

MSA
MANUAL OF OPERATIONS

FOR
OFFICERS
COUNCIL MEMBERS
COMMITTEE CHAIRS
REPRESENTATIVES

of the

MYCOLOGICAL SOCIETY OF AMERICA

**Revised annually by the MSA Executive Vice President
and President-Elect**

(Most recently: July 2017 T. Volk, S. Bergemann)

Preface

The MSA Manual of Operations contains descriptions of responsibilities for the officers, councilors, committee chairs, and representatives of the Mycological Society of America. Because specific responsibilities are not detailed in the Bylaws of the Society, current procedures are outlined for each position.

This manual should be viewed as a guideline to be constantly updated, modified, and improved by the Councilors, Committees and Representatives who use it. Please direct suggestions about changes or additional material that should be included to the Executive Vice President (known until 2012 as the MSA Secretary) and the President-Elect, both of whom are responsible for updating the manual.

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Council and Officers

[please also see individual officers, below, including Councilors]

(updated 7-15)

The affairs of the Society are managed by a Council composed of a President, President-Elect, Vice-President, Executive Vice President, Treasurer, the two most recent Past-Presidents, and eight Councilors, two representing each of the following discipline areas: 1) Cell Biology/Physiology, 2) Ecology/Pathology, 3) Genetics/Molecular Biology, and 4) Systematics/Evolution. The Council normally meets once a year during the annual meeting. The Council may approve additional expenditures not previously approved by the Finance Committee. All Council members informally: a) provide suggestions for nominees for MSA Awards and for awards given by other Societies, b) provide news for *Inoculum* and encourage others, especially committee chairs, to do the same, c) encourage MSA members to be active and to follow-up on ideas that promote and advance the science of mycology, d) provide suggestions for the Annual Karling Lecturer to the Chair of this Committee, e) provide ideas for new Sustaining Members to the chair of that committee and f) update applicable portions of the Manual of Operations.

Protocols for promoting diversity and inclusion

In 2015, MSA Council approved a motion to improve diversity and gender balance by adopting best practices by the MSA to increase the diversity in the MSA membership, elected officers, committees, and the nomination of speakers and awardees. The general recommendations that officers seek candidates that improve diversity of the MSA by identifying new talent pools (see Appendix C).

Protocols for email polls: voting and discussion

When Council must act on issues outside of the annual Full Council or mid- year Executive Council meetings, requests for Council action or approval should be sent to the President who will direct the Executive Vice President to poll council (currently, this is done by email). In most cases in the past, little or no discussion has been necessary for these requests. If an email discussion is required or desired, the discussions will be run in a manner similar to those at an actual council meeting. For sensitive discussions a secure site is available through Allen Marketing and Management. Requests for discussion should be sent to the President who will open the discussion. Once the President has opened the discussion, Council members should send comments and suggestions to the President and Executive Vice President (copying all other council members) for a specified period of time. When a vote is called, the Executive Vice President will assign a number and then send a specific proposal for a vote. Council members will send their vote to the Executive Vice President, who will then tally the vote and notify Council of the outcome. [See complete protocols under the Executive Vice President's guidelines.]

By separating the 'discussion' (correspondence to the President as meeting chair, with copies to all council members 'attending') from the 'vote' (motion announced by the Executive Vice President, correspondence [vote] returned to the Executive Vice President without sending copies to all other council members) we should be able to avoid confusion as to whether we are discussing or voting.

Current Finance Committee budget guidelines (approved December, 1992) are:

President	\$250
President-Elect.....	\$250
Vice President	\$250
Executive Vice President	\$2000
Treasurer.....	\$1000
Program Chair.....	\$5500
<i>Inoculum</i> (publication costs).....	\$6500
Endowment Committee.....	\$200

Note: These figures were reviewed by the Finance Committee in September, 2010 and were not changed (with the exception of *Inoculum* editor) with the understanding that Council would likely approve expenditures greater than these amounts. In many cases, the use of email and electronic communications has reduced the necessity for out-of-pocket expenses.

Executive Council

(updated 07-2015)

The Executive Council consists of the President, President-Elect, Vice President, Immediate Past-President, Executive Vice President, and Treasurer. It serves as an advisory body that meets via a conference call once a year approximately six months prior to the annual meeting. This mid-year meeting is designed to monitor progress of MSA committees and other functions, to execute the plans of the Council, and to discuss and plan additional activities. Any member of the Executive Council may refer a decision of the Executive Council to the full Council for consideration if s/he considers the issue of sufficient importance. Council may consider this referral by mail, email, or telephone ballot or by inclusion in the agenda of the Annual Council meeting. ***In December, 2011, Council approved a motion that MSA would pay for members of the Executive Council to attend the annual Council meeting if they have no other funding support.***

President

(updated 7-2015, minor edits 12-16)

General Responsibilities

The President:

- 1) Is responsible for establishing policy, with the assistance of Council members and others. While the Executive Vice President and the Treasurer carry the day-to-day burden in conducting Society business, the President is ultimately responsible to the membership in all of these matters.
- 2) Assumes the responsibility of the office at the close of the Society's Annual Business Meeting.
- 3) Assists the Executive Vice President in preparing the agenda for all meetings.
- 4) Is a member of the Council and the Executive Council.
- 5) Is the presiding officer of the Council and the Executive Council.
- 6) May ask the Executive Vice President to poll Council during the year regarding important issues that arise outside the scheduled annual Council meeting.

Preparation for Annual Meeting

The President:

- 1) Maintains a liaison with the Program Chair on all decisions relating to program planning and organization.
- 2) Maintains a liaison with the Chair of the Local Arrangements Committee on matters relating to planning for the annual meeting, and as such, s/he should be informed of and give approval for plans for special Society events (e.g., the Annual Business Meeting and Breakfast and the Society social).
- 3) Coordinates the preparation and distribution of the agenda with the Executive Vice President and directs the Executive Vice President to issue the call for agenda items for Council meeting.
- 4) Notifies awardees to ascertain that each will accept the award and to encourage the recipient's attendance at the annual meeting to receive the award. These awardees include the new MSA Fellows, recipients of the Alexopoulos Prize, the Distinguished Mycologist Award, the Weston Award for Teaching, and Gordon and Tina Wasson Award. In addition, the President should send congratulatory letters to Department Chairs, Deans, or Employers of award winners.
- 5) Assures financial review of all funds has been completed.
- 6) *Notifies the Honorary Award winner(s) by letter of the honor bestowed upon them by the Society in a timely manner so that they can make arrangements to attend the meeting (revised bylaws, 05/2012).*

Conduct of Annual Meetings**The President:**

- 1) Presides at Council meetings and conducts essential business of the Society.
- 2) Presides at the annual Society business meeting and, with the assistance of the Executive Vice President, determines the order of business.
- 3) Presides at the midyear Executive Council meeting and aids Executive Vice President in preparing the midyear agenda.
- 4) Determines who will present the Society Distinctions awards (Distinguished Mycologist, C. J. Alexopoulos Prize, Weston Award for Excellence in Teaching, The Gordon and Tina Wasson Award) and the Honorary Awards (MSA Fellows and MSA Honorary Members) in consultation with the Distinctions. These awards are presented at the annual awards ceremony (scheduled for the annual meeting by the Program Committee).
- 5) Introduces the Karling Annual Lecturer when requested do so by the Chair of the Karling Committee.

Activities Immediately After Assuming Office at the Annual Business and Breakfast Meeting**The President:**

- 1) Introduces the Past-President before the Presidential Address (if the Presidential Address occurs prior to the Business meeting, then the President-Elect introduces the President).
- 2) Makes appointments to *ad hoc*, rotating, and standing committees previously authorized by the Council. Society officers, Council members, and appropriate committee chairs should be consulted regarding new appointments. Notifies committee chairs of any new appointments and encourages them to be an active part of the Society. May also encourage committee activity by charging each Council member to maintain contact and discuss ideas with committee chairs and Society representatives. NOTE: (as of 2008) The Executive Vice President will provide the President-Elect with a list of Roster

appointments that need filling approximately 5-6 months prior to the Annual Meeting, so that the President-Elect can have most of the appointments made before s/he assumes office.

- 3) NOTE: The President should accommodate the Society By-Laws, which set forth significant requirements for constituting committees. Most importantly, when constituting the Program Committee and appointing liaisons to such umbrella organizations as AIBS, AAAS and IMA, the President should select individuals with good communication and public relation skills and a willingness to follow through on commitments. The quality of MSA meetings depends on the skills of the Program Committee Chair. Our stature as a society is influenced by our liaisons. It is not enough to take copious notes on what went on at an AIBS or AAAS Board Meeting; we need to get involved as a Society where appropriate and participate in initiatives of these organizations.
- 4) Sends congratulatory letters to new officers and councilors and letters of thanks to those who were not elected.
- 5) Sends letters of appreciation to:
 - a) Chairs and members of the Local Arrangements Committee.
 - b) Presidents and other appropriate administrative officers of the university or organization handling local arrangements.
 - c) Outgoing Society officers and councilors.
 - d) Guest lecturers and other participants in Society functions (i.e., Karling Lecturer).
- 6) Invites appointees to membership on Special Committees.
- 7) Notifies all members of *ad hoc* committees appointed by the immediate Past-President of either the immediate dissolution of the committee or reappointment by the incoming President.
- 8) Sends letters of congratulations to elected honorary members.
- 9) Notifies the Executive Officer of other organizations of the appointment of new representatives to those organizations.

Appointments

The President:

- 1) Is responsible for soliciting nominations and coordinating efforts to find well-qualified individuals to serve as:
 - a) Executive Editors or Editor-in-Chief of *Mycologia*. In 2017, Council approved a motion that Editor-in-Chiefs of *Mycologia* shall assume the structure of an MSA rotating committee with one Executive Editor appointed by the President at the annual meeting each year.
 - b) Society Representatives, such as
 - 1) Representatives to other organizations. (See section on official Representatives.) The President appoints representatives to other organizations where the Society is entitled to representation and where that representation is to the Society's advantage.
 - 2) Representatives to meetings or events. MSA receives invitations to send representatives to important national and international scientific meetings or events. In consultation with the Council or committee chairs and others, the President should select members for such representation when it is in the best interest of the Society.
- 2) Informs Executive Vice President of all appointments.

Other Correspondence

The President:

- 1) Writes letters of thanks to all Sustaining Members, as does the chair of the Membership Committee.
- 2) Sends copies of pertinent incoming and outgoing correspondence to the Executive Vice President and President-Elect to ensure continuity of the office.

President-Elect

General Responsibilities

The President-Elect:

- 1) Assumes office at the end of the business meeting held at the annual meeting of the Society.
- 2) Is a member of the Council and Executive Council and, in the absence of the President, presides at Council meetings.
- 3) Is an *ex officio* member of the Program Committee for the next annual meeting of the Society.
- 4) Polls Council, especially subject area Councilors, for names of potential MSA members and writes to those persons inviting them to join MSA.
- 5) With the Executive Vice President, maintains and updates this "MSA Operations Manual" for the officers, Council members, committee chairs, and representatives. The MOP is to be reviewed annually soon after the annual meeting and updated to incorporate Council decisions. Any section of the manual that is changed, added, or deleted is replaced and distributed, with the date of revision indicated.
- 6) Writes the **Certificates of Appreciation** to be awarded at the annual meeting.

Note: Makes appointments to the Society committees etc. as listed in the Roster for the upcoming year; while this is formally described in the responsibilities of the President (above) in reality the President-Elect needs to start this process several months before the annual meeting at which s/he takes over as President in order to have positions filled before the conclusion of the Annual meeting. In 2015, the MSA council passed a motion to improve diversity and gender balance in the MSA. The President-Elect should review the current constitution of the standing and rotating committees and find committee members that improve both the talent pool and diversity by soliciting names from MSA members and council (see Appendix C).

Vice President

(updated Sept. 2013, D. Jean Lodge minor edits July 2017)

The Vice-President:

- 1) Assumes office at the end of the business meeting at the annual meeting of the Society.
- 2) Is a member of Council and Executive Council and, in the absence of the President and President-Elect, presides at Council meetings.
- 3) Collects news for the Inoculum.

- 4) Identifies potential meeting sites for the next unassigned annual meeting. This will entail nurturing interactions until such time that Council approves the site and local organizers. Be wary of meetings on college campuses when classes are in session, or when no MSA faculty members are on campus that are willing to help with local arrangements.
- 5) Organizes and conducts the balloting for all elected officers in collaboration with the Nominations Committee and the MSA membership as follows:
 - a) Mails to Society membership at least 4 months (preferably 8) before the annual meeting a request for nominations for each available elected office. This should be distributed in the late fall *Inoculum* and emailed separately as a blast message to all society members (through the Executive Vice President). The call for nominations should remind membership that we need to improve diversity and gender balance of nominations (see Appendix C). Requests two additional blast email reminders (through the Executive Vice President) and encourages nomination coalitions.
 - b) The deadline for the receipt of nominations by the Vice President is Jan. 31.
 - c) The VP counts the nominations sent in by the membership. Each position should have two candidates. The Vice President assembles one slate to comprise the set of candidates for each slot who received the most nominations from the membership. The VP sends the lists of nominees ranked by number of times nominated to the Nominations Committee by Feb. 3. The Vice President communicates with the Nominations Committee to ensure that diversity and gender balance is represented in the nomination of officers and councilors (see Appendix C).
 - d) The Nominations Committee will send the VP the second slate of nominees and a ranked list of alternative nominees by Feb. 15.
 - e) The VP contacts nominees regarding their willingness to serve the Society and informs them of the responsibilities of the office, and the dates and location of the next 2-3 annual meetings. This is especially important for the time-consuming positions of Executive Vice President and Treasurer. Candidates wishing to know about the individual nominated for the same office are to be given full disclosure. The VP should check with Allen Marketing (Liza Woolard in 2015) to ensure that all candidates are current Society members. Because the positions of President, Executive Vice President and Treasurer are so demanding, it is important to note that post-doctoral fellows or mycologists in the first 10 years of their careers (i.e., candidates for the Alexopoulos award) generally should not be nominated for these positions. If a candidate with the most membership nominations is also on the Nominations Committee slate, or if the candidate declines to participate, the VP will invite the candidate with the next highest number of nominations. If a candidate proposed by the Nominations Committee declines to participate, the VP will select an alternative based on the Nominations Committee rankings. In the event of a tie vote, the VP makes a decision, with advice from the Nominations Committee.
 - f) Reports on the election status during the midyear Executive Council meeting, and if possible, provides a list of candidates to appear on the spring ballot.
 - g) Places the names of the nominated members on the ballot according to the by-laws.
 - h) Prepares biographies with photos of candidates and submits these to the Executive Vice President.
 - i) Coordinates with the Executive Vice President to add any proposed by-law changes to the ballot.
 - j) Coordinates with the Executive Vice President to send a blast email notifying all members of the opening of the ballot for voting, and requests two additional blast email reminders (from the Executive Vice President). Members without email addresses or with inaccurate email addresses (e.g., bounce-backs) will be sent snail-mail copies of the ballot to Executive Vice President per request.

