH, AES, or both, which will facilitate the continuity and longevity of the ASIH and AES, not to mention the maintenance of the standards by which future awards are bestowed.

The award recipient will receive (1) a cash prize of $500, (2) recognition in the form of an official letter from ASIH and AES (a copy of the letter will also be forwarded to the chief academic administrator at recipient’s host institution), and (3) a plaque identifying the award, year, and recipient’s name.

Nominations: persons wishing to nominate an individual for the award should submit a letter of nomination that:

* + Describes specific evidence to support the nomination (e.g., teaching modules, lab or field exercises, etc.).
	+ Includes names and contact information of at least two peers who are each qualified to review the merits of the nominee.
	+ Includes names and contract information of two current or former students or program participants. If students are under 18 years old, the student/participant references should be accompanied by, or attached to, a letter from the appropriate teacher or program coordinator.
1. The MTAI Selection Committee will solicit appropriate supporting materials, including those indicated in nominating letters (e.g., documentation of other teaching awards, peer and student evaluations, evidence of innovative curriculum development, educational products, etc.).
2. Letters of nomination should be submitted to the MTAI Selection Committee Chair by 15 April of each year. This time frame will give the MTAI Selection Committee adequate opportunity to receive further materials in support of the nominee (as described above).
3. An individual may receive the award up to two times during their career providing that:
	1. The recipient has received the Award on only one prior occasion.
	2. At least 6 years has elapsed since the recipient first received the Award.
	3. Supporting materials for an individual’s re-nomination include:
		* A description of specific activities, mentoring opportunities, or teaching methods that the individual has adopted since first receiving the Award.
		* Two letters of recommendation from students who did not contribute any supporting materials when the individual first received the Award.
4. If a nominee does not receive an award, their submission material will be held and reconsidered for up to three successive years. After that, the nominee must wait six years before being eligible again for nomination.
5. No award will be given in a year when there are no suitable nominees.
6. Although email copies of nomination letters are acceptable by the deadline, hard copies of letters of nomination with signatures are required before final considerations are rendered by the MTAI Selection Committee.

# **RECURRING COMMITTEES**

## Definition

Recurring committees are those that are appointed on an episodic basis, as need occurs. In years where no action by the committee or representative is anticipated, whether there is an appointment is at the discretion of the PRES. Recurring committees and their acronyms are as follows:

HACC Committee to Revise the Herpetological Animal Care Leaflet

HIST History of the Society Committee

IACC Committee to Revise the Ichthyological Animal Care Leaflet

## Appointment and Tenure: General Features

Bylaws

(II-2) Except where further defined or restricted in the Constitution and/or Bylaws, committee appointments are made by PRES

(VIII) Committee charge and purview in general shall follow that listed in Policies and Procedures Manual (this document), subject to modification by PRES, EXEC, and/or BOFG, except where restricted by Constitution and/or Bylaws.

## **HACC—Committee to Revise the Herpetological Animal Care Leaflet**

Description and History

Preceded in function by (1980) Committee on Use of Animals in Scientific Research, AKA: the Committee on Traffic in Animals for Scientific Research, (1982) Public Affairs Committee, and (1984) Committee on Public Affairs. It has been variously combined or split into herpetological and ichthyological components.

Constitutional Mandate

Recurring committees are listed in the Policies and Procedures Manual.

Committee Appointment and Tenure

Three current members, one year appointment, renewable, appointed by PRES.

Charge to the HACC

It is uncertain whether a formal charge has been issued to this committee or its ichthyological counterpart (IACC) in recent years.

Calendar

March: submit annual report to the SECR for inclusion in the BOFG book.

Ancillary Document(s)

Guidelines for the Use of Live Amphibians and Reptiles in Field and Laboratory Research available online at [www.asih.org.](http://www.asih.org/)

## **HIST—History of the Society Committee**

Description and History

This committee emerged from the position of Society Historian, which was extant in 1980. The position of Society Historian has its origin in 1940, when Walter Necker was appointed to this position. Necker served for 11 years and was not replaced after he left in 1952. In 1992 a major effort was undertaken to extend Dr. Tim Berra’s initial work and bring Society history up to date, see *Copeia* 1994 (4):1216 for a summary. The Society Historian position was revived in 1992, when Mark Jennings was appointed Society Historian. Jennings developed the idea for Historical Perspectives, which was started by Margaret Stewart in 2000, after she took over as Society Historian in 1999 (Introduction to the Series, *Copeia* 2000(1):303). She authored three biographies herself between 2000 and 2003, coauthored nine between 2000 and 2002, and solicited colleagues to write four others during 2000–2006. In 2005, Stewart asked David Smith and Joe Mitchell to take over the series. In 2005 PRES Lynne Parenti named David Smith and Joe Mitchell as co-historians to form this recurring committee.

