

American Society of Ichthyologists and Herpetologists

Procedures Manual

Guidelines and Procedures for the Conduct of Society Business

**Promulgated by Direction of the ASIH
Executive Committee
June 1999**

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ABBREVIATIONS USED IN THIS DOCUMENT

ASIH	American Society of Ichthyologists and Herpetologists
ANBM	Annual Business Meeting

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
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	Gaige Fund Award Committee
GSPC	Committee on Graduate Student Participation
HSFC	Henry S. Fitch Award Committee
LOCL	Local Committee
LRPP	Long Range Planning and Policy Committee
MMPC	Meetings Management and Planning Committee
NOMC	Nominating Committee
PUBC	Publications Policy Committee
RFAC	Raney Fund Award Committee
RHGC	Robert H. Gibbs, Jr., Memorial Award Committee
RKJC	Robert K. Johnson Award Committee
STAC	Student Awards 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 SSAR and HL
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 (NSCA)
PNHC	Representative to the Society for the Preservation of Natural History Collections
SPUC	Committee on Special Publications Resolutions Committee
RESC	Resolutions Committee

Recurring Committees:

HACC	Committee to Revise the Herpetological Animal Care Leaflet
HINC	Herpetological Information Coordinator
HIST	Society Historian
IACC	Committee to Revise the Ichthyological Animal Care Leaflet
IINC	Ichthyological Information Coordinator

INTRODUCTION

Original Charge to 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 at the ASIH meetings in Guelph, Ontario, July, 1998. The provisions of this Manual became effective January 1, 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

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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)

Kassi Cole (1998-2000)

Deanna J. Stouder (1995-1998)

Maureen A. Donnelly (1998-2000)

Joseph Travis (1995-1998)

David Greenfield (1998-2000)

Implementation, Use and Amendment of ASIH Procedures Manual

Implementation and Amendment

The final draft version of the Manual was approved by the BOFG and ratified by the ANBM at the ASIH meetings in Guelph, Ontario, July, 1998. The provisions of this Manual became effective January 1, 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 adoption of this manual by the BOFG, i.e. January 1, 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 January 1, 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 in

Section A. 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 denial is that those who vote should have been present and privy to all substantive discussion of an issue.

Updates to the ASIH Procedures Manual

The ASIH 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 Gregory (chair), Carol Johnston, Craig Guyer, Don Buth, Karen Warkentin, Robert Cashner, Mel Warren, and Stephen Ross (representing ENFC); in 2009, Guyer and Warkentin were replaced by Fred Zaidan and Jacqueline Litzgus. Numerous other society members, especially officers and committee chairs made substantial contributions to the revised manual, but special thanks are due Eric Schultz, Margaret Neighbors, and Jacqueline Litzgus for their comprehensive review of the entire document.

ASIH OFFICERS

EDIT – Copeia Editor.

History of Office

Position renamed Managing Editor in 1960. Position extant in 1980, then called Managing Editor, not yet a designated member of EXEC. The Managing Editor became a member of EXEC in 1981. The position of Managing Editor was renamed Editor effective January 1, 1998. Editorial abbreviation: ED. See *Copeia* 1987(4): 1092 for a review of the history of *Copeia* editorial offices to that date.

Constitutional Mandate

- a) Constitution
(IV-1) designated officer
- b) Bylaws
 - (V-1-a) Chief Executive Officer (CEO) for *Copeia*
 - (V-1-b) 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) 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) serves on EXEC and, as Chair, EDPC

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

(V-1-f) annual Society dues and transportation and lodging at the annual meeting reimbursed

(XIV) EDIT maintains set of *Copeia* received from Allen Press while in office

Description of Functions

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

a) Summary of Responsibilities

Allocates workload among sections; receives Associate Editor recommendations on publication; renders final decisions on manuscripts; communicates decisions to authors and editors. 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, EDPC.

b) Tenure

Although election is from year to year, the expected commitment is for a minimum of five years of service.

c) Operations of the Office of EDIT

(1) *EDIT'S Report*

(a) 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 sections, proportionate acceptance/rejection rates by section; 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 society's BOFG, which convenes at the forthcoming annual meeting. This report is most easily prepared during the holiday period of early January, for data (and time) are then available at close of calendar year to complete various computations and compilations. By completing the report at this time, the late rush is avoided in April when societal committees are asked to submit reports to the SECR. A number of pre-configured reports useful for compiling the necessary statistics and information are available on Allen Track under Editor Tasks in the "Reports Folder". EDIT should become familiar with the functionality and utility of these reports, as the titles are non-intuitive and some have been designed for other journals and not necessarily relevant to *Copeia*. Report output can be downloaded to Excel spreadsheets for further analysis.

(b) Contents

The report should contain the following sections:

Date each issue was published and its pagination.
Number of pages (and percentage) that comprised articles, book reviews, obituaries, news and notes, books received, volume content and index, summary of meeting, instructions to authors, and any other published material.
Number of pages (and percentage) of articles that were either ichthyological or herpetological.
The number of manuscripts submitted to the journal that year, with number (and percentage) difference from preceding year.
Number (and percentage) submittals by state and by foreign country.
Number (and percentage) submittals allocated to each section. Rejection rates by section (the latter compiled as number of rejects per section divided by the total number per section for which a decision had been made). Overall rejection rate for the journal should similarly be compiled, along with the number of submittals still in review at time the statistic was compiled.
The average time an issue was in-train (which is an estimate of the backlog for the journal).
Any other pertinent information that the EDIT can provide.

(2) *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 EDPC.

(3) *EDPC*

Each year, the EDPC (comprising the EDIT and Associate Editors) meet collectively on the day before the first day of the annual meeting to discuss editorial problems and procedures. 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 annual meeting 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 to the BOFG.

(4) *EDBD and List of Reviewers*

Each Associate Editor may nominate up to three individuals to serve as members of *Copeia's* EDBD. These individuals must have agreed to assist with the editorial process and serve the Associate Editor responsible for the nomination, and must also be members of the society. EDBD members are listed on the *Copeia* inside front cover. An acknowledgement of service and list of reviewers, along with the number of reviews provided, is published in the second issue of the year.

(5) *SPUC*

EDIT serves *ex officio* on SPUC. Neither EDIT nor other *Copeia* editors are automatically (nor usually) in service as editors for any ASIH special publications.

(6) *Copeia*

All aspects of *Copeia* are electronic and performed online using the Allen Track system at Allen Press (<http://copeia.AllenTrack.net>). 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. Contact Allen Press for further details and guidelines in using the Allen Track system.

(a) New Manuscripts

(i) Initial Review and preparation of *Copeia* “Checklist”

Upon successful submission, manuscripts are placed in the “Initial QC” folder at Allen Track. The Allen Track 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 EDIT (see h.1. Email templates, below) without AP intervention. The editorial office prepares a checklist of format, style and compliance problems that must be addressed by authors at some point prior to final acceptance. A pdf of the form is uploaded and included among the online manuscript items and thus made available to authors. 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 Allen Track. EDIT determines whether 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 editorial board as necessary. Some foreign submits (especially those from countries in which there may be difficulties in accessing a variety of bibliographic resources) suffer from language, format, content and other severe difficulties and should not be sent out. In case of editorial rejections without review, EDIT communicates 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 Associate Editor in one of the five *Copeia* sections. On Allen Track, select "Quality Ok" under Manuscript Tasks. Manuscript moves to Editor Tasks and is flagged as "Assign Potential Associate Editors...". Follow links to the drop-down box for editor selection, noting the dates particular editors are unavailable and the relative workload assignments, in cases where multiple 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 editor and section 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 (i.e., food habits of species X), and those dealing with fishery management. Ecology and Ethology section takes manuscripts dealing with higher-level ecological processes, such as analysis of species interactions, population sized estimation, community and ecosystem studies. Genetics, Development, and Morphology may receive manuscripts dealing with genomics, morphometrics, morphology and development. Physiology and Physiological Ecology may receive manuscripts of any physiological nature (i.e., thermal biology, digestive or reproductive themes). An attempt should be made to keep sections roughly equal in numbers of processed papers (although this will fluctuate through the year). For example, when a submitted manuscript falls in the interstices between two sections, then it should be sent to the one with fewer submits to date. It is also useful to play to the strengths and interests of the Associate Editors in selecting manuscripts to send them.

(iii) Send notices to author

Check membership status of author(s). Send notification of expected page charges and ASIH membership application to corresponding author when none of the authors is an ASIH member. (It is a requirement of current editorial practice that one or more authors of a paper to be published in *Copeia* be a member of ASIH. The alternative is mandatory payment of page charges, currently assessed at \$110 per page. Authors requesting color reproduction are sent a notification of charges for the cost of color figures, currently \$300 per figure to ASIH members and \$800 per figure for non-members (separate fee schedule for color figures online only). The EDIT shall monitor membership status and bill authors as appropriate prior to publication of articles. Current practice is to encourage enrollment in ASIH. EDIT works with the ASIH Treasurer on accounts receivable. Non-payment of bills may be grounds for denial of future manuscript submissions.

(iv) Monitor status of manuscript submissions

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, send notification to 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.

(v) 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 Editor on the schedule set forth by the Allen Track system. 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 Allen Track and associated with the manuscript files at any time prior to the processing of the Editor decision. Correspondence must be carefully examined for appropriateness and professionalism, to ensure that inappropriate or offending comments are not transmitted to authors and reviewers.