- k) The deadline for the above vote should be by early April (or at least 2 months prior to meeting according to the by-laws).
- l) Receives via the Executive Vice President the electronic ballot results. Receives mailed in paper ballot results from the Executive Vice President.
- m) Notifies newly elected officers and those not elected by phone or mail (or both) as quickly as possible after the results of the election have been determined. Care should be taken to ensure that those not elected learn about the outcome from the Vice President, not from indirect sources. Encourages newly elected officers to attend the upcoming Council meeting (even though they are not able to vote). Thanks those who were not elected for their participation.
- n) Notifies the President and President-Elect of the election results orally, and the Executive Vice President in writing, including results of by-laws changes.
- o) Prepares a copy of the election results, including by-laws changes, as part of the Vice President's annual report.

Past-Presidents

The two most recent Past-Presidents are members of Council, and the Immediate Past-President is a member of Executive Council. They serve to maintain continuity over several years when other officers are moving in and out of office.

Past-Presidents will be called upon by Council to handle special short-term projects and to carry out specific tasks needing an in-depth knowledge of the Society's functioning.

Past-Presidents may be asked to work with Society representatives or committee chairs in nominating MSA members for honors and awards in other Societies (such as AAAS and NAS). Note that individuals have to have been AAAS members for at least four years before they can be nominated as a AAAS Fellow.

Executive Vice President

(minor edits 7-2017 S. Bergemann)

The Executive Vice President is elected for a three-year term of office. To reflect the managerial and leadership role of the holder of this office, the title was changed from 'Secretary' to 'Executive Vice President' in 2012. Individuals shall not serve more than two terms consecutively. Expenses (travel to the annual MSA meeting if no other funds are available, office supplies, expenses related to copying and mailing of Council meeting materials, etc.)) are reimbursed by the Treasurer.

The Executive Vice President (Executive VP)

- 1) Assumes office at the end of the business meeting at the annual meeting of the Society.
- 2) Is a member of Council and Executive Council.
- 3) Is an *ex officio* member of the Electronic Communication & Webpage Management and Memorials Committees.
- 4) Prepares, with the assistance of the President, the agenda for Council and Executive Council meetings.

- 5) Maintains a current file of all Society correspondence, Council records, and Society Roster (current list of Society officers, committee members, representatives, and other appointees).
- 6) Sends the annual Society Roster to the *Inoculum* editor and MSA Webmaster.
- 7) Sends all recommended By-Laws amendments to the Vice President for inclusion on the annual spring ballot.
- 8) Updates the Constitution & By-laws when amended by the General Membership and sees that the Society Webmaster posts the revised document.

Immediately upon election (and before taking over as Executive VP at the Annual Meeting) the in-coming Executive VP will

- 1) Thoroughly read the MSA Constitution, Bylaws, and Manual of Operations, which provide a road map of how the Society is run.
- 2) Obtain copies of all official minutes published in the previous ten years, so as to function effectively as the “institutional memory” for the Society; and all copies of the Executive VP’s mid-year and annual reports as they include the results of the email polls taken during the year, which may or may not be appended to the minutes.
- 3) Discuss with previous Executive VP, Past-Presidents, and current executive any ongoing issues/problems.
- 4) Contact the Society’s Association Manager at Allen Management & Marketing (Terry Leatherman in 2017) to indicate that they need to contact the Executive VP regarding tricky membership issues, listing of new members, Emeritus membership requests, requests to purchase the mailing list, and so on.
- 5) Be prepared to take back-up minutes at the Council meeting and compare notes with the outgoing Executive VP (this generally proves to be highly instructive).

MEETINGS

(Mid-year Executive Council, Annual Council, Business)

For the mid-year Executive Council meeting, the Executive VP will

- 1) In November or December confer with the President and poll Executive Council & guests to set a date for the mid-year Executive Council meeting. In late December to early January begin formulating an agenda and for the meeting with the President. NOTE: The mid-year will require the same procedures as set forth for the annual Council meeting (below), except that agenda, reports, and concerns need only be sent to the six Executive Council members (President, President-Elect, Vice President, Treasurer, Executive VP, Past-President) and invited guests (such as the Managing Editor, Executive Editors/Editor-in-Chief). *Note: since 2009, the midyear meeting has been conducted by a conference call, which is organized by the Executive VP, rather than an actual physical meeting. It is unlikely that this will change in the future. Executive Council members should be polled (use of the Doodle poll website is very helpful for this) in late November or early December to determine a time when they can all meet. Phone lines for the conference call will also need to be arranged and the EC members notified of the phone number and log-in code several days before the meeting.*
- 2) Request committee reports and agenda items and solicit MOP guidelines revisions 4-6 weeks ahead of the scheduled meeting. (Generally only a few committees respond with mid-year reports, but the email reminder generally helps galvanize many potentially inactive committees into action before the annual meeting.) In recent years the Executive VP has requested that any confidential material be included in “Section B” of the report.

Stress in the request for reports that they will be published in Inoculum and that confidential information be provided separately and clearly marked.

- 3) Make arrangements for conference call facilities. [Since 2008, conference calls have replaced a physical meeting.]
- 4) Compile Council Meeting items for electronic distribution (prior to the meeting): agenda, roster, submitted reports, minutes of the previous year's executive and general council minutes, the Constitution and By-laws and (for the annual meeting) the MOP. It is more common to only provide electronic versions and let the members print them out on their own if they so wish.
- 5) During the meeting, read (or refer to) minutes of the previous Executive Council meeting, report on recent email polls, submit a brief summary of secretarial concerns that have arisen since the annual meeting, and take minutes of proceedings (see annual Council meeting guidelines below).
- 6) After the meeting email preliminary minutes to the Executive Council for amending or correcting before forwarding to all other Council members and any Committee chair or others that will be affected by Executive Council decisions. *It is also good to make a separate list of action items that need to be done (and by whom) and distribute as a separate document.*
- 7) Send corrected minutes to the Editor for publication in *Inoculum*, along with the compiled reports. NOTE: ensure that any confidential material has been deleted.

To prepare for the annual meeting, the Executive VP should

- 1) In late September coordinate with the Vice President, the Awards Coordinator and all Awards committees the call for nominations and applications for awards to be: i) published in the late fall *Inoculum* and; ii) sent as a blast email to all Society members. The deadline for receipt of all applications and nominations will be February 15th before midnight Pacific Time. The International Committee, which will distribute annual international travel awards, and the five Awards committees should be included in all correspondence (as of 2010).
- 2) During the last term year and as soon as election results are reported by the Vice President, invite the new incoming Executive VP to: 1) attend the Council meeting so as to become familiar with Council procedure and minutes-taking, and 2) to sit at the head table to take "under-study" minutes during the General Business meeting. The Executive VP also invites newly elected members of Council and Officers to attend the Annual Council meeting, as non-voting participants, to become familiar with Council policies.
- 3) Invite the Executive Editors/Editor-in-Chief and Managing Editor of *Mycologia*, as well as the Editor of *Inoculum*, to attend the annual Council meeting. Other guests could also include the Local Arrangements/Program Committee Chairs of the current and future meetings to give updates on progress for future meetings or last minute information on the current meeting.
- 4) Approximately 4-6 weeks before annual meeting, email a call for annual reports and agenda items to *all* Council members, Committee chairs, Representatives, and Editorial (Managing Editor, *Mycologia* Executive Editors/Editor-in-Chief, *Inoculum* Editor, Webmaster, and Allen Press Association Manager) and Special Appointees, and Publications overseers listed in the MSA Organization roster. (*If there are individuals lacking email, notification must be made by regular post.*) In so doing the Executive VP should:
 - a. Specify that reports be sent as email attachments to the Executive VP at least 3 weeks prior to the meeting. *Be prepared for very late submissions, especially from some of the major officers. Financial reports are especially delayed frequently since current account information is needed and difficult to compile.*

- b. Remind Awards Coordinator to work with all Awards Committees (Distinctions, Honorary, Research, Student, Mentor Travel, and International) that they will need biographical/ background information (with photos, if possible) for all award winners to be submitted to the *Inoculum* Editor immediately after the annual meeting for publication in the post-meeting issue. As of 2008: The Distinctions and Honorary Chairs need to provide a short bio and photograph for each winner for inclusion in the meeting program book.
 - c. Discussion of International meetings deserving of MSA student and post-doc support should be an agenda item. To ensure that it can be, remind the International Committee to recommend appropriate meetings. If the recommendations are not forthcoming, the Executive VP and President should consult to recommend meetings, consistent with regulations given under "International Committee."
 - d. Encourage those submitting agenda items for consideration by Council and the Society to write out any requests in the form of a motion. Motions and agenda items must also be sent to the Executive VP at least 3 weeks prior to the meeting.
- 5) Send the final agenda with pre-written motions and meeting location and time to all individuals to whom requests were originally sent. *(At this time, the Executive VP should write out additional motions anticipated to arise during the Council meeting. Even if Council changes these motions at the meeting, this will prove to be a timesaving measure.)*
 - 6) The Council Meeting packet should contain the following:
 - a) The agenda,
 - b) MSA Organization roster,
 - c) Annual reports with table of contents,
 - d) Copy of current MSA Constitution and Bylaws,
 - e) Minutes of the previous Council and Executive Council meetings.
 - 7) Email the Council Meeting packet to all Officers and Council members, including newly elected officials. *As of 2012, electronic copies only will be used at the Council meeting due to the prevalence of laptops and tablet computers and to decrease the expenses and waste of copying large amounts of material in hard copy. It might be a good idea to print out just a few hard copies of the package for reference (plus it is not feasible for the Executive VP to access an electronic version and take notes simultaneously). High priority reports, such as Treasurer and Managing Editor, may be printed.*
 - 8) Send all of the annual reports from Officers and Committee Chairs, Representatives, etc. directly to the *Inoculum* Editor. Reports should be in a consistent format before submitting for publication. *[Some reports contain sensitive information that need not be shared with the Society at large, e.g., ranking prospective Karling Lecturer candidates, speculation on staffing of individual committees and number of ballots cast for elected officers if such information is presented at the Council meeting. The Committee chairs should be urged to edit such reports or to include them in a second section B of the report, which will not be published.]* In recent years these reports have been compiled with the minutes of the annual meeting and submitted together for the fall issue of *Inoculum* by the Executive VP.
 - 9) Because most will not study the annual reports before the meeting, email (high priority) any complicated issues that will require close scrutiny, noting in the email subject header that these should be read before the meeting.
 - 10) With the President, work on the Council and Business meetings agendas and determine which reports to include in the Council packet. *(Some presidents prefer printing only*

reports requiring Council action and chose to publish the non-controversial reports separately in Inoculum.)

- 11) Prepare for the Business meeting:
 - a) With the President, the agenda (email to those responsible for reading reports/making awards announcements approximately 1 week prior to meeting). Consult agendas from previous years for consistency and to be sure that nothing is forgotten.
 - b) List of new members (for the entire year) and new emeritus members (approximately 30-50 copies to lay on tables. **(See subset c below to avoid this duty.)**)
 - c) Copies of previous meeting minutes for membership approval (30-50). ***In 2012, the list of new members and the meeting of the previous meeting were posted on the meeting website and a blast email sent out to MSA members to examine before the meeting. This prevented needless, wasteful copying and helped reduce meeting expenses.***
 - d) Coordinate with Awards Coordinator to ensure that those presenting awards have bios to read; bring extra copies to the meeting; coordinate with Awards Coordinator to ensure that plaques were ordered for awards, and to ensure that those responsible for checks and certificates will be bringing them or have made arrangements – ask that they be present at least 15 minutes prior to the start of the meeting. Awards coordinator should arrange for a photographer.
 - e) Confirm that appropriate arrangements for catering, head table, and AV have been made (usually done in coordination with local meeting arrangements coordinator).
- 12) Send an email of Council meeting materials to the members of the full council (and all meeting participants) about a week before the meeting.
- 13) Bring with you
 - a) One set of Council materials—electronic versions are acceptable
 - b) One set of materials on unstapled white paper (for emergency copying)
 - c) MSA Constitution and By-laws
 - d) Newly revised Manual of Operations
 - e) Minutes of previous mid-year Executive Council and Annual Council meetings
 - F) Lists of proposed new and Emeritus members needing Society approval. The members at the Annual Business meeting will need copies of these for approval.