Constitutional Mandate

Recurring committees are listed in the Policies and Procedures Manual. In recent years, it has been the practice to list the name and address of HIST on the inside front cover of *Copeia* to promote information acquisition.

Committee Appointment and Tenure

At least two members, one an ichthyologist and the other a herpetologist, appointed as co-chairs by the PRES, one-year term, renewable. The co-chairs enlist one herpetologist and one ichthyologist, and additional colleagues as necessary and appropriate (e.g., archivists), to form the HIST. The HIST will likely solicit help from other ASIH members in the gathering of information, especially from the “Endangered, Threatened, of Special Concern, and Somewhat-Past-Their-Prime” categories.

Charge to the HIST

* + 1. be in charge of collecting materials pertaining to the history of the Society and archiving these, as appropriate;
		2. advise the Society on all matters pertaining to the History of the Society, including, but not limited to, overseeing the Historical Perspectives series, and celebration of anniversaries;
		3. maintain close liaison with the SECR to ensure that appropriate material is archived;
		4. maintain close liaison with the EDIT of *Copeia* to provide reviews for publication of appropriate historical material, including obituaries;
		5. maintain close liaison with the WCMC. The committee chairs shall keep each other informed, as appropriate, of mutually relevant activities to ensure that appropriate material distributed through the website is archived.

Calendar

March: submit annual report to the SECR for inclusion in the BOFG book.

Ancillary Document(s)

History of the American Society of Ichthyologists and Herpetologists, see below.

## **IACC—Committee to Revise the Ichthyological Animal Care Leaflet**

Description and History

Preceded in function by (1980) Committee on Use of Animals in Scientific Research, AKS, The Committee on Traffic in Animals for Scientific Research, (1982) Public Affairs Committee, and (1984) Committee on Public Affairs. It has been variously combined or split into herpetological and ichthyological components. The emphasis has been largely herpetological.

Constitutional Mandate

Recurring committees are listed in the Policies and Procedures Manual..

Committee Appointment and Tenure

Two current members, one year appointment, renewable, appointed by PRES.

Charge to the IACC

It is uncertain that a formal charge has been issued to this committee or its herpetological counterpart (HACC) in recent years. Nonetheless LRPP feels that this committee and HACC should be maintained and that a formal charge should be developed for the committee.

Calendar

March: submit annual report to the SECR for inclusion in the BOFG book.

Ancillary Document(s)

1. Recommendations on Animal Care
2. Guidelines for the Use of Fishes in Research (available at: [www.asih.org](http://www.asih.org/))
3. Other published materials
4. According to PPRE David Greenfield, we have an old Ichthyological Animal Care Leaflet, although whether a committee of this name ever existed needs to be researched. While PRES, Greenfield intended to form such a committee, but did not. He suggested we might adopt: 1995. Guidelines for the care and use of fish in research. ILAR Journal 37(4):159–173 (but note that there are now more recent guidelines for research on fishes).

# **SPECIAL PURPOSE COMMITTEES**

## Definition

Special Purpose Committees are those that are appointed normally on a one-time basis, as need occurs. Appointment or not is at the discretion of the PRES. The PRES shall define the charge to each special purpose committee upon appointment. Unless renewed by the succeeding PRES, each such committee shall cease to exist after a period of time up to one calendar year, commencing 1 January after date of appointment.

## Appointment and Tenure: General Features

Bylaws

(II-2) Except where further defined or restricted in Constitution and/or Bylaws, committee appointments are made by PRES

(VIII) Committee charge and purview in general shall follow that listed in Policies and Procedures Manual (this document), subject to modification by PRES, EXEC, and/or BOFG, except where restricted by Constitution and/or Bylaws.

## Recent Special Purpose Committees

List of special purpose committees since 1980 with date of creation. Most lasted 1–3 years.