(vi) Manuscripts requiring Editor 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 Allen Track 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. Editor 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 review—manuscript is not suitable for publication in its current form, but may be made so via revision after accommodation of recommended changes of reviewers and editors.

Papers receiving this decision will undergo additional review upon resubmit.

- (3) accept pending revisions—manuscript will be suitable for publication once revisions are completed. Papers receiving this decision need not undergo additional review, but additional review may be solicited at the discretion of the Associate Editor. Such papers are considered on-track for eventual publication.
- (4) accept revision pending additional corrections—manuscripts previously reviewed and revisions evaluated by the Associate Editor without additional review, recommended for acceptance pending additional corrections. Papers receiving this decision are returned to authors with Associate Editor and Editor recommendations and instructions.
- (5) accept, no further changes necessary—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 Allen Track 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 EDIT 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 EDIT is again presented with the decision email for any necessary changes. Once 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 (2), (3), or (4) may be resubmitted by authors and re-enter the procedure cycle as a “revision” and designated by Allen Track 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 EDIT 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 Editor'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 Editor's discretion.

Editor decisions are transmitted to authors and copied to the Associate Editor in the form of the Allen Track 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 acknowledgement that includes the non-confidential comments received from all reviewers and the Associate Editor.

Manuscripts receiving decision (5) are forwarded to the Production Editor (email copied to the Associate Editor) with any relevant instructions about preparing the manuscript for publication. Such papers are moved to the "Awaiting Production" folder at Allen Track.

(vii) Preparing Accepted Manuscript for Publication

Production Editor retrieves the source file from "Awaiting Production" folder and modifies the document to conform with Editor instructions and *Copeia* style and format. All changes are saved to a new document, which is uploaded to Allen Track to replace the previous source file. For files undergoing revision and replacement, a copy of the author's source file is retained.

Figure Editor examines the source file of each illustration with respect to suitability for publication. Files lacking adequate resolution and/or illustrations that do not comply with *Copeia* style may be returned to authors for corrections.

Once the Production Editor is satisfied that manuscripts are prepared for production, papers are sent to the "Sent to Production" folder. This may be done individually or in blocks of papers.

(viii) Preparing Issue for Publication

(a) Table of Contents

Production Editor prepares a draft Table of Contents (TOC) for the issue. Papers in the "Sent to Production" folder that have been

copyedited and prepared for production are eligible for inclusion in the issue. Editor discretion is used in determining the number of papers in the issue, although priority is given to those papers in the queue the longest. Papers having unresolved content problems (text or figures) may be excluded from production. Issue targets are 250-270 pages for #1-3 and 200 pages for #4 (to accommodate end of the year “back matter”). Although estimated, the issue may be considered “filled” by a rough target of 28 papers. Any papers not included in the issue that remain in the “sent to Production” folder are considered “backlog” and are considered highest priority for inclusion in the next issue.

The draft TOC is sent to the Editor for approval. The Editor may enter changes to the content and order of presentation. At this time, the Editor designates the intended column width and color reproduction designations for each illustration and appends those instructions into the TOC. The revised draft TOC is returned via email to the Production Editor. Once finalized, the TOC is sent via email to the *Copeia* Managing Editor at the publisher with authorization to begin issue production, accompanied by any special instructions.

(b) Preparing back matter: Editorial Notes and News, Reviews, etc.

(i) Tracking

Back matter includes the Editorial Notes and News, Book Reviews, Report of the Annual Meeting, and other materials not generally subject to peer review. Basically the same procedure is followed as for regular manuscripts; back matter documents should be uploaded by the Production Editor or users other than EDIT so that EDIT may exercise control of the movement of the manuscript through Allen Track.

(ii) File Format

The Notes and News file is created as a single document because the proofs are sent to the editorial office for checking. The other parts of the back matter are treated as separate documents.

(c) Deadlines

Prior to start of the calendar year, the publisher provides a detailed production schedule with target dates for submission of items to the Press and dates of distribution of proofs. Bear in mind that the schedule is a target with some flexibility. However, every effort should be made to ensure that *Copeia* issues are completed and mailed during the calendar month as follows: issue 1--February 15; issue 2--May 15; issue 3--August 15; issue 4--December 15.

(d) Notification and authorizations to Allen Press

Production of the issue is authorized upon emailing the TOC and any special instructions to the *Copeia* account manager at Allen Press. Because manuscript files intended for production have already been assigned to the "Sent to Production" folder, Allen Press need only be informed of the issue content and order of appearance.

(ix) Handling Proofs

(a) Receipt from Allen Press

Approximately one month after Allen Press receives the manuscripts from the editorial office, pdf proofs are available for download from Allen Press ftp server at <ftp://ftp.allenpress.com/>, "To Cope" directory. Paper proofs and illustration print proofs are sent via overnight mail to the Production Editor.

Authors are provided with the pdf proof as soon as possible, to avoid delayed responses regarding corrections from affecting the production schedule. A template is available for composing email to authors with instructions regarding proof corrections and reprint orders. Documents may be attached to this email. Authors are asked to communicate proof corrections within seven days. Authors with papers with involved color figures are asked to provide a color print to the Editorial Office as a guide to author's expectations regarding color balance and contrast in the final printed version. These prints are forwarded to the *Copeia* account manager at Allen Press with instructions.

Authors are billed for page charges and color reproduction at this time. Templates are available for composing email to authors with instructions regarding page and color charges, as appropriate. These emails are copied to the ASIH Treasurer for accounting purposes. It is expected that payment is received prior to final proof stage, otherwise the paper may be removed from the issue and either rejected or scheduled for a subsequent issue.

(b) Enter Corrections

Once all proofs have been returned by the authors, the corrections on the master set of paper proofs are transferred to the second set and sent to Allen Press.

(c) Second and Subsequent Proofs

Several weeks later, Allen Press sends the "1st Revised Proofs" to the editorial office. Revised paper proofs may be restricted to only those papers involving changes. A pdf proof is available for download and distribution to authors as for first-generation proofs; however, authors

need not be sent revised proofs unless major changes and/or author approval are involved.

The revised proofs are checked to be sure all corrections were in fact made and made correctly. Any additional corrections are marked on both revised sets of proofs. Corrections are sent via express mail to Allen Press.

(d) Final Proofs

Several days later, Allen Press sends the "Final Proofs" to the editorial office. There are again two complete sets plus the original set with the corrections. The final proofs are checked to be sure all corrections were in fact made and made correctly. If there are any additional corrections, they are marked on both sets of proofs. These corrections are called into Allen Press. Then one set of the final proofs with the additional corrections is returned to Allen Press. At this point, the issue is considered "dead."

(x) Allen Track Maintenance and Customizations

(a) Email templates

Templates are provided by Allen Track for all manner of email correspondence regarding *Copeia* business. These utilities are found under System at Administration in the folder "Configuration Tasks", "Add/Edit Letters".

Letters are organized in three groups: Decision Letters, Manuscript Correspondence Letters, and Journal Letters. All can be edited or disabled by EDIT and new decision and manuscript correspondence letters can be designed and added at any time without publisher intervention. Journal letters can be edited and disabled, but not created. Editing of letters is straightforward and guides to html and system codes are provided. Creation of new letters is less intuitive, but not difficult. EDIT should use care whenever accessing these utilities.

(b) User accounts and profiles

Utilities for managing user accounts are provided under System Administration, "Change User/Profile". This becomes important when users have trouble with their accounts, when EDIT requires a direct "look" into a user account to see their manuscript items as the user sees them, and to change user's permission within the system.

(c) Manage Accounts

Utilities for adding and merging users are provided under Staff Tasks, "Manage Accounts". Because *Copeia* staff have authority and need to add users (i.e., potential reviewers) to the system, duplicate and

incorrect entries occur. EDIT has sole authority to manage and delete accounts once created. As accounts are duplicated, it becomes necessary to merge accounts pertaining to the same individual, using the "Specify Specific Accounts to Merge" link. This provides a mechanism for scanning older accounts to be merged with current and corrected accounts. User histories (their manuscripts, reviews, and solicitation histories) are then re-assigned to the merged account. EDIT must use caution in using these features, as errors cannot be recovered.

PPRE --Past President

History of Office

Position extant in 1980.

Constitutional Mandate

a) 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.

b) 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

a) Constitution

(IV-1) designated officer

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

b) 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 co-ordinate the judging process for student awards at the annual meeting. 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, it is suggested that 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

a) 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

b) Bylaws

(II-1) presides at meetings of BOFG and ANBM (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

a) Summary of Responsibilities

The PRES presides at sessions of EXEC, BOFG, and ANBM. 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 annual meeting following the occurrence of the vacancy.

b) 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.

c) 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 Annual Meetings*

Although under the present system, the presidential term does not begin until January 1 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 January 1 through December 31, 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:

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 ANBM 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 annual meeting. Traditionally, this committee also prepares a series of resolutions thanking the Local Committee (LOCL) and their institution for hosting the meeting. These, along with other resolutions of a more humorous nature, usually are presented at the JMIH banquet 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.

STAC:

The Chair is appointed by PRES before the annual meeting. 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 SECR and makes the announcement of winners at the annual banquet. If the STAC chair will not attend the meeting, PREE or SECR will make the announcement at the banquet. The chair of STAC is in the opposite discipline of PREE. The chair of STAC coordinates the judges at the annual meeting.