ANNUAL MEETING -- ON-SITE

Before and during the Council Meeting, the Executive VP should

- 1) Ensure that the Council Meeting will be provisioned with a continental breakfast, lunch, and PLENTY of ice water, soft drinks, juice, tea, and coffee to fuel a grueling all day meeting. (Note: this needs to be arranged through the Local Arrangements or Program Chair).
- 2) Work with the Program Chair (*and, if a joint meeting, with the AIBS/APS organizer*). Poll Council a month before the meeting to determine food restrictions and who will be attending. Invite newly elected officers to participate.
- 3) If using a portable computer, record minutes of Council actions directly into a copy of the extended agenda. This will help track Agenda items and refine motions entertained by Council during the meeting as well as aid in editing the minutes prior to publication in the newsletter.
- 4) When recording minutes, note motions made (+ who moved/seconded) and other important decisions requiring action by Society functionaries. Highlight ongoing and newly initiated actions to help compile a summary of Council actions to be read at the business

meeting. (The formal minutes are to be circulated among all those present before they are submitted to *Inoculum*.)

- 5) Actionable items: Within the meeting notes, highlight names of Council members who volunteer to obtain additional information or perform necessary actions. (*You will need to send action item reminders to everyone 1-2 weeks after the meeting.*)
- 6) At the closure of the meeting, refine the previously prepared Business meeting agenda to accommodate unanticipated decisions made during Council deliberations and confer with the President and President-elect about any last minute changes.

During the Business Meeting the Executive VP will

- 1) Present highlights from the Executive VP's Report (which either has been or will be published in *Inoculum* in its entirety. Most important items to include are a brief summary of email Council decisions, recognition of particularly helpful volunteers, and list of Emeritus candidates. A brief report is appreciated more than a long-winded summary. **Keep it short!**
- 2) Briefly summarize minutes from the previous year's annual business meeting (which will be formally approved by the members attending the annual business meeting), making particular note of corrections or additions that have been brought to the Executive VP's attention since publication of the minutes in the *Inoculum* [*If minutes from the previous year's general meeting were not printed in Inoculum, copies should be circulated among Society members before the minutes are read.*]
- 3) Briefly summarize motions approved and actions recommended during the annual Council meeting as well as other recent Council actions not yet published in *Inoculum*. Note that the more lengthy and formal annual Council minutes will be published in the post-meeting *Inoculum*. **NOTE:** It is important to acknowledge committee contributions in the summary: mention names of committees & committee chairs that have submitted reports or/and thank all committees in unison. This acknowledgment will entice newly enlisted members to volunteer.
- 4) Take minutes of the Business meeting, noting any motions made and actions advised by the members present. (The minutes will be circulated among both old and new Council for approval before submitting them to *Inoculum*.)
- 5) If this is the final year of the Executive VP's term, turn over to the incoming Executive VP a final checklist of items to ensure a smooth transition and electronic versions of important documents such as the most recent version of the Constitution & By-Laws, the newly revised MOP, and Council/Business minutes from the previous 5-10 years). Remind the new Executive VP that the archived issues of *Inoculum* hold all meeting minutes and annual reports in a very organized presentation and are an excellent resource.

POST-MEETING ACTIVITIES

At every 3-year Executive Vice-Presidential transfer, the outgoing Executive VP is only responsible for items 3-7. The incoming Executive VP (who should have received all current rosters, constitution & by-laws, and guidelines, other important documents, and batch email addresses before the meeting) will handle the other items. In particular, by emailing the necessary documents to the new Council (see 1-2), the incoming Executive VP will more easily establish a working rapport.

Immediately upon returning to work after the annual meeting, the Executive VP should

- 1) Contact the outgoing President-Elect for the most recent revision of the Society Manual of Operations (MOP). Review the new MOP before emailing it to the Society Webmaster. In recent years, most revisions have been done by the Executive VP based upon requests made of committee chairs before the meeting with the request for annual reports.
- 2) Email copies of the Society Constitution & Bylaws with appropriate parts of the most recent revision of the MOP to
 - a) Newly elected Officers and Council members with a letter of Welcome (coordinate with the new President on this; MOP states that the President will send out congratulatory letters immediately after the meeting).
 - b) Continuing Officers and Councilors with a request to replace all older documents (this is to ensure that all Council will henceforth be consulting the same documents) and to submit any MOP revision to the new President-Elect.
- 3) As soon as possible after Council meeting, prepare the extensive formal minutes to circulate among Council via email for approval before sending to *Inoculum*.
- 4) Finalize and email both Council and Business meeting minutes to Full Council for input (*requested within 1-2 weeks*).
- 5) Make any necessary corrections and send (as email attachment) the final Council and Business meeting minutes to the *Inoculum* Editor, along with all annual reports, adding any received at the meeting. [Only a few Council members will read the minutes and send revisions. When meeting minutes are sent out for review, request the members to at least read the sections that they participated in, such as the section that summarizes their report. Also send a copy of the meeting minutes to guests who were at the Council meeting, especially the Executive Editors/Editor-in-Chief and the Managing Editor of Mycologia.]
- 6) Compile and send a full set of original mid-year and annual reports, minutes, Society Roster, and revised MOP to the Society Historian. This can also be done at the end of the 3-year term.
- 7) Remind the Awards Coordinator to send bibliographic information and photos of award winners of Distinctions, Research, Student, Mentor Travel, Honorary, and International awards to the *Inoculum* editor and to the Society webmaster for posting on the MSA website.
- 8) Contact Allen Press with the names and contact information for newly approved Honorary Members; ask MSA webmaster to update the list of Honorary Members and MSA Fellows on the website. Maintain and update EVP list (as part of files to pass on to successor) of all Honorary Members and MSA Fellows for comparison with the official membership list.
- 9) Remind the President of the need to have appointments completed by September.
- 10) Once the President has finalized all Committee, Representative, Liaison, and Assignment appointments, contact all appointees by email to verify correct address information and build/revamp email address Batch lists. *This is where defunct email addresses will be detected.* NOTE: Maintaining a series of Batch-email address lists is a valuable timesaving device. The most important lists comprise (a) Executive Council members, (b) General Council members (this includes officers), (c) Committee Chairs + Representatives + Publications overseers, and (d) individualized committee lists. Set up your email software to store all sent messages in a "Sent" folder; this is a valuable resource for recovering and documenting email correspondence.

- 11) Welcome each Committee Chair, Representative, and Liaison with an email that includes the pertinent Committee guidelines from the Manual of Operations (MOP) and a membership list with full contact information. *[Make it cordial, welcoming, and encouraging - this is an important motivator! Ask for address corrections. Also urge everyone to add to and/or modify the MOP guidelines early in their term and ask that they share their changes with the President-Elect and Executive VP. New appointees have a better grasp of what they need to know (and what the MOP lacks), often making their suggestions more helpful to their successors than guidelines submitted by long-time chairs.]*
- 12) Ensure that the President has sent the MSA Organizational Roster to the Executive VP for correction by early October. Send the final revised Roster to the MSA Webmaster for posting on the MSA website and the *Inoculum* Editor in time for the November-December issue.

EMAIL COUNCIL ACTIONS (EXECUTIVE VP GUIDELINES)

In 1999 Council established a means of ‘meeting’ and voting on issues through the year using email; and in 2000 certain protocols were developed to streamline such intra-Council discourse. The protocols (modified annually) to be sent each newly composed Council and Officers immediately after the annual Society meeting are as follows:

- 1) An MSA member may request interim Council action by contacting the President and/or Executive VP. Executive or Full Council may respond to the request for action via the Executive VP either informally (after a general email discussion) or formally (after a numbered email poll).
- 2) The President opens an initial discussion phase, which the Executive VP will monitor to determine when a recommendation has been agreed upon. It is the responsibility of the Executive VP to summarize briefly any tacit Council recommendations to Council for input before expressing Council’s informal recommendation to the petitioner.
- 3) As Executive and Full Council email polls substitute for actual Executive and Full Council meetings, this discussion phase should be open and use of the “reply-all” option is highly recommended.
- 4) In situations where a more formal Executive or Full Council decision is required, where there is controversy surrounding a matter currently in discussion, or when directed to present a motion to Council by the President, the Executive VP will issue a formal Council email Poll number and present the formal motion to Executive or Full Council.
- 5) The Executive VP will number all polls sequentially using the year proposed + number (e.g. 2001-09). In sensitive situations, should a motion subsequently be withdrawn, that number may be reassigned to a later poll. There is only one numbering system for Executive and full Council polls alike (e.g. 2005-01, for consideration only by the Executive, would be followed by 2005-02, to be deliberated by Full Council).
- 6) Upon assigning a number, the Executive VP will incorporate and “High Priority” email the item to be voted upon to Executive or full Council. In this message, the Executive VP will
 - a) Identify the discussion item and number in the email subject header (e.g. “*Email Protocols -- MSA Council Email Poll 2001-09*”);
 - b) Address Executive or Full Council to identify which body is participating in the discussion (e.g. *Dear Executive Council/ Dear Full Council*);
 - c) Place “APPROVE,” “DO NOT APPROVE,” “DISCUSSION” “ABSTAIN” on separate lines after the salutation;

- d) Identify who moved (and seconded) the motion;
 - e) Present the motion; and
 - f) Provide necessary background information provided by the individual requesting Society action.
- 7) It is the Executive VP's responsibility to elicit a well-formulated motion and background supplementary materials before issuing a numbered, formal motion.
 - 8) During the voting process, use of the "Reply-all" is unnecessary, as the Executive VP will include the actual vote tally when reporting progress or final results. (Major concerns may be shared with all Council members, but remember that email among individuals in several different time zones is cumbersome at best. For that reason, after a number has been assigned, discussion points should be brief and to the point. Minor points of order, requests for clarification, and pithy asides should be directed to the Executive VP alone.)
 - 9) The Executive VP will moderate each poll. Should discussion points confuse an issue, the Executive VP will refocus attention with an email recapitulating
 - a) The motion as written
 - b) Votes cast by whom and how (*i.e. approved = 5 [names]; not approved = 2 [names]; abstain = 3 [names]; have not responded = 3 [names]*), and
 - c) A summary of the discussion points raised during the voting process.
 - 10) The Executive VP will set a deadline of 1-2 weeks for vote return. At the midpoint, the Executive VP may wish to send out a progress report to encourage those who have not yet responded to do so.
 - 11) When Emeritus approval requests go out to Council, ask for stories/memories to personalize the letter of appreciation. After Emeritus requests are approved by Council, this information should be conveyed to Allen Press Membership Association Manager (Terry Leatherman in 2017). A letter of appreciation should be sent out to newly approved Emeritus members from the President.
 - 12) Council members are encouraged to respond as soon as possible upon receiving a discussion item or numbered motion. Contributing to a preliminary discussion before a formal motion is proposed will forestall needless discussion after a numbered motion is presented.
 - 13) Votes from five (5) Executive Council members or a quorum of eight (8) Council members must be received during Executive Council and Full Council polls respectively before the results can be declared final. Unless otherwise specified approval of a motion requires a majority of those voting. [NOTE—there is a single exception; see rules for approving Honorary Member.]
 - 14) When all of the Executive or a quorum of full Council have voted, the Executive VP will signify the end of the Poll by sending "final results" to the Executive/Full Council as well as non-Council members who requested action or otherwise need to know the outcome before publication in *Inoculum*.
 - 15) All email polls are to be summarized every two months for publication in *Inoculum's* "MSA Council Email Express" section. A summary of all email polls during a given year should ALSO be included in the Executive VP's annual report and/or appended to the Council annual meeting minutes. (Note: Since 2012, the MSA Council actions have been summarized as part of the Executive VP's *Inoculum* column.)

ELECTION (EXECUTIVE VP GUIDELINES) (OCTOBER 2015)

- 1) The Vice President, who will work with the Nominations committee, is responsible for formulating the spring ballot. The Executive VP, however, should work with the Vice President to ensure that any proposed by-laws changes be included in the ballot.
- 2) Both Executive VP and Vice President will ensure that a copy of the ballot including the slate of officers and any by-law changes, reach the Allen Press MSA Association Manager in time for posting on the secure voting site and for notification of members by blast email or regular mail at least two months before the meeting with at least two reminder blast emails. A copy of the ballot may also be published in *Inoculum*. Note: As part of the Spring 2013 ballot, a bylaws amendment (Articles II and X) was approved designating electronic mail and balloting as the primary means of conducting society business. Voting in MSA elections henceforth will be electronic in addition to a single mailing of a hardcopy spring ballot to MSA members without an email address.
- 3) The Executive VP should assist the Vice President in reviewing the electronic and hardcopy of spring ballot before it goes "live". This is extremely important to catch typos and glitches in the online system or mailing. Terry Leatherman (in 2017) at Allen Management supervises the set up of the electronic ballot.

MEMBERSHIP INTERACTIONS (Executive VP guidelines)

- 1) Although the Executive VP was in the past responsible for all membership interactions, the Allen Management and Marketing (AMM) MSA Association Manager (*Terry Leatherman in 2017*) now responds to almost all individual membership concerns. Currently, AMM monthly provides the Executive VP with a list of new Society member applicants and Emeritus requests. AMM also now sends new membership packets (including a welcome letter from the President), handles all claims regarding lost *Mycologia/Inoculum* issues, and rents the MSA membership list. Although selling of the list could originally be permitted only after obtaining Council approval, the Executive VP may now exercise discretion in granting approval for AMM to sell the membership for \$500 per one-time use. The list is sold as hard-copy labels only, never as an electronic file. [NOTE: At the beginning of each academic year the Executive VP must email Allen Press an updated "new member welcome" letter for emailing to new members or provide Allen Press with an electronic version of the new President's signature that can be used on a previous version of the letter].
- 2) It is the responsibility of the Executive VP to keep track of new members (with addresses) and Emeritus requests for consideration by the members at the annual Business meeting.
- 3) It is the responsibility of the Executive VP to inform the AMM Association Manager of the names of any new Honorary members after approval by the membership at the annual business meeting.
- 4) The Executive VP is expected to inform AMM of any membership issues, including corruption of the Online Directory, deaths of members, etc. and to redirect claims and membership queries to the AMM Association Manager when necessary.
- 5) The Executive VP should list and welcome new members and include the names of recently deceased members in the MSA Executive VP *Express* column every two months in *Inoculum*.