1981 Ad-Hoc Publications Committee (became PUPC, then EDPC)

1982 Committee on Program Excellence (COPE—lasted only one year but grew, in part, into the GSPC, STAC, and, if you are willing to stretch it a bit, the ENFC)

1982 Committee on Proceeds of the Ahlstrom Publication (became SPUC)

1983 Committee to Review Procedures for Electing Distinguished Fellows

1984 Representative to CLOFETA (Checklist of Fishes of the Eastern Tropical Atlantic)

1984 Committee for the 75th Anniversary of *Copeia*

1984 Committee on Membership

1984 Committee on Workshop Planning and Policy (reappears in 1988 as a subcommittee of TPPC)

1984 Committee on Participation of Special Interest Groups (apparently no one could quite figure out what this Committee was supposed to do so it was not reappointed)

1985 Committee for Distributing Travel Money to Attend the Second International Conference on the Systematics and Evolution of Indo-Pacific Fishes

1986 Ad-Hoc Committee to Review Stoye Award Procedures (arguably became STAC)

1988 Ad-Hoc Committee on Desktop Composition of *Copeia*, AKA: Committee on Computer-Aided Publication

1988 Joint Student Travel Fund Committee for Students to Participate in the World Congress of Herpetology in Kent, England

1988 Ad-Hoc Membership Committee (revival of 1984)

1990 Ad-Hoc Committee on Distinguished Fellows

1990 Ad-Hoc Committee on *Copeia* Back-Issue Storage

1990 Ad-Hoc Committee on the Mechanism for Nominating Individuals for Society Offices, AKA: Ad-Hoc Committee on Nominating the Nominating Committee (RKJ’s favorite committee name!)

1991 Ad-Hoc Committee on Fish Classification (died without a charge)

1991 Ad-Hoc Committee to Examine ways ASIH Can Better Meet the Needs of Ichthyology and Herpetology (?)

1992 Ad-Hoc Coordinator of Special Publications

1992 Ad-Hoc Policy Committee on Restriction of Information in Type Descriptions

1994 Representative to the National Biological Survey

1998 Ad-Hoc Committee on Professional Management of ASIH Affairs

1998 Ad-Hoc Committee on Revising the Guidelines for Hosting ASIH Meetings

1998 Ad-Hoc Committee on Establishment of an ASIH Newsletter

1998 Ad-Hoc Committee on ways to Establish Henry S. Fitch Endowment

1998 Ad-Hoc Education Committee

1998 Ad-Hoc Committee on Stoye Awards

2001 Ad-Hoc Committee on Awards

2001 Ad-Hoc Committee on Capitalization of Common Names

2013–2016 Ad-Hoc Committee on the ASIH Centennial

## **RESC—Review of the ASIH Monograph Series**

History

In 1995 the RESC in its usual ineffable fashion offered its own review of continuing efforts to establish an ASIH Monograph Series at the Annual Banquet at Edmonton. This is repeated, without comment, slightly bowdlerized, *in toto*, below.

Resolution [Reprinted, not quite accurately, from *Copeia* 1995(4):1048]

WHEREAS, the Society has tried for the past three years to establish a monograph series; and

WHEREAS, there is an apparent inability for any member to come up with a definition which clearly and unambiguously delineates the essence of a monograph; and

WHEREAS, most members would not be able to recognize a monograph if they ever saw one;

THEREFORE BE IT RESOLVED, that a working definition be adopted to serve as a guide when determining if a submission qualifies as a monograph; and

BE IT FURTHER RESOLVED, that the definition should be based on the opinion of the current Managing Editor of *Copeia* [to the effect that a monograph should be] “… big, but …not too big.”

## **STAC—Manual for the Student Awards Committee**

Need for a Revised Manual

It seems likely that the operations of the STAC, appointment to the committee, protocols for choice, regulations governing awards, and the like, are sufficiently complex that a separate appendix constituting a Manual for committee operations should be added to this document. In 1997, the LRPP recommended that the PRES include this task in his charge to the Committee for 1998–1999.