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 Graduate Student Participation Committee (GSPC); this person sends the forms to the competitors. Evaluation forms for the judges should be passed to 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 preregistrants and their phone numbers and email addresses to aide him or her in selection of 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.

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 in order to avoid hard feelings on the part of competitors.

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.

(3) *Service at Annual Meeting*

(a) Presides at EXEC, BOFG, ANBM

At the annual meeting, the PRES chairs the EXEC meeting, the BOFG meeting, the ANBM, and participates in the Annual Banquet program.

(b) 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 GSPC (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. 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 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 (3-yr. term for chair; staggered terms for members).

ENFC (Chair & Chair Elect serve 2-yr and may be reappointed; members serve staggered 5-yr. 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-yr terms)

CONS (this is a large committee with representatives from other organizations and, since 1995, a graduate student)

IHCC and subcommittees: Newsletter Subcommittee; Supplies and Resources Subcommittee; Policy and Practices Subcommittee; Data Standards Subcommittee; Ichthyology Division; Herpetology Division. 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

EDPC: EDIT, all Associate Editors (all are listed on inside of front cover of *Copeia*; PRES and PREE serve *ex officio*) (The EDBD is appointed by the PRES in consultation with the EDIT; see inside front cover of *Copeia*.)

SPUC: President appoints Chair, EDIT serves *ex officio* on committee.
GSPC and Faculty Advisor to Committee

EPPC

HACC (ASIH, HL, SSAR joint effort); IACC

HIST

HINC

IINC

HFMH, HFMI (as vacancies occur, a separate committee is appointed for ichthyology or herpetology; see the separate listings for these committees below)

(c) Appoints Research Award Committees

The PRES appoints one member to GFAC and RFAC. The Chairperson 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 Chairperson 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 Chairperson at or soon after the annual meeting, in time to meet the August 5 deadline for inclusion in *Copeia*.

(d) Appoints Parliamentarian

If desired, the PRES may appoint a Parliamentarian to assist with proper form during the BOFG and the ANBM. It is the recommendation of this manual that the PRES make such an appointment.

(e) Elected Committees

Places on the following committees are filled by election:

NOMC (ANBM)

RHGC (BOFG)

RKJC (BOFG)

HSFC (BOFG)

(f) Appoints Society Representatives

The various Society Representatives and liaison officers must be reappointed. These include:

ASCR: Representative to the Association of Systematics Collections

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

AFSR: Representative to American Fisheries Society

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

HSOC: Representative to SSAR and HL
AESR: Representative to American Elasmobranch Society
AIBS: Representative to the American Institute of Biological Sciences
The President may appoint any Ad-Hoc Committees or Representatives.

(g) Annual Banquet

Activities at the annual banquet have traditionally been largely the responsibility of LOCL. The PRES should for the most part devote his/her efforts to promotion of ambience.

(4) *Subsequent to Annual Meetings*

Typically the PPRE presents a plenary lecture at the annual meetings. 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 annual meeting 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 annual meeting, 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 or electronic format, but email is the usual medium of choice. It is recommended that "standard" appointment and charge letters be linked to this Manual, so that PRES can consult them and modify them as he/she sees fit and 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.

SECR --Secretary

History of Office

Office was extant in 1980.

Constitutional Mandate

a) 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)

b) 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 ANBM (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

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

Description of Functions

a) Summary of Responsibilities

The SECR is responsible for: keeping the records of the society and reporting at the annual meeting; sending out notices announcing the annual meeting and making arrangements for abstract submission; serving as a member of the Meetings Planning Committee; arranging the agenda for the BOFG and general business meetings at the annual meeting; 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.

b) Tenure

Although election is from year to year, the expected commitment is for a minimum of five years of service.

c) Operations of the Office of SECR

(1) *Tasks Done Throughout the Year:*

Maintenance and emendation of the ASIH Procedures Manual are charged to the SECR. It is anticipated that this Manual will be maintained and revised by the SECR and the Chair 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. 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 President 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, SECR also has sent letters for 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 consumes several hours of weekly attention, but most of the correspondence is associated with the annual meeting.

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

- Promptly reply to requests for copyright permission and keep copies on file for annual report.
- Maintain all files of the society, including translation of all electronic correspondence into Word files that are printed and stored as electronic records.
- Coordinate with the Allen Press representatives to ensure smooth operations associated with the distribution of the journal.
- Provide stationery or black-and-white ASIH letterhead template to officers and editors.
- Facilitate communications among the EXEC and other committees and maintain the records of officers, representatives, and committees.
- Manage distribution of paper mailing labels through Allen Press.
- Inform EDIT of deaths of former society Presidents, Honorary Foreign Members, and distinguished members for EDIT to arrange for obituaries for publication in *Copeia*.
- Approve monthly checks and charges report sent by TREA in writing for the ASIH audit.

(2) *Tasks with Fixed Deadlines:*

Jan 1: 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 January 1.

Jan 1: 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.

Jan 15: Work with the representatives from Kansas State University Conference Services to ensure that materials are posted on the web in a timely way.

Mar 15: Send reminder of deadline for receipt of reports to BOFG to officers, committee chairs and representatives.

Apr 15: Call for reports for the BOFG meeting.

Apr 1: Compile report of the SECR' s office for BOFG report.

Apr 1: Write EXEC Report.

Apr 1: Request items from EXEC members for EXEC meeting agenda.

May 1: Receive reports and compile BOFG report. Duplicate and mail to entire BOFG if they request a paper copy. Post PDF on ASIH website.

May 1: Produce PowerPoint presentation with the ballot (create, print, copy, and deliver to meeting site) for ALL elections to be held at annual meeting. Preprint approximately 100 copies of a single ballot for Fitch, Gibbs, and Johnson Award Committees for BOFG meetings. Ensure that general business meeting ballot has space for ALL elected officers including all incumbents standing for re-election. Inform KSU team of any additional entries on ballots for duplication on site.

May 1: Verify student membership status for STAC.

May 1: Generate copies of judging forms for STAC members; assemble packets for student paper judges.

May 1: Obtain all necessary certificates for Stoye and Storer Awards for annual meeting.

May 1: Obtain any additional certificates, gifts, or awards as may be necessary for annual meeting, including certificates for PPRE's.

May 1: Arrange for inscription of names of winners, date, and city on award certificates; calligraphy on certificates is now done via computer word-processing.

May 15: Finalize and distribute EXEC agenda.

May 15: Carefully proof ballots (HFM 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.

May 30: Prepare all materials needed for EXEC meeting.

June 1: Produce, duplicate, and transport ballots for BOFG and general business meeting to meeting site (see tasks done at meeting, below).

June 30: Update list of elected/appointed officers, Honorary Foreign Members, BOFG, committee chairs, award winners, etc., on web and in *Copeia*.

June 30: Assure that Allen Press mails renewal notices with *Copeia* (3) and periodic reminder notices. Have annual meeting report reviewed by PRES.

July 1: Send letters of congratulation to recipients of awards, or assure that the appropriate committee chair does so.

July 23: Deliver annual meeting report to copy editor for publication in *Copeia* (4).

Aug 1: Prepare and send letters of congratulations/ regret to all people on the ballot (PREE candidates, Honorary Foreign Member nominees, BOFG, etc.).
Nov 15: Provide membership database to Kansas State University Conference Services for mailing of annual meeting announcement.

(3) *Tasks Done at Annual Meeting*

(a) Certificates

Purchase blank certificates, print the gray 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 banquet.

(b) 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.

(c) 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 ANBM agenda in conjunction with the PRES.

(d) ANBM Meeting

Ensure that ANBM does not overlap with presented paper sessions.
Take minutes at Business Meeting.
Distribute, collect, and tally ballots.

(e) Pre-Banquet

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 banquet (this normally should be the chair of STAC). 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 ASAP in order to prepare the checks and certificates. The list preferably should be provided to the SECR on disk/flash drive, but if not, should follow via email ASAP after the meeting.

(f) Banquet

Take minutes at Banquet.

Announce winners of elections.

Obtain resolutions from chair of RESC and list of all award winners from STAC chair for inclusion in meeting report.

(g) "THE BOX"

The following items need to be gathered and placed in a box (or other suitable carrying case) to be taken to the annual meeting:

- 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].
- 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, NOMC, RFAC, RESC, RHGC, STAC).
- Blank certificates for all student paper awards and PREE (3 of each to be safe).
- 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

- a) Constitution
(IV-1) designated officer
- b) Bylaws
(IV-1) has charge of all ASIH funds and securities (Implicit: serves *ex officio* on and/ or as regular consultant to ENFC)
(IV-2) reports on finances annually to BOFG
(IV-4) reimbursed for costs of attending meetings

Description of Functions

- a) Summary of Responsibilities
The TREA shall be in charge of the funds and securities of the society. 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.
- b) Tenure
Although election is from year to year, the expected commitment is for a minimum of five years of service.
- c) Operations of the Office of TREA
 - (1) *Manage Cash Flow*
 - (a) Revenues
Revenues to the society 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 annual Joint Meeting of Ichthyologists and Herpetologists (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.

(b) 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.

(c) 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, and an annual summary of expenses is submitted to AUDI. 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, Raney, Storer, Stoye, and Student Travel) are written by the TREA upon receipt of the list of awardees from the appropriate committee chair.

(2) *Manage Investments*

(a) 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.

(b) Fund Categories

(i) 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. For the JMIH MOU approved for 2010, 2011, and 2013, 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.

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

(ii) **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, Raney, 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.