BLAST EMAIL POLICEY AND GUIDELINES

The Account Manager at AMM (Terry Leatherman in 2017) can circulate a blast email message to all MSA members. Council accepted the following blast email guidelines as recommendations during 2004-5:

1. That the blast email option be used very conservatively;
2. That decisions on each blast message be the responsibility of the President and Executive VP;
3. That the content of all blast emails originate (at least in part) from the Society;
4. That there be no selling of the blast email capacity;
5. That, in addition to the recent use of web sites and blast email for Society communications, announcements for Nominations, Elections, Awards and Meetings continue to be published in *Inoculum* as recommended in the MOP. (These announcements in *Inoculum* may refer to websites where more information can be obtained);
6. As of 2013, all society communications and ballots will be handled electronically with the exception of a single snail-mailing of the spring ballot on request.

ROUTINE CORRESPONDENCE AND GENERAL TIPS

The Executive VP should

- 1) Consider setting up a dedicated MSA Executive Vice President email account upon taking office so that Society email does not get intermixed with other professional and personal email. The outgoing Executive VP could consider giving the new Executive VP the password to the outgoing email account after taking time to organize the previous emails by folder and deleting extraneous information, but this might be too timeconsuming!
- 2) When at all possible, consider only one issue per email. (*Few respondents remember to reply to all items on a list!*)
- 3) Maintain organized electronic folders for important MSA documents, such as MSA Constitution & By-Laws, MSA Manual of Operations, minutes of past Executive and Council meetings, Ballot results and By-laws changes, regular correspondence, and copies of important email correspondence, and brochures, pamphlets, and manuals. (*With the Historian, the Executive VP serves as the bearer of the Society's institutional memory.*)
- 4) Devote some time every day to Society business (*e.g., monitoring ongoing discussions, answering questions, reminding, and sending out informational updates add up. Answer as soon and efficiently as possible and DON'T let unanswered items pile up*)..
- 5) Serve as a resource and authority on meetings and many other aspects of MSA Affairs. Copy the MSA President on all email correspondence with the Program Chair, Local Arrangements Chair and other-society (*e.g., APS, AIBS, BMS, MSJ, IBC, IMC*) meeting directors.
- 6) Answer inquiries from new members or individuals soliciting information of a mycological nature as promptly as possible by answering questions directly or forwarding inquiries requiring specific expertise to the appropriate Committee or individual, including the questioner in the forwarded message. (*The suggestion of former Secretary Klich not to waste time researching a response when an expert or the Chair of an appropriate Committee can readily provide the answer is WISE.*)

Treasurer

(updated by D.J. Lodge May 2013)

The Treasurer is elected for a three-year term. Individuals shall not serve more than two terms consecutively.

General Responsibilities

The Treasurer

- 1) Assumes office at the close of the business meeting at the annual meeting of the Society.
- 2) Is a member of Council and Executive Council.
- 3) Is a member of the Finance Committee and an *ex officio* member of the Endowment Committee.
- 4) Prepares an annual report, orders an audited financial statement for the Society at the end of the three year term of office, and presents them at Council and annual business meeting. These are published in full in the fall MSA *Inoculum*.
- 5) Is the fiscal officer of the Society.

Responsibilities of the Fiscal Officer

The Treasurer

- 1) The Treasurer, with the approval of the Council, is the responsible officer in the management of the Society's financial affairs and has direct responsibility for all general accounting, budgeting, and membership & financial records. Since 1994 the Treasurer coordinates with the MSA business office at Allen Press, which manages memberships, subscriptions and reconcile our accounts (Advanced Accounting Services beginning January 2014). The current (2017) Society Association Manager is Terry Leatherman (1-800-627-0629, FAX 913-843-1274, <tleatherman@allenpress.com>).
- 2) Is responsible for the preparation of a two-year budget for the Society for consideration and approval by the Executive Council during the mid year meeting of the Society (Art IV B).
- 3) Is responsible for the timely payment of invoices and financial obligations of the MSA.
- 4) After consultation with the President (Art IX D) is responsible for the annual financial statement for presentation to the Council and to Society members at the Business meeting.
- 5) Is responsible for preparation of an annual income tax return (Form 990) and filing with the IRS (accountant John Atkinson has assisted in tax filing).
- 6) Is responsible for providing forms for reporting income (IRS forms W-2, 1099 Misc) to MSA contractors and vendors.
- 7) Is responsible for filing the non-profit corporation report with the Department of Consumer and Regulatory Affairs, Government of the District of Columbia, PO Box 92300, Washington, DC 20090. The Society is incorporated in Washington, D.C. as a non-profit organization, and the tax identification number is 16 6077141. Incorporation fees are to be paid every two years upon receipt of the invoice forwarded by the Liaison for Society Incorporation.
- 8) Makes recommendations to the Council on all matters pertaining to the immediate and long-term financial planning for efficient and prudent fiscal management of Society affairs.
- 9) Works with the Finance Committee in making recommendations to the Council on all planning and investments of the reserve funds of the Society.
- 10) Prepares an annual report on the finances of the society that is presented to the members at the annual meeting and published in *Inoculum*.

- 11) Prepares a list of new members for approval at the annual meeting. (This was taken over by the Executive Vice President in 2003-4)
- 12) Works with the endowment committee to manage transactions at the annual auction, sales of t-shirts, books etc and other fund raising activities.
- 13) In consultation with the Chair of the Endowment Committee, make recommendations for Council approval for appropriate changes to award levels from various Endowment programs, creation of new named funds, allocation of Uncommitted Endowment funds, etc.
- 14) Manages funds for the MSA Student Section.

Accounting (*Treasurer guidelines*)

QuickBooks financial software is recommended for maintaining the MSA books. This will facilitate keeping itemized categories of income and expenses, reconciling bank statements, preparing annual financial reports, and income tax filing.

MSA Business Accounts (*Treasurer guidelines*)

MSA currently (Aug 2013) has

- 1) A **checking** account with US Bank [P.O. Box 1800, St. Paul, MN 55101-0800],
- 2) An **investment account** with TD Ameritrade Institutional (Financial Advisor is David Middleton 202-503-4015).
- 3) A **business check card** (VISA) through US Bank (USB) [P.O. Box 1800, St. Paul, MN 55101-0800].

The newly elected Treasurer should send a change of address request to each of these to receive monthly statements with assistance from the outgoing treasurer.

MSA Checking Account

- 1) The USB Operating Checking account is used for all routine payments and regular expenses, and is the main account to which our representatives at Allen Marketing and Management deposit operating income. The majority of operating income is received in December through February during the membership renewal period.
- 2) The checking account balance should generally be kept between \$100,000 and \$250,000. This represents between 3.7 and 9.3 months of expenses being held in checking. Excess funds should be sent to the Uncommitted Fund in the TD Ameritrade brokerage account by sending instructions to David Middleton, who will process the transfer and notify Allen Press for fund accounting. Conversely, funds can be sent to the checking account from the Uncommitted Fund by sending a request to David Middleton and notifying the council.
- 3) Deposits from member renewals and subscriptions are made directly to the USB operating account by Allen Press. The bank sends monthly balance statements to the Treasurer. Allen Press periodically sends itemized lists of payments to MSA that have been deposited. The treasurer should check the amounts on deposit reports from Allen Press against monthly bank statements for reconciling the checking account. Deposit amounts from the deposit records often agree with the bank statements, but sometimes corrections appear in the deposit records before they are posted at the bank. Terry Leatherman at Allen Press can usually locate the source of discrepancies. The treasurer also should use the itemized deposit reports for entering income by category in QuickBooks.

- 4) Fees for processing credit card payments also appear on the bank statements as debits to Merchant Bankcard Services. These need to be entered as “credit card expense” in QuickBooks.

TD Ameritrade Account

- 1) The investment account currently managed through TD Ameritrade is where long-term MSA funds are held. This is an institutional brokerage account managed by the MSA Investment Advisor, Mr. David Middleton (david@middletonadvisory.com 202-503-4015). It is a pooled investment account for all of the named endowment funds and also the council directed Uncommitted Fund. Allen Press calculates the value of each fund within this account periodically based on investment performance, contributions, and distributions from the account. There is an electronic connection between this account and the US Bank operating checking account, which can be utilized for convenient transfers from one to the other by instruction to David Middleton.
- 2) Since contributions to the MSA Endowment become part of a restricted fund (i.e., only the interest, dividends and capital gains can be used), endowment contributions should be deposited in the USB bank account.

Bankcards

- 1) The USB business checking VISA card is used for convenience. It is useful for purchasing airline tickets for MSA officers etc. for travel and accommodations and for certain expenses surrounding the annual meeting such as President and Karling lecturer accommodations, hotel and conference center expenses, and photocopies needed for annual meeting.
- 2) Toward the end of the Treasurer’s term, he/she should cancel their card and a new card should be ordered for the next Treasurer by contacting the Association Manager at Allen Press (Terry Leatherman). A new online account should also be established for the incoming treasurer.

Miscellaneous Treasurer guidelines

Immediately after election new Treasurer should

- 1) Request copies of previous annual Treasurer reports and mid-/long-term projections to become familiar with current Society accounting practices.
- 2) Request up-dated MOP guidelines from the President-elect and/or Executive Vice President.
- 3) Plan to attend the Annual Council meeting to consult with the outgoing Treasurer and become acquainted with Council activities.
- 4) Become bonded for protection against honest mistakes.

During the business year, the Treasurer should

- 1) Change all signature cards and obtain Social Security numbers for all Officers and authorized signers.
- 2) Consult with the Finance Committee to seek approval for requests to exceed items budgeted by the Treasurer for the annual or mid-year meetings
- 3) Request payments to be made in US funds or drawn against a US bank to avoid excessive collection costs.
- 4) Request **original** receipts and checks for verification of reimbursable expenditures (required by the IRS) before sending out reimbursements.

- 5) Request verification that selected student award recipients will be a student in the upcoming year (fellowship) or a student in either the past or upcoming year (presentation prizes). Social security numbers are required of award recipients residing in the US and recipients of the A.H. Smith Research Award are required to retain and submit all receipts for incurred expenses for IRS purposes.
- 6) The Society (old guidelines) covers transportation and lodging for the Program chair (or Local Arrangements Coordinator) to attend a planning session for a joint meeting to be supervised by another Society, such as AIBS, APS, BSA, IMC, and IBC.
- 7) The midyear Executive Council meeting is now conducted via phone conference and does not incur expenses (except possibly phone bills).
- 8) Requests for membership labels or the complete membership list should be referred to the Executive Vice President and Allen Press MSA Association Manager. Currently the list is sold to non-members for \$500 for one time use only.
- 9) Notify the Executive Assistant to the Vice-President of any important membership information changes.
- 10) With the Executive Assistant to the Vice-President, Sustaining Membership Committee Chair, Managing Editor, *Mycologia* EIC, *Inoculum* Editor, MSA Webmaster, and Allen Press Liaison, maintains an up-dated and correct list of sustaining memberships for placement in *Inoculum*, *Mycologia*, and the MSA website.

Calendar (*Treasurer guidelines*)

February-March

Coordinate with the Chair of the Karling committee to make the reservations (accommodations, travel, and registration) for the Karling lecturer

June-July

Solicit updates from Allen Press

Send annual summaries to Executive Assistant to the Vice-President and *Inoculum* Editor

Meeting preparation: prepare and remember to take

Preliminary printed annual report for presentation at annual Council meeting

Brief summary and report for presentation at the Annual Business Meeting

Checkbook for awards

Self-addressed, stamped envelopes containing letter to students requesting social security numbers (US citizens) and student enrollment verification

August

Complete final annual audited report for fiscal year already ended

Confirm with Allen Press that renewal information is ready for enclosure in *Mycologia* mailings

September

Prepare 5-year budget projection

December 1

File IRS forms (December deadline)

January/February

Prepare interim report to present to Executive Council in February

April 1

File Article of Incorporation documents.

Councilors

[Please also see “Council” above]

[updated 6-2012]

Two subject area councilors for each subject area (see below) are elected for staggered two-year terms. Councilors are members of the Full Council who represent their discipline area at annual Council meetings, participate in periodic electronic polls outside the annual meetings, can be consulted for recommendations and guidance on matters within their discipline area, and present suggestions and concerns of Society members in their area to Council. Incoming Councilors are traditionally invited to attend the annual Council meeting as non-voting guests prior to assumption of their official duties. Councilors assume office at the end of the business meeting at the annual meeting of the Society held after their election.

Council subject areas comprise the following:

Cell Biology/Physiology –

Cytological, ultrastructural, metabolic, regulatory and developmental aspects of fungal cells

Ecology/Pathology –

Phytopathology, medical mycology, symbiotic and saprophytic relationships, community structure/dynamics

Genetics/Molecular Biology –

Transmission, population and molecular genetics, molecular mechanisms of gene expression

Systematics/Evolution –

Taxonomy, comparative morphology, molecular systematics, phylogenetic inference, population biology

EDITORIAL APPOINTMENTS

Editor-in-Chief/Executive Editors, *Mycologia*

Council appoints the Editor-in-Chief or Executive Editors to a five-year term. Individuals shall not serve more than two terms consecutively or be eligible for nomination for another Society office during tenure as Editor-in-Chief. ***In December, 2011, Council approved a motion that MSA would pay for the Editor-in-Chief and Managing Editor of *Mycologia* to attend the annual Council meeting if he/she has no other funding support.***

General Responsibilities

The Editor-in-Chief/Executive Editors

Assume office and control of the journal at the beginning of the new issue of the journal following appointment by Council.