Collected Materials for Use in Manual to Plan an Effective Competition

1. Source of Material:the recommendations listed below stem from a joint report of the Ad-Hoc Committee to Review the Stoye Award Procedures and the Committee on Graduate Student Participation, published in *Copeia* 1986(4):1053, and affirmed by BOFG acceptance at the Victoria, BC, meetings.
2. Selection of Judges: judges should be selected for breadth of knowledge in the category in which they will judge. They should not be students themselves, nor major professors or others working closely with students eligible for the awards. Judges need not be former Stoye winners, nor is a Ph.D. a necessary qualification. Ideally, judges should be selected well in advance of the meetings
3. If more than 10 students are entered in a particular Stoye Award category, additional judges should be appointed for that category. We suggest one judge for every 10 students in a category. When more than one judge is appointed, they should act as a committee and each judge should hear all of the papers in the category.
4. The recommended minimum number of students in any one of the four categories is three. If fewer than three students register for a particular category, the Stoye Award committee will decide whether the one or two students shall be placed in different categories, or if students from one or more of the other categories shall be put in the smaller category to ensure that at least four awards will be under competition.
5. Criteria for Awards*:* judges for all categories should meet before judging begins in order to agree on criteria and format for judging, so that there is reasonable consistency among the categories. They should be provided with a pre-selected evaluation form, clearly indicating both the methods and rationale for judging papers.
6. Although each judge should have some flexibility in determining his or her criteria, it is nevertheless recommended that: (1) primary consideration be given to the significance of the problem presented, the appropriateness of the approach, the utility and depth of the analysis and the interpretation of data and the conclusions; and (2) secondary but important criteria should concern delivery of the paper (i.e., organization, oral delivery, use and clarity of illustrative material, attention to the time limit and ability to handle questions).
7. There should be one Stoye Award winner in each category, except in very exceptional circumstances. Students whose work merits honorable mention may also be recognized. No award need be given in a category if agreed-upon standards are not met.
8. Judges should provide feedback to students, citing both good points and areas in which to improve. A standard format could be devised so that judges enter single-sentence comments for each of the judging criteria and so that feedback is consistent among categories.
9. Preliminary Planning for Stoye Award Competition:it is recommended that a Stoye Award Committee be established to assess the eligibility of the student, to evaluate the abstracts submitted by students who enter the competition and to assign students to the appropriate award categories. The committee should include at least one former judge and one ichthyologist and one herpetologist from the LOCL. Three-year terms, staggered appropriately, would provide continuity and useful experience. The establishment of such a committee presumably would require a change in the Bylaws of the Society, should the recommendation be accepted.
10. The above procedure would require that abstracts be in the hands of the Stoye Award committee at least 1 month prior to the meeting, or earlier if necessary for the MMPC to prepare the program. Assignment to award categories could be the result of a telephone poll conducted by the chair of the committee, each committee member having done a preliminary set of assignments. (The document at this point refers to appointment of judges following a procedure now superseded.)
11. Lists of students in each category, together with their abstracts, should be in the hands of the judges before the meeting, in order to facilitate evaluation as well as scheduling.

Stoye and Storer Awards Eligibility and Judging

To be eligible for either Stoye or Storer Awards, the student must:

1. Be first author and presenter;
2. Be a member of ASIH;
3. Indicate desire to be considered, in a particular category, when submitting an abstract;
4. Meet the ASIH criteria for student: “an individual who at the time the paper is given is the equivalent of a full-time student (an individual who is devoting their major efforts to a formal program of study) or who has satisfactorily completed a thesis or dissertation defense during the past 12 months.”

Stoye and Storer presentations are judged by the following criteria: introduction, methods, data analysis and interpretation, conclusions; innovation, originality, and scientific significance, presentation; and visual aids or graphic design. Symposium presentations are not eligible for consideration.

ASIH Stoye Awards

Stoye Awards recognize the best student oral presentations in the following categories:

1. General Ichthyology: includes, but is not limited to, morphological and molecular systematics, zoogeography, paleontology, and faunal descriptions.
2. General Herpetology: includes, but is not limited to, morphological and molecular systematics, techniques in systematics, zoogeography, paleontology, and faunal descriptions.
3. Genetics, Development, and Morphology: includes, but is not limited to, population genetics, DNA analysis, comparative embryology, heterochrony, descriptive and experimental development, comparative and evolutionary morphology, functional morphology, and biomechanics.
4. Ecology and Ethology: includes, but is not limited to, population and community ecology, life history strategies, descriptive and experimental ethology, behavioral ecology, neuroethology, and ecomorphology.
5. Physiology and Physiological Ecology: includes, but is not limited to, comparative, experimental, sensory, and behavioral physiology, biochemistry, and endocrinology.
6. Conservation Biology: includes, but is not limited to, studies whose primary focus is on the conservation of biodiversity, broadly defined as the identification, protection, preservation, restoration, management, or sustainable use of currently or potentially imperiled taxa or assemblages and their habitats.