(3) *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 must be approved by a quorum of the BOFG before it is filed with the IRS.

(4) *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 ANBM.

(5) *Support of Society Officers / Office Functions*

(a) Support of Associate Editors –

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. The society generally does not provide secretarial 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.

(b) Expectation of Institutional Support

(i) ASIH POLICY ON SUPPORT OF *Copeia* ASSOCIATE EDITORS –

Copeia, the official journal of the American Society of Ichthyologists and Herpetologists, 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 the Associate Editor's institution to help support the activity, recognizing that most universities, colleges, museums, and research institutions believe that they benefit from having one of their members, 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 lessened with the move to electronic submissions and reviews (Allen Track).

(ii) Member's Responsibilities

Most members have computers and printers available in their offices that can be used for society activities.

(iii) ASIH Support

The society generally does not provide secretarial 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.

(iv) Support of PRES

No special fiscal privileges accrue to the Presidency, although reimbursement of communication costs borne by the PRES' institution may be negotiated with the TREA of the society. 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.

(v) Support of SECR

The SECR shall be reimbursed out of the monies of 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.

(vi) 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 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.

(vii) 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 ad hoc 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.

(viii) Support for Graduate Student Attendance at Meetings

From time to time the EXEC and/ or particular LOCL have contributed funds to the Clark Hubbs Graduate 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 graduate 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 GSPC on a one-to-one basis (e.g., \$3,000 is raised, ASIH matches with \$3,000). These funds, allocated

annually, are to be used to augment travel funds for students in a manner to be determined by the GSPC. Thus, the Clark Hubbs Graduate 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.

(ix) 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 annual meeting; 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, via email, fax, etc. 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 which must be renewed yearly to conduct society business. Standing committees and their abbreviations are as follows:

ANBM	Annual Business Meeting
AUDI	Audit Committee
BOFG	Board of Governors
EDBD	Editorial Board
ENFC	Endowment and Finance Committee
EXEC	Executive Committee
GFAC	Gaige Fund Award Committee
GSPC	Committee on Graduate Student Participation
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	Raney Fund Award Committee
RHGC	Robert H. Gibbs, Jr., Memorial Award Committee
RKJC	Robert K. Johnson Award Committee
STAC	Student Awards Committee

Appointment and Tenure: General Features

Bylaws

- (VIII-2) Except where further defined or restricted in the constitution and/ or bylaws, committee appointments are made by PRES, and carry tenure of one year. Subcommittees may be designated.
- (VIII-3) Committee service begins January 1 and ends December 31 of year succeeding appointment (with the exception of NOMC). Committee reports are submitted through the SECR for presentation to the BOFG at the annual meeting after the termination of service.
- (VIII-4) Committee charge and purview in general shall follow that listed in the Procedures Manual (this document), subject to modification by PRES, EXEC, and/ or BOFG, except where restricted by constitution and/ or bylaws.

ANBM -- Annual Business Meeting

Description and History

ANBM was established as an ASIH function in 1980. The ANBM 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 ANBM also is required by law.

Constitutional Mandate

a) Constitution

- (IV-2) election of officers; floor nominations
- (V-2) role in election of BOFG
- (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

b) Bylaws

- (II-1) Presided over by PRES
- (III-2) Announcement by SECR
- (VIII-5) Established as a Standing Committee
- (IX-3) Elects NOMC except where appointment is automatic

Appointment and Tenure

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

Charge to the ANBM

Reviews and may discuss actions taken by BOFG.

Responsible for election of officers (see also NOMC, BOFG).

The following committees are elected at the ANBM: 1) members of BOFG based on nominations filed by NOMC (with the possibility of nominations from the floor); and 2) NOMC. ANBM also ratifies BOFG approval of changes in constitution and bylaws and approves certain categories of resolutions of the society.

Calendar

Meets once at the annual meeting of the society. ANBM must fall after BOFG meeting but before annual banquet; detailed timing is left to MMPC.

Ancillary Document(s)

None.

AUDI – AUDIT COMMITTEE

Description and History:

The ASIH *Ad Hoc* Audit Committee was formed by Henry Mushinsky during his term as ASIH President in 2008. The immediate charge to the Committee was to address three accounting deficiencies as outlined in a letter dated May 30, 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 Prior Prior Past President and includes the Prior Past President and the Past President. Terms are three years.

Charge to AUDI:

The AUDI manages the Risk Assessment and Fraud Monitoring System to ensure 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. A report of disbursements prepared monthly by the ASIH Treasurer is reviewed by the Chair of AUDI and approved by the SECR. The Committee

may also make recommendations to the society on how to address matters of ethics and other issues as they arise.

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 e-mail.

Ancillary Document(s):

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

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 at the ANBM.

Constitutional Mandate

a) 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

b) 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

a) 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 annual meeting following the expiration of their terms. The incumbent officers of the society shall be members of the BOFG. Former presidents of the society shall be members of the BOFG for life. All meetings of the BOFG shall be open to all members of the society.

b) Method of Election

Ten vacancies in the elective membership of the BOFG shall be filled through election at the ANBM 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 January 1 following the annual meeting 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 as an officer.

Charge to the BOFG

Ultimate authority, fiscal and policy; responsible for conduct of all society business except those functions explicitly delegated to ANBM, 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 ANBM.

Elects Honorary Foreign Members, Distinguished Fellows.

Elects members of RHGC, HSFC, and RKJC.

Evaluates recommendations of MMPC and determines location of annual meetings.

Approves changes in constitution and bylaws (subject to ANBM 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

a) Role of the PRES

Presides.

b) Role of the SECR

The SECR helps develop the agenda for the BOFG meeting and assists and directs PRES in presiding over the meeting.

c) **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 ANBM, 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 ANBM. 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 ANBM 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 ANBM.

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 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

a) **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.

PUBC – Publications Policy Committee

Description and History

Each year, the PUBC [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 annual meeting 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 annual meeting 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 [including the Managing Editor, four Section Editors, and the Publications Secretary (an office eliminated in constitutional and bylaws changes 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 Procedures Manual (this document) now affirms that PUPC is included in EDPC (and therefore no longer exists) whilst the SPUC is the non-*Copeia* counterpart of EDPC. In 2008, the name of the committee was changed to PUBC.

Constitutional Mandate

- a) Bylaws
(VIII-5) Established as a Standing Committee

Committee Appointment and Tenure

The EDPC comprises all holders of an editorial office: Editor and Associate Editors. The SECR serves on the committee *ex officio* and usually attends EDPC 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 annual meetings. Issues are raised and discussed appropriately throughout the year as they arise.

Ancillary Document(s)

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

ENFC -- Endowment and Finance Committee

Description and History

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 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

a) Bylaws

- (VIII-5) Established as a Standing Committee
- (XI-1) Appointment and tenure of committee
- (XI-2) Appointment of Chair and Chair-elect
- (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
- (XI-6) Shall maintain close liaison with LRPP; Chair shall serve as *ex officio* (nonvoting) member of LRPP
- (XI-7) Responsible for investment of the endowment and other society funds; advise BOFG on managed funds and monitor activities of outside professional money managers.

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 will 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 fund-raising 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 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 annual meeting 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.

Ancillary Document(s)

ENFC brochure on "Planned Giving Opportunities" (approved at Penn State meetings).

ASIH “Investment Policy Statement” (29 November 2004), a formal statement of the investment policy as set forth by the Endowment and Finance Committee of the ASIH. The statement is set forth in order to:

Define and assign the responsibilities of all involved parties.

Outline the Fund (ASIH Endowment, consisting of multiple ASIH funds) purpose, the investment objectives of Fund assets, and spending policy of the Fund.

Provide guidance on selection of Investment Managers who invest Fund assets.

Establish a basis for evaluating investment results.

Manage Fund assets according to prudent standards as established in common trust law.

Establish the relevant investment horizon for which the Fund assets will be managed.

“Guidelines for ASIH Funds Management” (implemented spring 2005) outlines structure of ASIH accounts, rules governing asset allocation and account balances, and cash flow. This 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

a) 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) composition of EXEC: PRES, PREE, PPRE, prior PPRE, SECR, TREA, EDIT, chair of LRPP, chair of ENFC

(IX-1) may initiate amendments to constitution, bylaws

Bylaws

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

(VIII-5) established as a standing committee

(XII-2-g) investment of General Endowment Fund subject to ratification by a majority of EXEC

(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, prior PPRE, SECR, TREA, EDIT, chair of LRPP, 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 tied results in balloting for office selects the winning candidate.

By constitutional authority must make the determination that PRES or PREE is incapacitated.

By practice makes this determination for any ASIH office or committee chairship 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 annual meetings 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 -- 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 herpetologists (= students) 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

a) Bylaws

(VIII-5) established as a standing committee

(XII-2-e) responsibility for Gaige Awards

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

The chair of the committee shall:

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.

Receive applications and respond to questions from prospective proposal authors.

Ensure that all proposals are completed as described in the printed instructions.

Applicants must be members of ASIH and they must be enrolled in an advanced degree program.

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

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.

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.

Inform applicants of the decision by mail.

Prepare the annual report for the SECR for inclusion in the BOFG packet.

Make the announcement of the winners of the competition at the annual business meeting 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 packet. Include the names, addresses, and titles of proposals of the winners.