- 1) Is the presiding officer of the Editorial Board of *Mycologia*.
- 2) Oversee the process of publication of papers in *Mycologia*. The following responsibilities come with the appointment:

- a) Acts as spokesperson for the journal, inviting appropriate papers when possible, and reporting to the membership each year at the MSA meetings.
- b) Oversees the processing of papers received for publication, including:
 - i) Coordinating the sending of manuscripts to the appropriate Associate Editor,
 - ii) Managing details of the editorial process, including the manuscript tracking system and the reviewer files;
 - iii) Acting as reviewer of last resort;
 - iv) Enforcing the "Instructions to Authors" (which appear annually in the January-February issue);
 - v) Marking final manuscripts for the printer; and
 - vi) Reading galley and page proofs.
- 3) Cooperates with the Managing Editor to coordinate fiscal and editorial policies.
- 4) Maintains a ledger of expenses for *Mycologia*.
- 5) Coordinates the activities of the Editorial Advisory Board, including solicitation of nominees for that Committee for approval by MSA Council.
- 6) Ensures that appropriate changes are made in the listings on the inside cover of *Mycologia*. Those changes have historically been made with issue one of the new volume, however it is suggested that these changes be made as soon as possible after the annual meeting to reflect the current makeup of the Council, Editorial Advisory Committee, and Associate Editor list.

Editorial Board

The Editorial Board consists of the:

- 1) ***Mycologia* Editor-in-Chief or Executive Editors**
- 2) **Managing Editor**
- 3) **Associate Editors**
- 4) **Editorial Advisory Committee**

As presiding officer, **the Editor-in-Chief/Executive Editors**

- 1) Confers with the Board to obtain names of suitable candidates for appointment as Associate Editors.
- 2) Refers the names and CV's of Board-approved Associate Editor candidates to the President and Executive Vice President for Council approval.
- 3) Refers the names of Editorial Advisory Committee-nominated EAC candidates to the President and Executive Vice President for Council approval.
- 4) Establishes, in consultation with the Editorial Board and after Council approval, the general editorial and publication policies for *Mycologia*. These policies are summarized in each issue of the journal.
- 5) Is responsible for the policies and procedures of the Editorial Board relative to the receipt, review, and acceptance of manuscripts.

Managing Editor, *Mycologia*

(Updated 2016 by Brian Shaw)

The President appoints the Managing Editor for a five-year term. Individuals shall not serve more than two terms consecutively. The Managing Editor is a member of the Editorial Board and has full authority in all matters pertaining to the finances of the journal. Expenses (stamps, paper, envelopes, and other office supplies) are met via a small checking account monitored by the Treasurer. ***In December, 2011, Council approved a motion that MSA would pay for the Managing Editor of Mycologia to attend the annual Council meeting if he/she has no other funding support.***

The Managing Editor

- 1) Serves as a liaison to Taylor and Francis production team, including electronic editorial support, production editor, and electronic production.
- 2) Performs quality control over submissions that come into Editorial Manager.
- 3) Assigns manuscripts to an Executive Editor.
- 4) Performs final quality control of image files etc. after acceptance.
- 5) Maintains a list of Associate Editors and ensure they are properly listed in Editorial Manager and the MSA roster.
- 6) Approves email campaigns, flyers, press releases, virtual issues and be the primary contact for general marketing questions.
- 7) Serves as liaison for MSA council and officers and Taylor & Francis for financial approvals.
- 8) Approves pilot programs/new initiatives.
- 9) Serves as the contact and liaison for Taylor & Francis Publisher, Managing Editor, for questions for MSA, Executive Editors, and Associate Editors.
- 10) Conveys news from Taylor & Francis to the journal staff.
- 11) Prepares and submits reports to the Executive Vice President prior to the mid-year Executive Council and annual Council meetings.

Associate Editors

Associate Editors handle manuscript reviews and advise the Editor on their acceptance or rejection

- 1) The Editor-in-Chief appoints Associate Editors, subject to Council approval, for three-year terms. Terms may be renewed once for a total of six years.
- 2) The Editor-in-Chief determines the number of Associate Editors, with a suggested maximum of 18.
- 3) Appointment of Associate Editors in the last year of an Editor-in-Chief's term should be made in consultation with the incoming Editor-in-Chief.
- 4) The Editor-in-Chief receives and sends out all manuscripts to Associate Editors and manages details of the editorial process including the manuscript tracking system and the reviewer files.

- 5) Associate Editors solicit reviews, manage revisions, and advise the Editor-in-Chief on acceptance or rejection of manuscripts.
- 6) Associate Editors return manuscripts that have been copyedited for the Press to the Editor-in-Chief, who makes the final decision on acceptance or rejection. The Editor will also check manuscripts for submission to the Press and handle revisions if needed at this stage.

Editorial Advisory Committee

(updated 06-2012)

- 1) The Editorial Advisory Committee consists of five members, with each member representing a different field. (Exact fields will not be specified.)
- 2) Advisory Committee members serve five-year terms. Although members are eligible for re-election to a second term, Council recommends against serving consecutive terms.
- 3) The Editorial Advisory Committee functions as a rotating committee, with the member who has served longest serving as Chair. Retired Chairs may serve in an *ex officio* capacity for a sixth year.
- 4) Each year, members of the sitting Editorial Advisory Committee nominate a replacement member to the Executive Editors. The Executive Editors may take an active role in enlisting nominees for approval. The Editor-in-Chief will forward the name of the recommended candidate to Council for final approval.
- 5) Editorial Advisory Committee members
 - a) With other members of the Editorial board, set editorial policy.
 - b) Provide advice and consent regarding potential Associate Editors.
 - c) Promote the development of their research fields within the journal.

***Inoculum* Editor**

(updated 05-14)

The official newsletter of the Mycological Society of America is published six times a year. It is mailed by the Publisher and posted on the MSA website. The *Inoculum* Editor serves a three-year term and is appointed by the President after approval by Council. The Editor may be reappointed for a second three-year term. *Inoculum* is currently produced and distributed as an electronic document (see below). All MSA members should be notified by blast email (see Executive Vice Presidential duties) when a new version of the newsletter is available.

The *Inoculum* Editor will

- 1) Publish reports, minutes, awards, meeting announcements, and other MSA business as supplied by Society officers and appointees.
- 2) Publish information of interest to Society members in a timely and economical manner in odd numbered months. Items of interest include, but are not restricted to
 - a) Short mycological papers or articles of a mycological interest.
 - b) Book reviews (after 2000, no longer published in *Mycologia*).

- c) Upcoming meetings and events.
 - d) Sources of funding and available jobs.
 - e) Recognition of and non-Society awards to MSA members.
 - f) Personal news about members, including address changes, job transfers, mycological research accomplishments or progress, obituaries (not necessarily limited to former MSA members).
 - g) Photographs of members, meetings, habits and other items of mycological interest.
 - h) Advertisements. (Council has approved that the newsletter could accept paid advertising of general interest to the mycological community served by the newsletter. Advertisements for banks or other financial services or travel services cannot be included due to postal regulations concerning bulk mailings by nonprofit organizations.)
- 3) Solicit, edit, and/or write items for inclusion in the newsletter. This entails emailing reminders to the membership before each issue and encouraging all to send copy electronically (including digitized photos, if possible).
 - 4) Send files to the Publisher (currently Robyn Hearn at MSU) who will format and prepare an electronic and print-ready copy using QuarkX.
 - 5) The Publisher will send electronic files of the completed newsletter to the MSA Webmaster for posting on the MSA website.
 - 6) Send mid/year (optional) and annual reports on editorial activities to the Executive Vice President.
 - 7) Toward the end of the editorial term, prepare or update a set of protocols, forms, and other already formatted data to ease the transition for the incoming Editor.

NOTE 1: Council has authorized the Editor to explore the possibility of establishing a small set of sub-editors to assist in the assembly of information to be included in the *Inoculum*. Editor should accept camera-ready copy when expressly requested by the sender. Maximum annual appropriation for the production and distribution of *Inoculum* is \$6,500.

NOTE 2: At the 2004-5 Executive Meeting Council approved up to \$4000 annually for the production costs associated with the publication of *Inoculum*, starting in 2007. (This includes electronic set-up and does not include editorial costs.)

NOTE 3: At the 2006 Annual Council Meeting in Quebec City a motion was passed approving the following: that the Society newsletter, *Inoculum*, be offered to members as on-line only as the default option. Hard copies must be requested. An exception will be made for those members who do not have internet or email access to whom hard copies will be provided. This will commence with the new editor in January 2007.

Book Review Editor (*Inoculum*)

(updated 8-10 by retiring editor Amy Rossman; minor edit 06-2012)

The **Book Review Editor** receives books from publishers desiring reviews in *Inoculum*, solicits reviews (or reviews the book him/herself), and oversees the publication of the reviews. Prior to

January 1998, all Book Reviews were published in *Mycologia*; as of October 2000, all Book Reviews are published in the Society Newsletter, *Inoculum*.

Guidelines for the Book Review Editor:

The Book Review Editor ensures that MSA members are aware of recently published books and facilitates their published reviews in *Inoculum* as the Mycologist's Book Shelf.

The first step is to find out about and obtain recently published books from the publishers. Sources for newly published books include flyers in the mail or email and noticing book reviews in other journals. The American Phytopathological Society and CBS are especially good about sending their new publications. Usually an email to the publisher with a request results in a review copy. After the book review is published, it is essential to send pdf files of the reviews back to the publisher, usually to someone involved in publicity. This is a good time to request additional new books.

Newly received books are listed in the *Inoculum* with a notation if a review is needed. Potential reviewers then contact the Book Review Editor. The BR Editor sends the book to the reviewer with a standard letter keeping track of when books are sent and reminding reviewers when their contribution is overdue. Tell reviewers that they have three weeks to send the review although it is good to remind late reviewers about two weeks before the deadline for the next issue. It is recommended that the book is sent to the first person who requests it. If a book simply is not requested and seems worthy of review, ask an appropriate person to review it. ***MSA will pay for shipping and other expenses, currently through an open UPS account (01/2012).***

The BR Editor reads and edits the reviews usually just for grammar but occasionally to tone down any negative comments. Try to obtain a graphic for each review, usually the book cover that is easily found on the Web. Occasionally these Web graphics are very low quality, and, if there is a selection, the highest resolution graphic publishes the best.

The Mycologist's Book Shelf is due for publication in *Inoculum* on the 15th of every other month. A notice is sent a few weeks before this is due and that is the time to remind late reviewers of this deadline. The Book Shelf usually consists of an Introduction, Book Reviews, and Newly Received Books.

REPRESENTATIVES

(minor edits 06-2012)

The Bylaws authorize the President to appoint Society representatives to other scientific societies, councils, governmental agencies, institutions, and organizations. Terms of office and other appointment limitations are sometimes determined by the organization extending the invitation for representation. The President will review, at no less than five-year intervals, the need for official MSA representation to the groups named below or other appropriate organizations. The Council, through the MSA President and Executive Vice President, will specifically review with each new appointee the responsibilities (and the limits of the responsibilities) of the appointee. At least annually, the Council is to determine what specific directives, if any, are to be given to the several representatives for the following year.

General Representative Responsibilities

An appointed MSA Representative

- 1) Attends all cognate meetings and represents the Society and the profession in matters pertaining to policy decisions and other actions. The appointee may not commit the MSA to financial outlays or to specific actions without prior approval of the Council.
- 2) Promptly informs the MSA Executive Vice President and/or President of actions germane to MSA that are taken by the society to which they are representatives.
- 3) Prepares and submits an annual report to the Executive Vice President at least one month before the MSA Annual meeting.

American Association for the Advancement Of Science (AAAS)

One representative, to Section G – Biological Sciences

AAAS was established to further scientific work, facilitate cooperation among scientists, improve the effectiveness of science in the promotion of human welfare, and increase public understanding and appreciation of the importance and promise of the scientific method in human progress.

The MSA representative to AAAS

- 1) Must also be a member of the American Association for the Advancement of Science;
- 2) Serves a three-year term;
- 3) Has a budget of \$250 + airfare to attend the AAAS annual meeting. If other support is needed, the AAAS representative can request funds from the MSA Executive Council. If unable to attend the Section G annual meeting, the representative should recruit another person (preferably one who lives near the meeting site) to represent the Society in the representative's stead;
- 4) Should facilitate the nomination of MSA members as Fellows of AAAS in conjunction with Past-Presidents and MSA-member AAAS Fellows. One source of candidates might be previous Distinguished Mycologist Award, Weston Award, or Alexopoulos recipients.

American Institute of Biological Sciences (AIBS)

One representative to AIBS Council

AIBS is a nonprofit organization formed to advance the biological, medical, and agricultural sciences and their applications to human welfare and to encourage research in the biological sciences. The governing board of AIBS is composed of one representative from each adherent Society and elected officer.

Each MSA representative to AIBS serves a three-year term and is appointed by the MSA President.

As a Society member of AIBS, MSA receives one free advertisement in the AIBS journal *BioScience* each year.