ASIH Storer Awards

Storer Awards recognize the best student poster presentation in two categories: Ichthyology and Herpetology.

ASIH Student Travel Awards

A variable number of Student Travel Awards will be awarded to help defray travel expenses to the meetings. The awards are intended to assist students who are presenting a paper or poster at the meeting. Applicants must be ASIH members and the first author of the paper or poster being presented. Applications should include the abstract of the talk or poster, information on the expected cost of attending the meeting, and alternative sources of funding. Applications should be submitted via email, although regular post will be accepted if access to email is not available. If regular post is used, please include a self-addressed return envelope. All students making a presentation are encouraged to apply. Funds are limited to students who have not won travel awards in the past. Selection is by random draw from among the qualified applicants, with an equal number of awards for herpetologists and ichthyologists. Direct queries to STPC (see contacts on ASIH website) and send completed applications as directed on annual meeting website.

## **Recommendations on Use and Care of Animals in Research**

HACC

Guidelines for Use of Live Amphibians and Reptiles in Field and Laboratory Research, 2nd Edition (2004)

Available at: http://www.asih.org/sites/default/files/documents/resources/guidelinesherpsresearch2004.pdf

IACC

Guidelines for the Use of Fishes in Research (2014)

Available at: <https://fisheries.org/docs/wp/Guidelines-for-Use-of-Fishes.pdf>

Revised and expanded version (2016) available at: https://pubs.er.usgs.gov/publication/70127588

**APPENDICES**

**Constitution and Bylaws** (see: www.asih.org)

**Code of Conduct**

The American Society of Ichthyologists and Herpetologists (ASIH) annual meeting is a forum to consider and debate scientifically relevant viewpoints in a professional and respectful manner. Meeting participants are expected to uphold standards of scientific integrity and professional ethics. ASIH is committed to providing a meeting environment that (1) fosters open dialogue and the exchange of scientific ideas, (2) promotes equal opportunities and equal treatment of all participants, and (3) is free of discrimination and harassment based on any federally protected class: gender (or sex), gender identity or expression, sexual orientation, age, disability (physical or mental), genetic information, marital status, medical condition, nationality, country of origin, race or ethnicity (including color or ancestry), religion or religious belief, or military/veteran status. The policies herein apply to all attendees including speakers, exhibitors, staff, contractors, volunteers, and guests at the annual meeting and associated activities.

**Harassment**

Harassment is a form of misconduct that undermines the integrity of ASIH and its meetings and will not be tolerated. Harassment involves behavior, speech, or writing that is not welcome and is so severe, pervasive, or recurrent that it is considered hostile, intimidating, or offensive. Harassment may be based on, but is not necessarily limited to, any of the federally protected classes listed in the preceding paragraph. Other examples of harassment include stalking, bullying, unwelcome attention (personal or cyber based), or unnecessary touching. Actions that are acceptable to one person may not be acceptable to another. Harassment intended in a joking manner still constitutes unacceptable behavior if it is so severe or pervasive that it is considered hostile, intimidating, or offensive to the intended recipient(s) or bystander(s). Retaliation for reporting harassment is also a violation of this policy, as is reporting an incident in bad faith.

**Reporting Harassment**

ASIH is committed to supporting a productive, dynamic, and safe environment for everyone at our annual meeting. If an individual feels unsafe or threatened, he or she should use a venue phone to summon security. Anyone experiencing or witnessing harassment should report the incident to an ASIH Executive Officer (President, Past President, President Elect, Secretary, Treasurer, *Copeia* Editor, Chair of the Endowment and Finance Committee, or Chair of Long-Range Planning Committee). Members of the ASIH Executive Committee can be identified by the badges on their meeting nametags. All complaints will be treated seriously and responded to promptly. Confidentiality will be maintained to the extent that it does not compromise the rights of those involved, or to the extent allowed by law.

If an individual experiences or witnesses harassment, it is recommended that, in addition to notifying an Executive Officer, the complainant write down the details as soon as possible, as this may help in recalling specific events in the future. The person who was harassed will not be expected to discuss the incident with the alleged offending party.