June: Announcement of results of the competition at the ANBM. Award of a certificate at the ANBM (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:

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 PRES 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 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 chairperson: <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 chairperson. The application and letters of recommendation should reach the committee chairperson no later than 1 March <year>. It is expected that awards will be made by 1 May <year>.

GSPC -- Committee on Graduate Student Participation

Description and History

The 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.

Accomplishments attributable, at least in part to GSPC action, include: (1) changes in Stoye Award Competition (STAC) leading ultimately to the present STAC structure; (2) recognition of GSPC 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 GSPC still seeks: (1) ways and means of augmenting student travel funds; (2) reduced housing costs at meetings.

Constitutional Mandate

Bylaws

(VIII-5) established as a standing committee

GSPC Structure

All members of the GSPC are to be active, dues-paying members of ASIH and must be graduate students at the time of appointment to the GSPC.

GSPC positions and roles are as follows:

- i) Chair - coordinates the annual meeting events throughout the year by maintaining contact with and trouble-shooting issues with all committee members. In addition, the Chair presides over the annual GSPC 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.
- ii) Chair-elect - assists the Chair when necessary in coordinating yearly events and discusses GSPC-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 GSPC prior to appointment and should attend the BOFG meeting with the Chair if possible.
- iii) Secretary - maintains records of the GSPC meetings and coordinates and updates the GSPC Goals and Procedures Report as necessary. The secretary is also responsible for coordinating societal announcements with the Chair and other committee members as necessary.
- iv) Book raffle sub-committee – the book raffle is organized by a coordinator and 2-3 sub-committee members. The duties of this sub-committee include gathering information on and contacting publishers for donations and coordinating the set-up and execution of the

event, which includes coordinating with the GSPC local contact to receive books, JMIH program coordinator to coordinate a location for the book raffle, and GSPC 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.

- v) Workshop sub-committee - the annual student workshop is organized by a coordinator and 2-3 sub-committee members. This sub-committee 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.
- vi) 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.
- vii) Web content coordinator - responsible for the maintenance of the GSPC networking websites (e.g., Facebook) and is a student representative of the ASIH web content committee.
- viii) 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).
- ix) Faculty advisor - attends the GSPC business meeting and assists as necessary in offering advice for the development of novel GSPC ideas, and execution of current tasks and goals. The faculty advisor additionally facilitates a stronger line of communication between the GSPC and the ASIH board.
- x) Conservation committee student representatives - responsible for involvement with the conservation committee and developing ways to disseminate relevant information regarding conservation issues to graduate students.

Annual events

The GSPC business meeting will be organized and executed by the Chair.

The GSPC book raffle will be organized and executed by the book raffle sub-committee.

The GSPC workshop will be organized and executed by the workshop sub-committee.

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 GSPC 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 sub-committee, (5) workshop coordinator and sub-committee, (6) travel awards organizer, (7) web content coordinator, (8) local contact, (9) faculty advisor, and (10)

two conservation committee student representatives. 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, who have two-year appointments in congruence with the conservation committee.

Charge to the GSPC

The basic charge to GSPC is to seek to promote graduate student participation in ASIH both at the annual meeting 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 graduate students of meetings attendance, (3) identifying ways of providing additional travel support for graduate students, (4) continued monitoring of the society awards programs in an effort to funnel graduate student ideas and suggestions to STAC, (5) provision of graduate student input to society affairs as available and where appropriate. The GSPC should be in contact with the meeting program directors to schedule any graduate student events in which GSPC is playing a role. These may include but are not limited to: (1) GSPC business meeting, (2) GSPC-sponsored fundraising events (e.g., book raffle), and (3) GSPC-sponsored workshops.

Calendar

The GSPC meets annually at the JMIH during the GSPC 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 GSPC 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

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, and chooses awardees.

Bylaws

VIII-5: established as a standing committee

XII-h: one member appointed by PRES for three-year term

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 Chairperson. All three committee members shall be established herpetologists holding doctoral 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

a) 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 Fitch Award Committee, will be announced during the plenary session at the ASIH annual meeting.

b) 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 their impact on herpetology. Nominations will be effective 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.

c) Duties of the Chair

The chair of the HSFC 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 annual meeting of the ASIH. 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 JMIIH or make arrangements for a substitute if unable to attend the meeting.

d) 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 annual meeting; 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, via email, or fax. To date (2009), only the cash award and plaque expenses have been paid by the fund.

e) 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 award be directed away from the field of herpetology.

Calendar

The committee establishes its own calendar. The one fixed date is an annual report to the society (BOFG, and, if an award is to be made, at the annual meeting). The chair should order the plaque sufficiently ahead of the annual meeting to ensure that it is in hand for presentation at the annual meeting.

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 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, 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 the conference center to the ASIH for Penn State II. The role of the LOCL was spelled out in May of 2005 by MMGT and MPLN (see Ancillary Documents). Many of the previous functions of LOCL are now performed by professional conference organizers.

Constitutional Mandate

a) Constitution

(VI-3, implicit) mails meeting notice, call for papers, and other information to membership at least three months prior to annual meeting (now handled by KSU).

b) Bylaws

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

(VII-2) chair ultimately responsible for composition of LOCL and for all meeting arrangements; will report in advance to BOFG and ANBM about forthcoming meetings (most of this now handled by KSU)

(VIII-5) established as a standing committee (implicit: with one LOCL per meeting site, more than one LOCL will likely be in operation at any one time)

Committee Appointment and Tenure

Committee usually self-initiated by prospective LOCL chair and others; prepares documents leading to official invitation from sponsoring institution(s) for submission to BOFG through the MMPC and EXEC. The MMPC may be called upon to make its recommendation regarding acceptance of a proposal from a prospective host site.

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

Ancillary Document(s)

See "Guidelines for Hosting ASIH Meetings, 3 rd revised ed.," available from SECR and at ASIH website. These guidelines are to be considered an integral part of the Procedures Manual (subject to BOFG approval at 1999 Penn State Meetings). Also see "Role of Local Chairs" attached to the end of this document.

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 its recommendations have been altered, delayed or rejected, but they have been discussed, and that is the LRPP *raison d'être*.

Constitutional Mandate

(IV-6-a) chair serves on EXEC

a) Bylaws

(VIII-5) established as a standing committee

(X-1) appointment and tenure of chair; 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 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 of the LRPP shall be appointed by the PRES in consultation with the EXEC and such others as the PRES may feel desirable. The chair 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

The committee shall identify desirable society policies and activities and shall advise the BOFG and membership on the best way to carry out and fund society activities.

The committee from time to time shall examine issues involving society governance.

The committee from time to time shall examine annual meeting attendance patterns and recommend such steps as may lead to well-balanced attendance by discipline, career-stage, and other appropriate categories of identification.

The committee is responsible for the development and updating, to reflect current practice, of the ASIH Procedures Manual, and from time to time, make suggestions for improvements and best response to available technologies and opportunities. [Maintenance and emendation of the ASIH Procedures Manual are charged to the SECR (see above). 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.] 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.

The committee shall maintain close liaison with the ENFC. The committee 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 of LRPP is a member of EXEC and responds to issues placed before EXEC throughout the year. An annual report from the LRPP to the BOFG is filed through the office of 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 Procedures Manual (this document).

MMPC – Meetings Management and Planning Committee

Description and History:

The MMPC was formed in 2008 by uniting the former MMSGT (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. President 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 hoc* committees in 2000 by President Harry Greene to assist in the planning the 2001 Annual Meeting. In June 2001 the committees became standing committees. President Henry Mushinsky guided the union of the two former committees into the current Meetings Management and Planning Committee.

Constitutional Mandate:

a) Constitution

(VI-2): instruction to the Committee; The MMPC, working with Kansas State University Division of Continuing Education (KSU), 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.

b) Bylaws

(VIII-5): establishment as a standing committee.

Committee Appointment and Tenure:

The committee is composed of six voting and one non-voting member; one member appointed by each of the three sister societies, AES, HL and SSAR, three members (two ichthyologists and one herpetologists) appointed by the ASIH and the Secretary of the ASIH. Other than the Secretary, each member serves a three year term, and may be re-appointed as determined by the appropriate society. The Chair of the committee is elected from within the committee and serves a two-year term. The ASIH Secretary 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 ASIH Secretary.

Charge to 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 Annual Meeting 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 Annual Meeting schedule, and post the schedule on the ASIH web site. The MMPC shall consider alterations to Annual Meeting 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 Annual Meeting locations. The MMPC shall meet at the host site in the spring, usually in March, prior to the Annual Meeting to develop and assemble the meeting schedule. As early as

possible after the completion of the Annual Meeting schedule, it shall be posted on the ASIH web site. Submission of the annual report to SECR in March for inclusion with the BOFG packet is required. The MMPC shall meet during the Annual Meeting.

Ancillary Document(s):

See "Guidelines for Hosting ASIH Meetings, 3rd revised ed.," available from the ASIH web site at <http://www.asih.org>.

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 and an additional year on AUDI. 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, RKJC, 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

a) Bylaws

- (VIII-5) established as a standing committee
- (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) election at ANBM

Committee Appointment and Tenure

a) 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:

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.

The immediate PPRE of the society. This position shall be filled automatically.

One person in the discipline of the PREE to be elected, chosen from at least two persons nominated by the BOFG.

Two persons in the alternate discipline chosen from at least four persons nominated by the BOFG.

b) 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 receive the chairship automatically. If neither person from the outgoing NOMC is available for election as chair, the PPRE shall assume the chairship 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.

c) Election at ANBM

The election of the NOMC shall be at the ANBM of the society. All nominees, including additional nominations from the floor at the ANBM 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.

d) Tenure of Appointment

The committee members serve for 12 months from meeting to meeting. If they become the committee chair they serve for 24 months.