American Mushroom Institute (AMI)

One representative

AMI is a national voluntary trade association representing growers, processors, and marketers of cultivated mushrooms in the United States and industry suppliers worldwide. AMI seeks to

increase mushroom consumption; develop better and more economical methods of growing and marketing mushrooms; collect, analyze, and disseminate the latest statistics; represent the industry in its relations with various government branches; foster research beneficial to the industry; and aid members with industry-allied problems.

The MSA representative to AMI serves a three-year term and is appointed by the MSA President.

International Mycological Association (IMA)

One representative to the Executive Committee

The objective of the IMA, a non-profit making organization, is the encouragement of mycology in all its branches, particularly through the sponsoring of International Mycological Congresses, the representation of mycological interests at an international level, and the encouragement of liaison with, and development of national, regional and international bodies that have mycological interests.

As a Sustaining organization, MSA may appoint a single voting member to the Executive Committee. The MSA representative to IMA serves a four-year term and is appointed by the MSA President.

Natural Science Collections Alliance (NSCA)

One representative

MSA is an affiliated society to the Natural Science Collections Alliance (previously named the National Science Collections or NSC). The NSC Alliance is a Washington DC-based nonprofit association that supports natural science collections, their human resources, the institutions that house them, and their research activities for the benefit of science and society. Members are part of an international community of museums, botanical gardens, herbaria, universities and other institutions that house natural science collections and use them in research, exhibitions, academic and informal science education, and in outreach activities. The NSCA web address is www.nscalliance.org.

The MSA representative to the NSC Alliance

- 1) Is appointed by the MSA President for a three-year term;
- 2) Represents the Society at meetings and in other affairs of the Alliance;
- 3) May designate, in writing to the Executive Vice President, an alternate to be the representative at an Alliance meeting (such an alternate will have the authority and responsibility of the principal representative at the meeting);
- 4) May be accompanied at meetings by MSA officers or other designated MSA members; and
- 5) As MSA representative may serve on the Alliance Board of Directors but NSCA Bylaws stipulate may *not* hold function as Board President or Vice-President.

COMMITTEES

The President appoints all committee members. Each committee is generally composed of three or more members (see specific committee guidelines for numbers). It is helpful for the *immediate past-chair* to remain on standing committees as a non-voting, *ex officio* member for consultation purposes. The President is an *ex-officio* member of all committees.

Bylaw VII authorizes three general types of Society committees

- 1) **Standing** – Standing committee members typically serve 4-year terms (Nomenclature Committee members serve 3-year terms). Standing Committee Chairs serve 4-year terms and may be reappointed for a second, but not a third, successive term.
- 2) **Rotating** – Depending on the committee, each rotating committee member serves a 3-, 4- or 5-year term, becoming Chair during the last year of service.
- 3) **Ad Hoc** – *Ad hoc* committees generally exist for only one year, with members serving only during the term of office of the President who appointed the committee. A subsequent president may opt to continue the Committee and reappoint any or all of the members.

Note: Any change in a committee's status, i.e., changing from a standing to a rotating committee, will necessitate a change in the MSA By-laws and require a vote of society membership. The proposed change is to be submitted by the Executive Vice President at the direction of the Council, provided that suggested amendments have been brought to the attention of the Council in time to be emailed or hard-copy mailed to all members of the Society at least one month previous to the date established as the deadline for return of marked ballots.

General Committee Chair Guidelines

In 2015, MSA Council approved a motion to improve diversity and gender balance by adopting best practices to increase the diversity in the MSA membership, elected officers, committees, and the nomination of speakers and awardees (see Appendix C). The duties and prerogatives of committee chairs are those that customarily pertain to this office. The following general and guidelines were developed to help standing and rotating committee chairs conduct MSA business during their tenure. *Ad hoc* committee chairs report directly to the President of the Society for advice in directing the committee. No committee chair or member should use Society stationery to express a point of view or report an action unless authorized to do so by the President.

Each Committee Chair

- 1) Prepares agendas for necessary committee meetings, notifies all current and incoming members of meeting times and locations, and chairs the meetings. The chair should appoint someone (generally a "vice-chair" who is next in seniority), to act as Secretary. If unable to attend or otherwise perform necessary duties at the meeting, the Chair should prepare the vice-chair or someone else to do so and ensure that all preparations necessary for a successful committee meeting can still be made. For all other committee business, Chairs should inform and consult with all members so as to obtain consensus in decisions.
- 2) Prepares written accounts of all actions taken by the committee relative to Society activities and forward reports to Council and other concerned committees. Any action or commitment in the name of the Society or any commitment of Society funds **must** have prior Council approval. File a copy of all actions with the MSA Executive Vice President and send a copy to committee members.
- 3) Prepares the annual (and mid-year when requested) committee report. After consulting with committee members, the Chair should send the report to the Society Executive Vice President and, when requested, present the report at the annual Council meeting.
- 4) Maintains a current file of all committee plans, activities, and records and oversees the orderly transfer of these to the incoming chair.

- 5) Ensures the smooth transition of duties to incoming chair and new committee members.

Individual Committee Guidelines

The various committees of the Society have different specific charges relative to functions and activities. These duties and additional guidelines are summarized according to the specific committee or type of committee in the following pages.

STANDING COMMITTEES

(updated 09-2016)

Education

(Standing Committee – 4 members, 4 year terms; President-Elect *ex officio* member; President may appoint a representative of the Student Section)

Purpose: to generate interest in and to encourage and enhance the quality of teaching in the field of Mycology. This objective can be met in a variety of ways, some listed below.

The Education Committee

- 1) Develops, maintains, and updates a collection of digitized photos which can be loaned/sold to individuals or other societies to assist in teaching mycology. Although maintenance and upkeep of the photographic library need not be controlled directly by the Education Chair or committee members, the Chair should know who holds the collection, how to access and further develop it, and who is responsible for advertising its availability. Council recommends that photo providers be contacted prior to release of for publication.
- 2) Designs or develops posters, brochures, handbooks, or web pages to serve as an information outlet about MSA.
- 3) Encourages the development of workshops (in association with the annual meetings) devoted in whole or in part to the improved teaching of mycology. Education workshops may focus on one or more of the following:
 - a. Computer assisted instruction
 - b. Teaching laboratory exercises and techniques
 - c. Adding a teaching component to workshops with primary focus on areas other than teaching.
- 4) Recommends to the MSA Distinctions Committee at least one person for consideration for the Weston Award for Excellence in teaching

Electronic Communication & Webpage Management

(Standing Committee – 4 members, 4 year terms)

(updated May 2014)

Purpose: to coordinate the electronic communication within the Society, including the Society website (www.msafungi.org), *Mycologia Online*, *Inoculum*, and the annual meeting website. The Committee is responsible for raising awareness among Society members of the options available to them.

- 1) The Chair serves as liaison between appointed Committee members, *ex officio* Committee members, appointees listed below in (3), and Council.
- 2) **The *Mycologia* Editor-in-Chief, *Inoculum* Editor, MSA Executive Vice President, and the Allen Press Liaison serve as *ex officio* Committee members.**
- 3) The following presidential appointees perform duties that pertain to electronic communication and webpage management. Although they may or may not be appointed Committee members, they should always be included in discussions pertaining to their domain.
 - a) ***MSA Webmaster*** – Maintains the official MSA website. Users of MSAfungi.org should be aware that the Webmaster has no control over the operation and content of pages and sites that are not on the MSA web server. This includes, but is not limited to, the Membership Directory, member sites and pages, Mycologia, and registration and abstract submission for meetings

Finance

Standing Committee – 5 members (including 2 *ex officio*), 4 year terms

Purpose: To plan and supervise investment of the Society Endowment Funds and the Operating Funds and advise the Council on other financial matters. (Note – it was decided in 06/2012 that the Chair of the Finance Committee did not need access to the Society checkbook, thus easing USDA ethics restrictions for Finance Committee membership of USDA employees. Former Finance Chair reported that access was not needed. JAG 06/2012).

- 1) This will be a standing committee with five members. In addition to the chairperson, other Committee members will be the MSA Treasurer (*ex-officio*), President (*ex-officio*), and two additional presidential appointees.
- 2) The chairperson will be appointed by the President to a three-year term, renewable with consent of Council.
- 3) Duties of the Finance Committee include the management of the MSA Portfolio and interaction with the MSA investment advisor. The investment advisor, David Middleton of Middleton Advisory, is the MSA's [Outsourced Chief Investment Officer](#) (OCIO), who is designated and approved by the MSA Council and the Finance Committee and has the authority to make investments and trades within the guidelines and oversight of the Finance Committee.
- 4) The endowment will be managed and invested according to The MSA Investment Policy Statement, a document provided by the MSA Chief Investment Officer (David Middleton 202-503-4015), which is continuously monitored by the advisor and reviewed annually.
- 5) Operating funds are held in the US Bank checking account and are available to pay for the publication of *Mycologia* and other periodic expenses. The Treasurer has access to these funds and with approval from council; additional cash can be transferred from the Uncommitted Fund in the brokerage account if necessary. Given that cash income often exceeds expenses, this will be unlikely. Cash in excess of \$250,000 in checking is not

covered by FDIC and should be periodically transferred back to the investment account, so that it is covered by the FDIC and can be invested.

- 6) The Treasurer shall hold the checkbook for the portfolio to facilitate deposit and withdrawal of funds from the money market fund to transact the daily business of the Society.
- 7) The Managing Editor shall have checkbook access for unforeseen emergencies.
- 8) Monthly portfolio reports will go to the chairperson and the Treasurer and quarterly reports to the President and members of the finance committee.
- 9) Yearly summary of the status of the Portfolio will be presented at the Annual Meeting of the MSA and an interim summary at the midyear Executive Council meeting.
- 10) The Chair of the Finance Committee will also submit the written interim and annual reports to the MSA Executive Vice President.

International

(Standing Committee – 4 - 5 members)

(updated 1-09; minor edits 06-2012)

Purpose: To act as a liaison between MSA and the international mycologists, to promote mutually beneficial collaboration, and to act as an advocate for foreign members.

The President appoints members of the Committee for staggered four-year terms; the Chair is appointed to serve for the entire four-years of her/his term. Generally each Committee member represents a different world region to facilitate communication among the world's mycologists.

In 2005-6 it was agreed that this committee will oversee the administration of the International Travel awards in years when such awards are offered. In 2009 Council agreed that these awards should be announced and awarded on the same annual timeline as the other Society awards.

Timetable for MSA international travel awards

The International Committee decides which (if any) upcoming international meetings to recommend for MSA travel support. Then the MSA Council will vote on which meetings, how many awards, and monetary amounts to be made available for the upcoming year.

Date	Activities
Jan – June	The International Committee selects international meetings (from May next calendar year through April in the calendar year after next) to recommend for MSA graduate student &/or post-doc travel award support. <i>(see note below)*</i>
June-July	The International Committee Chair provides the list of recommended meetings in the Committee's annual report to the Executive Vice President one month prior to the Annual Council meeting that is held during MSA's Annual Meeting.
August	Council informs International Committee of the number of awards, if any, and of monetary amounts approved.

Early Nov.	The International committee prepares their award announcement with the MSA Executive Vice President and Awards Coordinator for inclusion in the annual awards announcement [include number of travel awards available, for which meetings, and eligibility requirements – can look at old announcements for guidelines].
Nov. 15th	Deadline to place this announcement with all the other MSA awards in Inoculum. Also put out a MSA blast announcement.
Feb 15th	Deadline for receiving applications.
Feb. – March	The International Committee judges applications.
April 1st	Deadline for the International Committee to inform the MSA Executive Vice President of the winners.

* This is because any meetings that fall between January -April in a given calendar year need to be announced the year before.

Guidelines for MSA International Travel Awards (approved at the Midyear Executive Council meeting 2006)

1. MSA Council may approve expenditures of up to \$4000 in one fiscal year (Aug-July) for the financial support of students and post-doctoral fellows who are MSA members to attend international scientific meetings.
2. Awards are generally for \$500 each.
3. Eligible meetings include those held by societies with which the MSA is formally associated; at present eligible societies include only the International Union of Microbiological Societies (IUMS) and the International Mycological Association (IMA). Under special circumstances, ALMS may also be considered as long as there is a memorandum of understanding in effect between ALMS and the MSA. (Societies *not* included are those identified in the MSA roster as sister/allied societies, as these are for information and site linking purposes only; nor other societies holding more specialized meetings). Meetings for which travel awards will be announced will be identified at the beginning of the fiscal year (August) and announcements will be sent out with the general awards announcements in the fall.
4. Funds so allocated shall be drawn from the unrestricted endowment and/or operating funds and shall be limited to the availability of such funds in the year requested.
5. Other considerations may follow those for the Mentor Travel Awards.

Membership Committee

(Standing Committee – 4 members, 4 year terms)
(updated minor edits July 2017)

Creation of the Membership Committee was approved by MSA Council during the Annual Council Meeting 2006 and approved by MSA membership during the 2007 spring ballot and

the Membership Committee was formed in Spring 2007. The Membership Committee has absorbed the duties of the Sustaining Membership Committee.

- 1) The MSA President, in consultation with the sitting Committee Chair, appoints Membership Committee members, who serve staggered, four-year terms.

The members of the Membership Committee are each assigned a different area of responsibility, including:

- Sustaining membership and institutional subscriptions;
- New member recruitment;
- Membership renewal/retention.