**Procedures for Responding to Harassment Complaints at Annual Meetings**

ASIH representatives who receive a complaint should immediately notify a member of the ASIH Executive Committee (see list above). As soon as possible, a meeting will be arranged between the complainant and at least two of the members of the ASIH leadership team. At this meeting, an assessment will first be made as to whether the issue warrants immediate action by public security. If so, ASIH will call upon public security to help ensure protection of its members and other attendees at the meeting. If not, then ASIH leadership will determine whether it is necessary to meet with the individual(s) involved to apprise them of the complaint, discuss the situation, and possibly take actions to limit interactions between the individuals involved. In the event of harassment allegations, the ASIH team will explain the rights and options available to the complainant and determine whether further sanctions are warranted against the perpetrator.

**TREA Manual** (under preparation)

**Meeting Management and Planning Committee Documents**

1. MOU for the JMIH (TBA with BAI)
2. Meeting Management Services Agreement (TBA with BAI)
3. Detailed List of Tasks by JMIH Program Director

**Program Director Information and To-Do List**

Program Director (PD) Job Description (from Job Description through Timeline and original position advertisement [as Program Officer])

1. Open the abstract submission site for the JMIH.
2. Bring paper copies of the abstracts to the planning meeting in the host city in the spring of the meeting year.
3. Bring an Excel file with the abstract information to the planning meeting.
4. Following the on-site planning meeting, run final checks of the schedule.
5. Two deliverables are required at the end of the annual process:
	1. final schedule
	2. abstract book

Timeline of Annual Activities

1. December: contact JMIH program committee members and society secretaries for updates they need to the abstract submission process.

2. November/December: contact Oxford Abstract submission and inform them you wish to open the site for the coming year. This initiates a payment process (probably will be paid by BAI/TREAS).

3. November/December: inform Oxford of your required changes.

4. November/December: make adjustments to home page (dates/place; logo is fixed), emails sent by the system and determine what you need Oxford to change.

5. Inform society secretaries that the site is open and ask them to inform the membership and website managers.

If other groups meet with JMIH, the PD will interact with representatives of those societies. The JMIH is a consortium of four societies: American Elasmobranch Society (AES), American Society of Ichthyologists and Herpetologists (ASIH), Herpetologists’ League (HL), and Society for the Study of Amphibians and Reptiles (SSAR). The Program Director will be responsible for opening the abstract site, adjusting the site on a PC computer that runs Internet Explorer (e.g., changing emails, symposium names, student competitions list); testing the site on a variety of computers in a variety of browser environments (your test population includes planning committee members, their students, and BAI personnel); printing of abstracts for the planning meeting grouped by type (need duplex printing capabilities to reduce paper costs and generate a two-page document that includes all relevant information); attending the spring planning meeting with an Excel spreadsheet downloaded from the Oxford site and paper copies of the abstracts; contact submitters regarding errors in their submissions (e.g., symposium listed as a poster, ASIH Stoye competition listed as a poster); completing final adjustments to schedule determined by early cancelations; checking schedule for accuracy (three clean runs with all numbers accounted for); contacting all students to remind them of rules for competition; passing student names to society secretaries for verification of membership; coding abstracts (symposium, oral, poster) in the Oxford system before asking Oxford for the abstract file (numeric codes assigned reflect alphabetical order of first author of abstract, not the submission number); sending letters of invitation to participants who request them; editing abstract book for format (check for scientific names, special symbols, etc.) and passing it to Kansas State as quickly as you can.

Work Timeline: in late part of calendar, contact the societies for lists of symposia and organizer contact information. Open the site by contacting Oxford. Contact Oxford and let them know the changes they have to make for you (they do the modifications of student competitions, symposia, etc.). Modify all emails (change year and location and notification deadline), modify list of student competitions if necessary, modify list of symposium names.

Ninety percent of the abstracts come in the last 48 hours of the abstract period. Start printing and filing them as they come through to cut down on the printing rush. The last week of the abstract submission period is the busiest. Check the abstract number off the “Abstract Intake File” as you file them into folders. As soon as the deadline for submission comes, go back into system and close the site.

Before the Planning Meeting

January–March: once the abstract site is open and abstracts start to dribble in, once/week check for problems and send emails to people (just to get ahead of the game)

People who want to use one abstract for both poster and oral presentation.

People who have checked every box available (e.g., AES presentation).

Students who want to compete but are not members.

1. Close abstract submission site on designated day.
2. At this point, there will be a ton of emails to deal with (e.g.. students who want to compete but are not members). Send out as many emails as possible to deal with these problems BEFORE the planning meeting.
3. Print off all abstracts double-sided from the Oxford site.