Charge to the NOMC

The chair of the committee shall:

a) Contact Prior NOMC

Contact the previous chair of the NOMC for guidance. Ask for a copy of the ballot for the preceding nominations.

b) Contact SECR

Contact the SECR and PRES to determine which offices need to be filled in the coming election, subject to the following restrictions and recommendations:

(1) *Membership Status*

Membership in the society is prerequisite to election to any ASIH office (Constitution, Article IV, Section 2).

(2) *Continuation in Office*

Continuation of an incumbent officer is the normal expectation, subject to willingness of the incumbent to stand for re-election.

(3) *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 ANBM, the vacancy shall be filled by appointment by the PRES until the next ANBM 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.

(4) *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 ballot each year.

(5) *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.

(6) *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 ANBM 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 RHGC, HSFC, RKJC, and NOMC, and 20 nominees (10 ichthyologists and 10 herpetologists) are required to stand for election to BOFG.

(7) *Nomination of PREE*

It has been a tradition of long-standing duration that the NOMC shall forward the names of at least two persons (both in the appropriate discipline) to stand for election to PREE. Continuation of this tradition is the strong recommendation of this Manual. 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 outstanding contribution to the discipline and to the life of the society, regardless of the electoral outcome.

c) Contact Committee

Contact the members of the committee and inform them of the charge to the committee. Set the deadline for submission of names for the vacancies and inform the committee members of that date.

d) 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.

e) 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 members of ASIH. At this point the potential candidates need to be contacted and to indicate their willingness to serve if elected. Information is also obtained to put on the candidate information sheet and ballot.

- f) Expectation of Support
Inform potential candidates of ASIH expectations of institutional support for the conduct of their office per current ASIH policy (see Manual).
- g) 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, previous service to ASIH, and research interests. This information provides the basis for the candidate information sheet and ballot.
- h) Monitor Events
Stay in close contact with the SECR and PRES to learn about last minute vacancies that need to be filled.
- i) Prepare BOFG Report
Submit the report for the BOFG to the SECR.
- j) Final Report to Committee
Inform the committee of the completion of the tasks.

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.

RFAC --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 secretary (1948-1951) and president (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 Raney's 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 Chairman 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

a) Bylaws

(VIII-5) established as a standing committee

(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 president appoints one person to a three-year term. The new member of the committee serves as chair in year three. The committee serves 12 months, from January 1 through December 31.

Charge to the RFAC

The committee shall:

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 preceding the year of competition, i.e., in 1995 (4) for awards to be made in 1996.
Receive applications and respond to questions from prospective proposal authors.
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.
Review and rank, individually and collectively, the proposals on the basis of scientific merit.
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.
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.
Assure that due announcement of the competition and the results are made before the assembled membership at the ANBM.

Calendar

June (variable): Appointment of the committee and committee chair by the PRES.
Announcement at annual meeting, if possible.
July: After consultation with incoming-chair, committee chair communicates notification of competition to SECR for inclusion in *Copeia* (4).
December: Publication in *Copeia* of announcement of competition.
February: Receipt and compilation of proposals. Communication with proposal authors as necessary to ensure compliance with documentation and membership certification requirements
March 1: Deadline for receipt of proposals. Committee begins proposal review and consideration. Chair contacts TREA to determine funding available for awards.
April 1: Committee completes deliberations. Award decisions finalized. Chair contacts proposal authors. Notification to TREA. Submission of final report to SECR.
June-July: Announcement of results of competition at ASIH annual business meeting.

Ancillary Document(s)

Raney Fund Award Announcement, for publication in *Copeia* (4) in year preceding award decision. Text for the 2007 announcement follows:

RANEY FUND AWARD

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 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 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 and a letter of recommendation should be e-mailed (not mailed) to the current Raney Award Committee Chair: Dr. Timothy Targett, University of Delaware, College of Marine & Earth Studies ttargett@udel.edu. The application (pdf format or Word document) 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 March 1. It is expected that awards will be made by May 1. Certificates will be presented during the Annual Business Meeting.

RHGC -- Robert H. Gibbs, Jr., Memorial Award Committee

Description and History

Established in 1988 by action of the BOFG (*Copeia* 1988 (4):1132).

Constitutional Mandate

- a) Bylaws
(VIII-5) established as a standing committee

(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 doctoral 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

a) 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, his 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 ASIH annual meeting.

b) 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 their 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.

c) Duties of the Chair

The chair of the RHGC 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 annual meeting of the ASIH. 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.

d) 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 electronically, via email or fax. To date (2011), only the cash award and plaque expenses have been paid by the fund.

e) 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. The one fixed date is an annual report to the society (BOFG, ANBM, and, if an award is to be made, at the annual meeting). The chair should order the plaque sufficiently ahead of the annual meeting to ensure that it is in hand for presentation at the annual meeting.

Ancillary Document(s)

A list of 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 is presented annually to an ichthyologist (even years) or a herpetologist (odd years) who have 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 K. "Bob" Johnson was an ichthyologist who was exceptionally dedicated in his service to the American Society of Ichthyologists and Herpetologists, including serving on many committees, four terms as a member of the Board of Governors, Managing Editor of *Copeia*, Secretary, and Chair of the Long Range Planning and Policy Committee. As chair of LRPC, Bob was charged by President David W. Greenfield to develop a policy 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 be awarded a plaque, and a special page listing the winners will be created for publication in *Copeia*.

In 2003, President Larry M. Page and the members of EXEC recommended formation of the Robert K. Johnson Award Committee to give an annual award to recognize outstanding service to the ASIH.

The initial committee was appointed by President Larry M. 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, Oklahoma during the annual meeting banquet. The members of the Board of Governors elected the first member of the RKJC in 2004 at Norman.

Constitutional Mandate

a) Bylaws

- (VIII-5) established as a standing committee
- (XII-2-e) 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 Board of Governors 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

The chair of the committee shall:

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.

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.

Ensure that the nominations are circulated to the committee members in a timely fashion to come to a decision by April 15 of the award year; pass the name of the winner to SECR.

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 annual meeting or make arrangements for a substitute if unable to attend the meeting.

Calendar

The committee establishes its own calendar to comply with the April 15 deadline.

Ancillary Document(s)

Prior winners of the Johnson Award are 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 of the constitution/ bylaws of 1997.

Constitutional Mandate

a) Bylaws

(VIII-5) established as a standing committee
(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 annual meeting to annual meeting. 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 annual meeting (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 annual meeting prior to his/ her service as STAC chair.

Charge to the STAC

The committee chair shall:

- 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.
- Prepare a schedule to distribute to the judges electronically and distribute that before the meeting.
- 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.
- 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 in order 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.

Emcee the portion of the banquet that deals with awards for student presentations.

The committee chair should introduce the judge-category chairs and have each of them announce the winners.

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.

Send the student feedback forms to the representative from the GSPC.

SECR will send award certificates and checks to students who did not attend the banquet.

Calendar

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

Ancillary Document(s)

Manual for the Administration of Student Awards, Including Advice, Aid and Comfort to Judges (see below).

Announcement of Student Awards for Inclusion in Annual Meetings Announcement (see below).

CONTINUING COMMITTEES

Definition

Continuing committees are provided for separately in the constitution and/ or bylaws, and/ or are those which 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

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
SPUC	Committee on Special Publications
RESC	Resolutions Committee

Appointment and Tenure: General Features

Bylaws

- (VIII-2) Except where further defined or restricted in the constitution and/or bylaws, committee appointments are made by PRES, and carry tenure of one year. Subcommittees may be designated.
- (VIII-3) Committee service begins January 1 and ends December 31 of year succeeding appointment. Committee reports are submitted through the SECR for presentation at the annual meeting after the termination of service.
- (VIII-4) Committee charge and purview in general shall follow that listed in the 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 the holding of joint annual meetings. This position was established in 1987.

Constitutional Mandate

Continuing committees are listed in the 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:

- Normally be a full member of both societies.

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 attend AES meetings, including business meetings. The representative should arrange to receive all AES mailings to the general AES membership.

Facilitate communication between officers of ASIH and those of the AES.

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 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:

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

Facilitate communication between officers of ASIH and those of the AFS.

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.

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 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.

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 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 ASIH annual meeting. The ELHR should arrange to receive all ELHS mailings to the general ELHS membership.

Calendar

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

Ancillary Document(s)

None.

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 lower vertebrates and 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 the 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 so as 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 Annual Business Meeting.

Constitutional Mandate

Continuing committees are listed in the 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 ASIH meeting. 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 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 individual sign-ons to letters or petitions.

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 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 annual meeting to annual meeting.

Charge to the HFMH

The committee shall:

- 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.
- Prepare a ballot for use at the BOFG annual meeting.

Calendar

June: Appointment of the HFMH and chair by the PRES. Announcement at annual meeting.

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.

March 1: 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 ANBM. Announcement of the results of the election are presented at the annual banquet.

Ancillary Document(s)

Criteria for Selection of Honorary Foreign Members (Herpetology). These criteria should include:

Outstanding world eminence in research, not necessarily in systematics but necessarily with a focus on amphibians and/or reptiles.

National representation – the choice should spread honorary foreign membership among as many countries as possible.