MEMBERSHIP RENEWAL/RETENTION

- 1) The Committee is responsible for retaining members and helping the MSA Treasurer and AMM Association Manager (Terry Leatherman in 2017) maintain the membership list by providing address changes and removing deceased and non-renewing former members from the roster. Google searches are useful in finding non-renewed members who have moved.
- 2) The Chair of the Membership Committee receives reports from Allen Press on which members have and have not renewed. They can now access renewal records at Allen Press that are more or less in real time.
- 3) The chair of the membership committee solicits help from the Council in sending letters to members who have not renewed, and coordinates a letter-writing campaign involving all members of the Membership Committee plus volunteers. Renewal reminder letters are emailed and should incorporate information about MSA, and a link to the appropriate renewal website page. Include caveats in the first contact letters. Many non-renewed members have simply forgotten to renew. Some people are not receiving emails from Allen Press because they are ending up in their SPAM buffer. If the member says they have paid, ask the Chair of the committee to verify payments or problems with payments or the renewal website so we can improve it. Copy emails on renewal problems to Allen Press (Terry Leatherman <teatherman.allenpresscom>) to help resolve the problem.
- 4) Each member of the committee should develop their own letter with a unique angle, e.g., supporting the society that helped them in their early career, the importance of the society in supporting their students, the reduced fees for members at annual meetings, keeping up with their colleagues, and any other useful incentives. Reduced meeting rates for members, providing support for the society that supported them when they were students or in their early career, and avoiding the hassle and embarrassment of applying for new membership can be used as incentives in communications.
- 5) Allen Press is set up to send reminder letters between the 19th and 25th of each month from January through June. The chair can determine the content of the letters from

Allen Press, such as a letter from current and past MSA presidents in March. The personal letter writing campaign replacing the April Allen Press mailing is the most effective timing, but the timing of the committee and volunteer letter writing and a canceling of the April Allen Press mailing should be communicated to Jeff Mercer at Allen Press so members don't get confused by two letters. Those who have not renewed by April/May are often reluctant to pay full dues for half a year of benefits. Letters are most effective when they come from someone known to the member. If none of the committee members or volunteers knows the non-renewed member, the first letter should come from someone with the same background (e.g., teaching, student benefits, museum, research) or highlight an upcoming meeting. The President should target foreign and high profile members who have not renewed. If former members say they will not renew, ask & record why, and encourage associate membership as an alternative. Google Docs is the most effective way to track lapsed and recently non-renewed members. The chair should be sure to sort the list by 'product type' and remove lifetime members, honorary members, and emeritus members from the list before posting. The chair should transmit changed email addresses, and information on permanent non-renewals (e.g., deceased or no longer interested in maintaining membership) to Allen Press.

SUSTAINING MEMBERSHIP DUTIES

Purpose: To encourage communication between the business and academic mycological research communities and the Mycological Society of America.

- 1) The annual Sustaining Members drive (renewals and new members) begins in the early autumn. The committee member responsible for Sustaining membership sends out renewal letters early enough before the regular MSA renewal notice, which then serves as a reminder. The Chair and Committee members also solicit new Sustaining Members from the private sector.
- 4) Both renewal and solicitation letters, sent out on MSA letterhead, should incorporate information about MSA.
- 5) The committee member responsible for Sustaining memberships coordinates solicitation letters to avoid duplication between the Chair and other Committee members, who should check with the Chair before contacting an organization. Personal contacts are the most successful means for recruiting new Sustaining Members.
- 6) The Committee is responsible for maintaining a renewal mailing list, including contact people for current Sustaining Members. [Contact addresses may differ from those used for mailing *Mycologia* and *Inoculum* and maintained by the MSA Treasurer and Allen Marketing & Management (AMM) Association Manager (Terry Leatherman in 2017).
- 7) The Committee is also responsible for helping the MSA Treasurer and AMM Association Manager maintain the membership list by providing address changes and new addresses for Sustaining Members. In turn, the MSA Treasurer and/or AMM Association Manager is responsible for keeping the Committee informed about Sustaining Member information or renewals that have gone directly to the Treasurer. A list of current and former Sustaining Members is available from the MSA Treasurer. The latter are a potential source of new (reinstated) Sustaining Members.
- 8) The Committee is responsible for maintaining the list of Sustaining Members that appears in *Mycologia*, *Inoculum*, and the MSA website. The Committee asks each Sustaining

Member how they would like to be cited on the List. Providing a copy of the current List helps them compose their entry. Thereafter, the Committee must communicate changes in the list to the *Mycologia* Editor-in-Chief/Executive Editors, *Inoculum* Editor, MSA Webmaster, Allen Press Liaison (Liza Woolard in 2016), and MSA Executive Vice President.

- 9) The Committee and MSA President both send letters of appreciation to continuing and new Sustaining Members each year.
- 10) As a benefit of membership, Sustaining Members can purchase a MSA list of members for a discounted rate. Approved purchase of member lists by companies that are not Sustaining Members cost \$500.
- 11) In order to acknowledge the contribution of Sustaining members and familiarize members with these groups, Sustaining Members will be invited to send a representative to attend the annual business meeting, which is usually held in conjunction with a meal. MSA will pay for the cost of the tickets. The Representative will be introduced and Sustaining Members thanked at the business meeting. Invitations should be extended several months prior to the meeting with a request for an RSVP. The chair should coordinate the purchase and distribution of tickets with the Treasurer and the group organizing the annual meeting so that tickets can either be mailed or provided to the representative in the registration packet.

SUSTAINING MEMBERSHIP PROTOCOLS

When the Membership Chair receives a check for Sustaining Membership, the Chair should

- 1) Telephone the contact person for the sustaining member and obtain this information: (phone/fax/email) AND a brief, 5--15 words, descriptive phrase of the company that will be provided to the *Mycologia* EIC and *Inoculum* Editor to accompany the listing
- 2) Then CONFIRM it via email,
- 3) Then send contact information and descriptive phrase as approved/confirmed by the new sustaining member to the MSA Executive Vice President, *Inoculum* Editor, *Mycologia* EIC, Allen Press Liaison (Heidi Raak), and AMM Association Manager (Liza Woolard in 2016).
- 4) Each year, in September or early October at the very latest and in order to provide the information to the *Mycologia* EIC in time to correct the proofs for the Jan-Feb issue, the Chair should send a thank-you letter to all Sustaining Members. In the same letter the Chair should supply the current contact information and ask for updates.
- 5) The Chair or another Committee member should follow the thank-you/confirmation letter with an email and **get confirmation** of the proper information. (Other additions or corrections can be made at any time during the year for entry into later issues).

NEW MEMBER RECRUITMENT

New memberships are encouraged by maintaining a meeting registration fee for non-members that is higher than the cost of membership, but this incentive does not work when institutions cover the cost of meeting registration directly. Creative recruitment programs should be developed, with funding requests submitted to Council. Other groups use postcards inserted into meeting materials to advertise their program or society. MSA has used flyers advertising three years of upcoming meetings that were handed out at every meeting possible (including IMC, BMS and International Union of Microbiological Sciences). For this to strategy to be successful, the meeting themes and special events (e.g., workshops) need to be planned well in advance. Our support for student meeting travel, grants and low membership fees are very

attractive to new student members. The number of mycology students in the USA and Canada are not increasing, but there is increased interest in the MSA from students and professionals in other parts of the world.

Mycologia Memoirs Committee

Exec Council Minutes 2006 Toronto

The following motion was approved at the Executive Council Meeting 2006: **that the status of the *Mycologia* Memoirs Committee be changed from a Standing Committee to an *ad hoc* committee to be reconstituted on submission of future manuscripts to the Editor-in-Chief of *Mycologia*.**

Nomenclature

(Standing Committee – 3 members, 3 year terms)

Purpose: To provide expert opinion on nomenclatural problems and bring broad nomenclature issues to the Society in an appropriate manner.

The Nomenclature Committee

- 1) Functions as a resource on nomenclatural matters and, in particular, on the changes occurring in the International Botanical Code brought about by decisions of the International Botanical Congresses.
- 2) Disseminates information about important nomenclatural changes and about upcoming decisions on nomenclatural issues currently under discussion within the International Association of Plant Taxonomy (IAPT) Committee for Fungi.
- 3) Through the Chair, acts as an informed contact for members who have questions or nomenclatural problems and circulates such requests within the committee.
- 4) Submits occasional articles addressing common problems and guidance to *Inoculum* to help guide MSA members on nomenclatural matters.

Diversity and Inclusion

(Standing Committee – 6 members, 4 year terms)

In 2017, the MSA approved a motion to grant the permanent status of the Diversity and Inclusion Committee for the purpose of fostering diverse and inclusive participation in all activities of the MSA. The committee should consist of 6 members (2 regular members, 2 post-docs, 2 students) each serving 4-year terms. The two co-chairs shall be one postdoc and one regular member and if possible, and are to be selected by consensus of the committee. Individuals interested in serving on the committee should alert the current members of the committee or the MSA President-Elect (normally responsible for appointments). In filling the committee, attention should be paid to diversity (e.g., career stage, nationality, race, gender, gender identity). In principle, more than six members could be included as a mechanism to maintain diversity of the committee.

The Diversity and Inclusion Committee

- 1) Review the MSA By-laws and Manual of Operations to provide recommendations which foster an equitable and inclusive environment for all members.
- 2) Conduct anonymous surveys on the representation of MSA membership. The survey will be offered annually to all new and renewing members. The committee will work with Allen Press (Terry Leatherman is the current Association Manager) to update the diversity survey as needed. The results of the survey are assembled and presented as a poster at the annual MSA meeting, published in *Inoculum* or on the MSA website.
- 3) Fosters participation by underrepresented members in the MSA by providing outreach. Potential activities are coordinating a Career Lunch at the annual MSA meetings by which leaders in different areas of mycological careers (government, academic, and industry) are invited to attend lunch with students and postdocs who are interested in mycological careers. Represent the MSA and Diversity Committee activities to other educational or scientific groups. Fliers (or a poster) advertising resources in MSA may be distributed at educational and scientific meetings.

ROTATING COMMITTEES – AWARDS

(minor edits 07-2016)

Awards Coordinator

At the Annual Council Meeting 2006 the following motion was approved: that the Society appoint an Awards Coordinator to coordinate the efforts of the MSA Awards committees. This should be a 3 to 5 year term. The Awards Coordinator will facilitate details of awards administration and communications between the awards committee chairs and the Executive Vice President, Treasurer, Endowment Chair and *Inoculum* Editor. It is not the role of the Coordinator to take on the responsibilities of the awards committee chairs.

Note 1: The following guidelines pertain to all five committees and were agreed to at the end of the 2005-6 year. [NOTE: MCA 12-08: as of 2009 International Travel Awards should also be included in this cycle—see guidelines under International Committee].

1. Call for nominations and applications for all awards will be sent to *Inoculum* for the September or November issue; two blast emails will be sent; one shortly after the on-line publication of *Inoculum* and a reminder by Jan 15th. Ensure that there is specific language to improve diversity in the MSA (and see Appendix C). [This may be *coordinated* by the Awards Coordinator but remains the *responsibility* of the committees.]
2. The deadline for receipt of nominations and applications by the Chairs will be Feb 15th before midnight Pacific time.
3. The deadline for final decisions of the committee and notification of the Executive Vice President will be April 1st, although earlier is encouraged.
4. The Awards Coordinator will remind the Chair of each committee to notify awardees (with the exception of the Honorary Member candidate) within two weeks of approval so that they may more easily make arrangements to attend the annual meeting. Award recipients should be strongly encouraged to attend the Annual Meeting. Travel Award winners must attend the meeting to receive their checks.
5. The Awards Coordinator will oversee the creation of plaques for Distinctions, Honorary members and Fellows.
6. The Awards Coordinator will oversee the publication of the results in the post-Annual Meeting issue of *Inoculum* and the website.

Honorary Awards Committee

(Rotating Committee – 3 members, 3 year terms, all Past Presidents)
(updated 10-16)

Purpose: To select and recommend (1) distinguished senior scientists from outside the United States and Canada for honorary membership in the Mycological Society of America and (2) mid-career mycological achievers and outstanding MSA volunteers for recognition as MSA Fellows.

The Committee on Honorary Members

- 1) Is composed of three MSA Past-Presidents who are appointed by the President.
- 2) Is encouraged to solicit appropriate nominations based on merit that improve diversity (see Appendix C).
- 3) Works with the Executive Vice President and/or Awards Coordinator to prepare announcements, meet deadlines, arrange for presentation at the Business Meeting, and prepare results for publication in *Inoculum*.
- 4) Reviews nominations and reports its recommendations to the MSA Council. After evaluation of the committee's recommendations the Council will present selected nominees for election by the membership at the annual business meeting. A notice of election will be placed in the *Inoculum*.
- 5) Deadlines for applications for Honorary Awards will be February 15th each year. Deadline for selection of awardees and notification of decision to the Awards Coordinator and MSA Executive Vice President is April 1st each year. This deadline is important because the nominations need to be approved by Council, and those approved are encouraged to attend the annual meeting in time for them to qualify for advanced registration rates.

Honorary Awards

- 1) Honorary members are distinguished senior scientists with a long record of significant contributions to knowledge of fungal biology.
- 2) Honorary Members should reside in and work in countries other than the U.S.A. and Canada; they may or may not be MSA members. No one person should ever receive both the Honorary Member Award and the Distinguished Mycologist Award.
- 3) The number of such elected members is limited to 35 living scientists.
- 4) Members of the MSA are encouraged to submit nominations, accompanied by detailed documentation of the credentials of the nominee, to the Committee on Honorary Awards.
- 5) The following guidelines for voting on honorary members were approved at the Annual Council Meeting 2005 and further modified from 2005-2016:
 - a) **Approval of a nomination to be by a majority of the full complement of all 15 Council members (rather than the *majority of those voting* which is the norm for Council polls).**
 - b) Discussion be via email if no contentious discussion arises. If contentious discussion arises, the Executive Vice President may hold the discussion through a secure website administered by Allen Press. The people who submitted letters in support of the

nomination may also be brought into the discussion if necessary and that all comments be first-hand and come directly from the people to whom they have been attributed and that all comments be signed [This has not proven necessary in recent years.].