Color code the student competitions, symposia, etc. Highlight the relevant important information (e.g., AES presentation, behavior, etc.).

Sort abstracts into folders, by student competition, symposia, poster, etc.

1. Contact symposia organizers and ask for their desired schedule of talks and time for each talk, plus moderators.
2. Download the datadump (in the Oxford Admin site, in Reports).

Clean up one copy of the datadump.

Make Excel files of all student competitors by societies and send to the Society representatives so they can check membership.

Make Excel file of willing moderators.

Make Excel file of willing judges and send to the relevant Society representatives.

Do concatenation to get the blank schedules (oral and poster) ready to fill in.

1. . Send letters of invitation requested.

During the Planning Meeting

Assign sessions. Set up schedule. Fill in the detailed oral presentation and poster files.

Assign moderators to sessions.

Deal with student eligibility.

Fill in both the Master Slots and the Venue Master files.

After the Planning Meeting(allow about 9, 10-hour days for finalizing schedule and responding to email)

Email moderators selected during planning meeting. Give assignments, tell them when their talks are, and ask if they agree. Make substitutions as required.

Check spelling of all names.

Check to make sure a moderator is in only once and that the session does not conflict with his/her own talk.

Send the reps the final Excel files of student competitors.

Revising schedule as necessary. Make sure session titles are correct, spelled correctly, etc. Remove ineligible students from competitions. Delete withdrawn abstracts from schedule.

Check of abstracts.

Go through piles of poster abstracts and oral presentation abstracts and make sure all posters are together and all oral presentations are together.

Arrange all the individually printed abstracts into piles by day, room and session running down the schedule. Then, check these against the schedule to make sure that all abstracts are in the schedule and accounted for. Check off as verified.

Using the abstract check file, blacken out all withdrawn abstracts and the bogus test abstracts. Make 2 hard copies. Use one for final abstract check. Two people needed.

Begin with day one, oral talks. Have one person read and check off each abstract number from the schedule page, while the second person crosses that number off the abstract check file list. Do this for first page (1–224) (person reading numbers from the schedule just reads abstracts 1–223). Then do day one for second page of abstract check file (numbers 225–448). Then do day two of oral papers, for each page of the abstract file, again doing each page of abstract file. When oral talks are done, go to the poster stacks of abstracts. Correct any problems.

Code abstracts in the Oxford system (need another person to help).

The reason for coding in the Oxford system is to get the list of presenters in alphabetical order by last name of first author for the abstract book.

Go into the final, cleaned up Excel file and insert a new column. Copy and paste the existing column that has first name, last name (affiliation), presenting (or not) into the new column. Then, go through row by row and delete everything but the last name.

Copy this Excel spreadsheet. In the new sheet, remove everything except the serial number, author’s last name, and presentation type. Then sort by author’s last name. This will give the code number (1 through 762 in the case of 2014) in alphabetical order.

With a second person: (1) read off, starting at the top of the Excel sheet, the serial number. The other person finds it on the list of numbers. You say 1, poster, or whatever. Then 2, symposium. Go through the whole Excel sheet until all the abstracts are in.

Again with the second person, go into the Oxford Administration System. Click on Abstracts. Then on Codes. The # (far left column) is the serial/submission number; the code number is the alphabetical number. Reject the bogus test abstracts. When you get to the first real abstract, read off that number. The other person gives you the code number and whether the abstract is oral presentation, poster, symposium, or plenary. Type code number and presentation type.

Once the schedule is perfect, send the Excel file with all the sheets (including schedule) to BAI. They will deal with any changes going forward.

Send out acceptance emails (plenary, symposia, poster, and oral, as separate emails)

Download the abstract book from the Oxford system.

Abstract Book (allow about 10, 10-hour days to complete)

Separate huge file into 4–6 smaller files.

Go through each file and remove extra spaces to consolidate from 1 abstract/page to multiple. Change margins to specifications.

Check for correct alphabetical order. Rearrange abstracts as needed.

For each abstract:

* 1. Correct title if needed (use upper and lower case, italicize scientific names, etc.)
	2. Deal with spacing.
	3. Check and correct names and affiliations
	4. Read through abstract and lightly edit.
	5. Enter day and room of presentation from the schedule.

Send the files to Kansas State.