Interest in, helpfulness to, evidence of cooperation with colleagues in ASIH countries (Canada, Mexico, United States).

Not age but stature; should seek to honor a person with a lifetime accomplishment record 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 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

The committee shall:

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.

Prepare a ballot for use at the BOFG annual meeting.

Calendar

June: Appointment of the HFMI and chair by the PRES. Announcement at annual meeting.

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.

March 1: 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 ANBM. Announcement of the results of the election are presented at the annual banquet.

Ancillary Document(s)

Criteria for Selection of Honorary Foreign Members (Ichthyology). These criteria should include:

Outstanding world eminence in research, not necessarily in systematics but necessarily with a focus on fishes.

National representation – the choice should spread honorary foreign membership among as many countries as possible.

Interest in, helpfulness to, evidence of cooperation with colleagues in ASIH countries (Canada, Mexico, United States).

Not age but stature; should seek to honor a person with a lifetime accomplishment record of significant research (where "lifetime" is deliberately left undefined).

HSOC -- Representative to the Society for the Study of Amphibians and Reptiles (SSAR) and Herpetological League (HL)

Description and History

The HL was established in 1936, is 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 President 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 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:

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.

Facilitate communication between officers of ASIH and those of HL and SSAR.

Facilitate interactions regarding joint annual meetings.

Promote appropriate joint committees and other cooperative activities.

Calendar

March: File report to the SECR for inclusion with the BOFG packet is required.

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 IHCC. (See the following pages of *Copeia* (issue 4 of each year) for an introduction to the early years of this committee: 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 either herpetology or 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 apparently under the directive of then President 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 President 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 President 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 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. 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. Periods of appointment have not been established, and some members have been on the various collections committees almost since their inception. The IHCC chair is appointed by the PRES and serves for one year. The chair may be reappointed or removed at the discretion of the PRES. Members of the IHCC can be reappointed by the PRES, and often are. As of November 1997 there were 26 committee members with some individuals serving on more than one subcommittee.

Charge to the IHCC

The IHCC is now broken up into four 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 as approved at the 1997 annual meeting are: (1) Supplies and Practices; (2) Newsletter; (3) Ichthyological Data Standards; and (4) Herpetological Data Standards.

The duties and responsibilities of Supplies and Practices include continual research into new, better, and less expensive products for museum and field work. Long-term monitoring of product performance and consumer satisfaction is also part of the charge. This subcommittee also establishes and recommends standard practices in both museum and field work for ichthyological and herpetological collections, addressing such issues as preservation techniques, standard locality information requirements, loan packaging, procedures for changing alcohol, and destructive collection use (e. g., DNA, SEM). Further, this subcommittee establishes standard policies by which ichthyological and herpetological collections are encouraged to abide, including policies covering such issues as accessioning and deaccessioning collections, loans and exchanges of specimens, type collections, permits and collecting ethics, voucher collection requirements, computer database uses, and fees for services.

The Newsletter subcommittee is charged with producing "Curation Newsletters" covering a variety of topics dealing with collections. Newsletters have been produced and distributed historically as paper copy. Current practice is to have all the newsletters placed on the web pages of the society. There are currently 12 newsletters available on the web (<http://www.asih.org/>). The subcommittee also establishes editorial policies for the newsletters and considers future topics worthy of newsletter attention.

The two data standards subcommittees are charged with developing computer-based collection standards and have been working with the NSCR on emerging cross-discipline standards and their usefulness to society members. A model is being developed to share data accessible under a single format.

The role of the chair of the IHCC is mostly one of preparing the annual report of 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 annual meetings. 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 annual meeting. An agenda is put together 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 at 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 giving 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 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 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 1994-95 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 American Society of Ichthyologists and Herpetologists. The Chair is custodian of the master checklist. Personnel: seven outstanding specialists in systematic ichthyology and fisheries biology, one of whom 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 annual ASIH meeting.

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.

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 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 PNHC

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 with the BOFG packet.

Ancillary Document(s)

None.

SPUC -- Committee on Special Publications

Description and History

a) Overview

At least five different committee names are intertwined in the history of what this Manual now refers to as EDPC and SPUC. A 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) for that year.

b) 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 President 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*.)

c) 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) re-established 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 EDPC 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

a) Bylaws

(V-1-d) EDIT serves *ex officio* on SPUC

Committee Appointment and Tenure

The chair and membership of the SPUC are appointed by the PRES. The EDIT serves *ex officio* on the committee. It is recommended that if the expansion in charge suggested below be enacted that the SECR also serve *ex officio* on the committee.

Charge to the SPUC

a) 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 an annual meeting, all proposals must be submitted to the SPUC by January 1 of that year. Specific guidelines for submission of proposals are provided below.

b) 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.

c) 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.

d) 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.

e) 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.

f) 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.

g) 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 –

a) Deadline for Submission of Proposal

Authors must send the following materials to the committee chair by January 1 (submitted in triplicate).

b) Proposal Contents

(1) *Proposal Abstract*

(2) *Size of Publication*

Statistics on the book for cost estimate (all estimates of text and tables should be based on double-spaced, Courier 12 pt. type).

Number of manuscript pages, including all text, tables and legends.

Number of halftone, linecut, and color illustrations.

(3) *Market for the Book*

Provide information about the intended audience.

Provide estimates, with justification, of sales of the book.

Expected retail price of the book.

(4) *Competition for the Book*

List books and publishers of other books covering the same materials.

How these books will impact the sales of the proposed book.

How the proposed book differs from other similar books.

Discuss the competitive advantage of the proposed book.

(5) *Content of the Book*

Annotated table of contents for the book.

(6) *Sample Chapters*

Authors must provide at least three sample chapters or the entire manuscript.

(7) *Peer-review Process for the Book*

(8) *Pedagogy*

(9) *Legal Issues*

Is this the only publication in which the proposed information will be published?

Are all of the illustrative materials originals by the authors?

Have all of the copyright waivers been obtained for any copyrighted materials?

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)?

Statement of the author's (rs') understanding that ASIH retains copyright to any ASIH Special Publication.

(10) *Editing*

What are the plans by the authors for editing of the manuscript?

(11) *Publication Subsidy*

Authors must provide a statement of any funding in-hand or committed for publication of proposed book.

(12) *Advertising Plan*

(13) *Schedule*

Expected date for submission of final manuscript

c) 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 January 1 of that year.

d) 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.

e) 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.

f) 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.

g) 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.

RESC -- Resolutions Committee

Description and History

The RESC is appointed by the PRES for service at the annual meeting. The chairperson 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 by the ANBM, (2) subcortical (mostly) resolutions that are read at the annual banquet. 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 annual meeting is adjourned. There has always been a RESC or its equivalent; if it didn't exist, we would have to invent it.

Constitutional Mandate

Any constitutional or bylaws deliberately omit reference to the RESC.

Charge to the RESC

RESC is charged to consult widely among the membership in attendance of the annual meeting 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)

a) Substantive Resolutions

Substantive resolutions have been 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*.

b) Non-substantive Resolutions

Non-substantive resolutions have also been reprinted in *Copeia*, but perhaps they should be posted on www.asih.org as those from the 1997 meetings in Seattle were at a now defunct URL.

RECURRING COMMITTEES

Definition

Recurring committees are those which are appointed on an episodic basis, as need occurs. In years where no action by the committee or representative is anticipated, appointment or not is at the discretion of the PRES. Recurring committees and their acronyms are as follows:

HACC Committee to Revise the Herpetological Animal Care Leaflet

HINC	Herpetological Information Coordinator
HIST	History of the Society Committee
IACC	Committee to Revise the Ichthyological Animal Care Leaflet
IINC	Ichthyological Information Coordinator

Appointment and Tenure: General Features

Bylaws

- (VIII-2) Except where further defined or restricted in the constitution and/or bylaws, committee appointments are made by PRES, and carry tenure of one year. Subcommittees may be designated.
- (VIII-3) Committee service begins January 1 and ends December 31 of year succeeding appointment. Committee reports are submitted through the SECR for presentation at the annual meeting after the termination of service.
- (VIII-4) Committee charge and purview in general shall follow that listed in the 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 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: Report to the SECR for inclusion with the BOFG packet is required.

Ancillary Document(s)

Guidelines for the Use of Live Amphibians and Reptiles in Field and Laboratory Research available online at www.asih.org.

HINC -- Herpetological Information Coordinator

Description and History

The first located mention within range is 1987 (*Copeia* 1987(4): 1115).

Constitutional Mandate

Recurring committees are listed in the procedures Manual.

Committee Appointment and Tenure

One-year (calendar) appointment, renewable.

Charge to the HINC

The HINC answers inquiries from the public concerning reptiles and amphibians. Inquiries are received and answered via mail, email, and telephone. Most of the herpetological inquiries are of a general nature and can be readily answered by the coordinator. When children or adults request general information about herpetology, they are sent a list of books and magazines that they can look for in local libraries and bookstores. When specific questions are asked, these are either answered directly or they are forwarded to someone with the appropriate expertise, preferably an ASIH member. Queries about careers in herpetology are sent via the ASIH Careers in Herpetology website address. Queries coming from the press are either answered directly or the report is referred to someone with the appropriate expertise, preferably an ASIH member. In most cases, reporters are working on a short deadline and need information quickly. Requests from students seeking help with assigned classroom or laboratory work are evaluated in terms of the following guidelines (published prominently on the website): "Note regarding requests for information on fish and herps: To better encourage interest in biology and especially the biology of fishes, amphibians and reptiles, ASIH attempts to respond to motivated requests for information about these groups. The Society has two information officers dedicated to this purpose. Because of limited resources, including time, we do request that inquirers frame their questions clearly and specifically, and that, before requesting assistance, they make every effort to obtain the information for themselves if available from readily obtainable general reference sources, such as encyclopedias, popular literature and the like. *We generally do not respond to queries that involve information to be gathered in connection with a school assignment, such as a book report, essay or term paper. We do not believe that the purposes of that assignment - one of which is the development of the student's ability to use library and other resources (such as the world wide web) to find answers to questions - are well served by our doing work assigned to the student.*"

Calendar

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

Ancillary Document(s)

Summary of Request Load (Last Five Years)
Unavailable.

HIST – History of the Society Committee

Description and History

This committee emerged from the position of Society Historian, which was extant in 1980. 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. President Lynne Parenti (2005) named David Smith and Joe Mitchell as co-historians to form this recurring committee.

Constitutional Mandate

Recurring committees are listed in the 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 by the PRES, one year term, renewable. 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

HIST shall:

- be in charge of collecting materials pertaining to the history of the Society and archiving these, as appropriate;
- 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;
- maintain close liaison with the SECR to ensure that appropriate material is archived;
- maintain close liaison with the Managing Editor of *Copeia* on publication of appropriate historical material, including obituaries;
- maintain close liaison with the Web Committee. 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: Report to the SECR for inclusion with the BOFG packet is required.

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, 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. The emphasis has been largely herpetological.

Constitutional Mandate

Recurring committees are listed in the 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: Report to the SECR for inclusion with the BOFG packet is required.

Ancillary Document(s)

a) Recommendations on Animal Care

Guidelines for the Use of Fishes in Research available online at www.asih.org

b) Other Published Material

According to past-president 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).

IINC -- Ichthyological Information Coordinator

Description and History

The position of IINC was created in 1991, by SECR Brooks Burr. The purpose was to have an individual responding to general inquiries from the public pertaining to the field of ichthyology, thereby relieving the SECR of this task. Establishment of a home page on the web has allowed IINC to respond more quickly and efficiently to information requests since previous inquiries were often mailed to the Business Office and subsequently transmitted to IINC.

Constitutional Mandate

Recurring committees are listed in the procedures Manual.

Committee Appointment and Tenure

The position of IINC consists of a single person appointed annually by the PRES. The individual serves one year and if willing may continue in service with annual reappointment where mutually agreeable.

Charge to the IINC

The IINC answers inquiries from the public concerning fishes. Inquiries are received and answered via mail, email, and telephone. Most of the ichthyological inquiries are of a general nature and can be readily answered by the coordinator. When children or adults request general information about ichthyology, they may be sent a list of books and magazines that they can look for in local libraries and bookstores. When specific questions are asked, these are either answered directly or they are forwarded to someone with the appropriate expertise, preferably an ASIH member. Queries coming from the press are either answered directly or the report is referred to someone with the appropriate expertise, preferably an ASIH member. In most cases, reporters are working on a short deadline and need information quickly. Requests from students seeking help with assigned classroom or laboratory work are evaluated in terms of the following guidelines (published prominently on the website): "Note regarding requests for information on fish and herps: To better encourage interest in biology and especially the biology of fishes, amphibians and reptiles, ASIH attempts to respond to motivated requests for information about these groups. The Society has two information officers dedicated to this purpose. Because of limited resources, including time, we do request that inquirers frame their questions clearly and specifically, and that, before requesting assistance, they make every effort to obtain the information for themselves if available from readily obtainable general reference sources, such as encyclopedias, popular literature and the like. *We generally do not respond to queries that involve information to be gathered in connection with a school assignment, such as a book report, essay or term paper. We do not believe that the purposes of that assignment - one of which is the development of the student's ability to use library and other resources (such as the world wide web) to find answers to questions - are well served by our doing work assigned to the student.*"

Calendar

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

Ancillary Document(s)

Summary of Request Load (Last Five Years)
Unavailable.

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 president, each such committee shall cease to exist after a period of time up to one calendar year, commencing January 1 after date of appointment.

Appointment and Tenure: General Features

Bylaws

- (VIII-2) Except where further defined or restricted in constitution and/or bylaws, committee appointments are made by PRES, and carry tenure of one year. Subcommittees may be designated.
- (VIII-3) Committee service begins January 1 and ends December 31 of year succeeding appointment. Committee reports are submitted through the SECR for presentation at the annual meeting after the termination of service.
- (VIII-4) Committee charge and purview in general shall follow that listed in the 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, and date of creation. Most of these 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

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

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." (Reprinted, not quite accurately, from *Copeia* 1995(4): 1048).

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 President include this task in his charge to the Committee for 1998-1999.

Collected Materials for Possible Use in Manual

a) Planning for 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, B.C., 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.

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.

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.

(3) *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.

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).

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.

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.

(4) *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.

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).

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.

(5) *Description of Activities of Chair of STAC from a Recent Incumbent (before KSU and MMPC involvement in planning)*

(From Maureen Donnelly):

I have no idea how long this committee has been in existence. The chair of this committee does trouble shooting. I was asked to chair this committee for the 1994 meetings in Los Angeles by Roy McDiarmid. Roy did most of the work prior to the meeting and my role in 1994 was to coordinate with the chairs of the various award committees (Stoye --General Ichthyology, Stoye --General Herpetology, Stoye --Genetics, Development, and Morphology, Stoye --Ecology & Ethology, Stoye --Physiology and Physiological Ecology, Storer --Herpetology, Storer --Ichthyology) at the Los Angeles meeting. Roy contacted the LOCL to get the schedule of student presentations, prepared packets for the judges, and then passed it to me in LA. I made sure judges got the judging forms and student feedback forms and made arrangements to get the names of the winners from the chairs. I passed this information to Larry Page who had a person do the calligraphy on the awards. I emceed this portion of the banquet and called up the various award chairs to make the awards. The information on winners is passed along to the ASIH secretary after the meeting so the information can be included in the minutes. I mailed the student feedback forms to a member of the Committee on Graduate Student Participation who then mailed the forms to the students. I also mailed Stoye certificates to students that did not attend the banquet. Dr. Greenfield asked me to chair this committee in 1995. I was in contact via email with Dr. Greenfield, the LOCL (Edmonton), and the award chairs. The LOCL faxed me a schedule of presentations as soon as the program was completed. I prepared EXCEL files for each award type (all Stoye and Storer categories) that included the name of the student, the time, and the room. The number of poster presentations in herpetology was too low to have a real competition so we (Donnelly, Greenfield, and the members of the Storer committee) decided (via email) to cancel the competition for 1995. The schedules for each category were sent electronically to all judges prior to the Edmonton

meeting. I also informed the judges that judging packets would be waiting for them at the registration desk. One of the chairs wanted titles of presentations so I created a file that contained that information. I sent this electronically to the judges for that particular committee. In one case, one of the judges could only hear some of the papers so I assisted the chair of that committee locating another judge that could fill in. In 1994, several judges complained that the student feedback form was difficult to complete because it differed substantially from the standard judging form. I redesigned the student feedback form for the Edmonton meeting. I prepared packets for each judge. These packets included a memo to each judge, the judging forms, a redesigned student feedback form, and a schedule. I took these packets to the registration desk and the packets were distributed to judges when they registered. I arranged times to meet with the chairs to learn the names of the winners and then passed this information to Larry Page and the calligrapher. Awards were made during the banquet and I emceed this portion of the proceedings and called up the chairs so they could announce the winners. The information on winners is passed along to the ASIH secretary after the meeting so the information can be included in the minutes. I mailed the student feedback forms to a member of the Committee on Graduate Student Participation who then mailed the forms to the students. I also mailed Stoye certificates to students that did not attend the banquet.

LOCL, STAC -- Announcement of Student ASIH Awards

Stoye and Storer Awards Eligibility and Judging

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

Be first author and presenter;

Be a member of ASIH;

Indicate desire to be considered, in a particular category, when submitting an abstract;

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 of the American Society of Ichthyologists and Herpetologists recognize the best student oral presentations in the following categories:

General Ichthyology: Includes, but is not limited to, morphological and molecular systematics, zoogeography, paleontology, and faunal descriptions.

General Herpetology: Includes, but is not limited to, morphological and molecular systematics, techniques in systematics, zoogeography, paleontology, and faunal descriptions.

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.

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.

Physiology and Physiological Ecology: Includes, but is not limited to, comparative, experimental, sensory, and behavioral physiology, biochemistry, and endocrinology.

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 of the American Society of Ichthyologists and Herpetologists recognize the best student poster presentation in each of the following categories:

Ichthyology

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. Any student making a presentation is encouraged to apply. Awards are limited to students who have not won in the past.

Selection is by random draw from among qualified applicants, with an equal number of awards for herpetologists and ichthyologists. Direct queries to Committee on Graduate Student Participation (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

Available online at: <http://www.asih.org/files/hacc-final.pdf>

IACC

Guidelines for the Use of Fishes in Research

Available online at: <http://www.asih.org/files/fish%20guidelines.doc>

Position Papers

CONS

Position of The American Society of Ichthyologists and Herpetologists Concerning
Rattlesnake Conservation and Roundups

Available online at: <http://www.asih.org/files/pprattlesnake.pdf>