- 6) Names of the Honorary Member nominees will be put forward for approval by vote of Council. Approval must be by a majority of the full complement of all 15 Council members and approval by membership vote at the Annual Business Meeting.
- 7) Once Council has approved the nomination, the Chair should contact the nominator(s) of the unsuccessful candidates to inform them that their nominee was not selected.
- 8) The President will notify the Honorary Award recipient that they have been chosen in a timely fashion so that person can make arrangements to attend the MSA annual meeting.
- 9) The Honorary Member will receive a plaque. The Chair will contact the Awards Coordinator with the information to prepare the plaques. [Plaques have been ordered from Tuller Trophies, Tucson, AZ for many years. The company has information of the plaque format on file and just needs to be told the name of the recipient.] The Webmaster and Allen Press need to be notified of newly approved Honorary Members.

MSA Fellows

In July 2002, Council approved a By-laws change making this Committee responsible for selection of MSA Fellows. This was approved by the membership during the 2003 election. The Committee will administer selection of the MSA Fellows, to be announced at the annual meeting.

Guidelines for selection of the MSA Fellows are as follows:

- 1) MSA Fellows are to be selected from members who have completed at least 11 years of service after their PhD, with no upper limit.
- 2) MSA Fellows are members who are outstanding mycologists on the basis of one or more criteria: a solid record of mycological research, and/or successful teaching and development of teaching materials for mycology, and/or significant service to the Society. This is meant to recognize a core group of mid-career mycological achievers and outstanding MSA volunteers.
- 3) The "Honorary Awards" committee will solicit names of potential Fellows from MSA Council. The committee may also contribute to the list of potential Fellows candidates and solicit nominations for MSA Fellows from the MSA Membership at large by posting a brief notice in *Inoculum* and/or MSA website in March. The MSA Fellow Award nomination should consist of a one-page overview of the nominees' activities including their contributions to the MSA. The criteria should include a minimum requirement for significant service to the society, such as 1) at least one term on MSA council; 2) one term as Associate Editor; or one term as Chair of an important Committee such as the Program Committee or Endowment Committee.
- 4) Each year, after compiling a list of potential Fellows, the Committee will select a short list of candidates to be recognized during the annual awards ceremony to send to Council for final approval. The limit for the number of Fellows that can be recognized in any year is 3; committee chooses the number of awards between 0-3.
- 5) After approval by Council, the successful candidates are to be notified and asked for their CVs by the Chair of the Honorary Awards committee.

- 6) The Chair should contact the nominator(s) of unsuccessful candidates to inform them that their nominee was not selected but the nomination will be considered for two more years. The nominator may also submit an updated nomination.
- 7) The Chair will compile brief (but entertaining – recall *ad hoc* Chair Kohn's presentations in 2002) biographies to be sent to the Awards Coordinator and read by the President (or Committee Chair) at the MSA awards ceremony. Remember to ask all current Fellows to stand or raise their hands prior to announcing/presenting the new Fellows awards.
- 10) The Chair collaborates with the Awards Coordinator to have plaques made for award recipients. The Chair may have the appropriate plaque prepared locally or contact the Awards Coordinator for contact information for the contractor who previously made plaques. The Webmaster should be notified of newly approved Fellows and asked to update the list on the MSA website. [Plaques have been ordered from Tuller Trophies, Tucson, AZ for many years. The company has information of the plaque format on file and just needs to be told the name of the recipient.]
- 8) The Chair should notify Honorary Fellows within two weeks of Council approval so that Fellows may more easily make arrangements to attend the annual meeting if they so choose. This will be followed by a congratulatory message from the President.

Mycological Society Distinctions

(Rotating Committee – 5 members, 5 year terms, all past recipients of distinctions awards, President *ex officio* member)

(updated 9-16 minor edits 7-2017)

Purpose: To solicit and select recipients of the Distinguished Mycologist Award, the William H. Weston Award for Teaching Excellence, the Alexopoulos Prize, and the Gordon and Tina Wasson Award.

The Chair, who organizes and coordinates all Committee duties, assumes duties for the next year's award directly after the MSA annual meeting. After receiving the original files and committee membership address information from the outgoing Chair, the incoming Chair should obtain address, email, phone, and fax information for all new Committee member(s) as soon as notified of the new appointments by the MSA President. The following schedule and guidelines (based on an early August meeting) will assist the Chair in determining the appropriate schedules. The Chair will work closely with the Executive Vice President and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare final results for publication in *Inoculum*.

In 2007 MSA Council agreed to publicize the winners of MSA Distinctions *prior* to the Annual Meeting. This will take the form of biographies and photographs published in the Program Booklet and may also include the preparation of other materials for Blasts and other promotional matter.

- 1) **Call for Nominations (November) – The Chair should**
 - a) Provide Awards Coordinator with Awards Guidelines and Call for Nominations for the January *Inoculum* (deadline November 15).
 - b) Set applications deadlines for February 15.
 - c) Include names and addresses of all committee members, including her/his own phone number and email address so questions can be answered

- d) Stress that primary nominators should send the application file as an electronic pdf file to the committee Chair who will then distribute it to the other members. This single point of contact was recommended by other awards committees to prevent confusion of multiple files being sent from multiple sources.
- e) Request Social Security numbers of candidates for later use by Treasurer.
- f) Arrange with the Executive Vice President and Awards Coordinator for publication of application deadline reminders.
- g) Ensure that diversity and gender balance are represented in awards made by the committee (Appendix C).

2) **Specific Award Requirements and Protocols (December – April)**

a) **Distinguished Mycologist Award**

- i) Nomination file contents and instructions are specified in the January Inoculum and on the website. Nominators are told to send the application file as an electronic pdf file to the Committee Chair.
- ii) Nominations will be retained by the chair and automatically considered for 3 years, with nominators being free to update the files if they wish, at their request. If update is requested, the chair should ensure that the nominator sends copies of updated material to all committee members.
- iii) The committee may choose to make more than one award or no award in a given year, if it is appropriate.
- iv) Note that the Distinguished Mycologist should normally be a mycologist working within the US or Canada who must be an MSA member, and that no person should receive both the Distinguished Mycologist and Honorary Member awards.

b) **William H Weston Award for Teaching Excellence in Mycology**

- i) Nomination file contents and instructions are specified in the January Inoculum and on the website. Nominators are told to send the application file as an electronic pdf file to the Committee Chair.
- ii) Nominations will be retained by the chair and automatically considered for 3 years, with nominators being free to update the files if they wish, at their request. If update is requested, the chair should ensure that the nominator sends copies of updated material to all committee members.
- iii) The committee may choose to make more than one award or no award in a given year, if it is appropriate.

c) **Alexopoulos Prize**

- i) Nomination file contents and instructions are specified in the January Inoculum and on the website. Nominators are told to send the application file as an electronic pdf file to the Committee Chair.
- ii) Nominations will be retained by the chair and automatically considered for 3 years, so long as the nominee is still within the 10 year time limit. Nominators are free to update the files, if they wish, at their request. If update is requested, the chair should ensure that the nominator sends copies of updated material to all committee members.
- iii) No more than one award can be given in a year, but no award may be made if no suitable candidates are available.

d) **Gordon and Tina Wasson Award**

- i) The purpose of the Gordon and Tina Wasson Award is to recognize people with non-traditional academic backgrounds who have made outstanding contributions to the field of mycology, or who have widely transmitted significant scientific or aesthetic knowledge about fungi to the general public. Nominees for the award will be judged on the basis of the impact and quality of their contributions and on their sustained commitment to the field of mycology. At most, a single award is given each year.
- ii) Nominee must have a substantial body of work that extends over at least a decade.
- iii) Nominee does not have a PhD in a field normally associated with mycology and is not employed as an academic or government mycologist, although they may have unpaid adjunct status
- iv) Nominees need not be members of MSA, but nominations must be made by current MSA members; self-nomination is not allowed.
- v) Nomination documents should include: A nomination letter from a member of MSA describing the nominee's contributions, At least four supporting letters, at least two of which must be from MSA members and A listing of the works or contributions that form the basis of the nomination, or a *curriculum vitae* or resumé if appropriate.
- vi) The nominator should a prepare a single electronic file, preferably in pdf format, containing all of the items listed above and email it as an attachment to the MSA Distinctions Committee Chair
- vii) No more than one award can be given in a year, but no award may be made if no suitable candidates are available.
- vii) The prize for the award is a plaque, a lifetime membership in the Mycological Society of America, including lifetime electronic access to *Mycologia*, and free attendance at the meeting where the award is presented.

3) Selection of Award Recipients (Feb-April)

- a) After the application deadline (Feb 15), the Chair should check that applicants and nominators are MSA members, send committee members a checklist of materials they should have for evaluating nominees, forward each member the electronic pdf application files and supply any additional materials they do not have.
- b) When conflicts of interest for a given award arise,,the Chair (in consultation with the MSA President) should appoint an MSA member (often the ex officio member) to serve as an *ad hoc* Committee member for that award.
- c) The entire Committee participates in the decision making process for all awards (except in cases of conflicts of interest). This will probably involve numerous email, fax, and/or phone communications. A May decision should give award recipients enough time to plan to attend an August MSA meeting. The deadline for rendering a decision is April 1st.
- d) After tallying the votes, the Chair notifies the Committee of the final results and reminds all of the importance of confidentiality. The Chair then notifies the Awards Coordinator and MSA Executive Vice President.
- e) The Chair then (unobtrusively) notifies successful nominees of the Committee's decision and encourages attendance at the annual meeting where the award will be presented at either the Awards Ceremony or the Business meeting.

- f) The Chair should also notify the President so that they can send congratulatory letters to the award recipients early and encourage them to attend the MSA meeting (The President will write a congratulatory letter, to be sent after the awards ceremony).
- g) At this time, nominators may choose to inform unsuccessful nominees and nominators of their fate and clarify eligibility for reconsideration in subsequent years, with a reminder of the possibility of file update if the nominator so wishes.

4) In preparation for Annual Meeting (May – July/August), the Chair

- a) In consultation with the Executive Vice President and Awards Coordinator, prepares short biographies and photographs of recipients for publication in the Program Book. This material should be sent to the Program Chair prior to completion of the booklet.
- b) Arranges, in consultation with the Executive Vice President and/or Awards Coordinator, to have plaques made for those to receive the Alexopoulos Prize, the Weston Teaching Award, and the Distinguished Mycologist Award. The Chair may have the appropriate plaque prepared locally or ask the Executive Vice President or Awards Coordinator for contact information on companies that have done this service previously.
- c) Prepares an annual report of the committee's activities during the year (for presentation at the Council meeting) that summarizes Committee activities and decisions. This should be submitted to the Executive Vice President a month before the meeting.
- d) Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines should be submitted to the Executive Vice President and the President-elect a month before the annual meeting, with additional input contributed after the meetings if so desired.
- e) Consults with the President to decide whether the Chair or the President will present the Awards at the ceremony held in conjunction with the Society annual business meeting. If the President chooses to present the awards, the Chair should send the President the necessary materials for making a biographical summary. Otherwise the Chair will prepare the summary her/himself.
- f) Requests that the Treasurer determine Alexopoulos Prize amount and write the check for that award. Note: at the 2008 Council Meeting council approved setting a minimum amount of \$1,000 for the Alexopoulos Prize; thus the award amount should be that generated from the annual interest, or \$1,000, whichever is greater.

5) Immediately prior to and during the Annual Meeting (July/August), the Chair

- a) Checks the Business Meeting Agenda with the Executive Vice President so as to know where to stand during the Awards presentation. (If for any reason, the Chair is unable to attend the meeting, the President will act in the Chair's capacity.)
- b) Gives Alexopoulos Prize check and plaque and Distinguished Mycologist and Weston Award plaques to the President.
- c) If agreed with the President previously, announces the award winners and reads the biographical summaries during the Business Meeting Awards Ceremony. The President presents the award to each Awardee and shakes her/his hand.

6) After the Annual Meeting, the Outgoing Chair

- a) Obtains a photograph and a biographical sketch from the Awards Coordinator for each award recipient (this may be the same summary read during the awards ceremony) to

publish in the post-meeting issue of *Inoculum*. This summary and photo should also be submitted to other newsletters such as *BioScience*, *Phytopathology News*, or other special interest bulletins. The Committee may decide to publish this information in *Inoculum* prior to the annual meeting so that MSA members can congratulate the recipients in person throughout the meeting week.

- b) Reminds the President to send congratulatory letters to Department Chairs, Deans, or Employers of award winners, and provides details on the significance of the award for the letter, i.e., the criteria, number of individuals receiving the award each year.
- c) Deactivates dormant files and ascertains that remaining Alexopoulos Prize Nominee information is current before turning over the files to the incoming Chair. Conditions for further consideration for the Alexopoulos Prize are:
 - i) Candidates are still within the ten-year limit of receiving their PhD.
 - ii) Candidates were nominated within the past three years. Otherwise, they need to be re-nominated.
- d) Sends files to MSA Historian for archiving.
- e) Recommends potential new committee members to incoming MSA President.
- f) Turns over all original files to the Incoming Chair, who will (in turn) forward his/her copy files to the newly appointed Committee member.

Mentor Travel Awards

(Rotating Committee – 4 members, 4 year terms)

(updated 08/2011 minor edits 07/2017)

Purpose: To solicit and select student applications for travel support to the Society's annual meetings. The Chair, who receives all applications, distributes them to Committee for evaluation. Applicants must be members of MSA. The Chair will work closely with the Executive Vice President and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare results for publication in *Inoculum*. In 2015, MSA Council passed a motion to improve diversity and gender balance of the awards (see Appendix C).

Criteria used to judge applications

- 1) Is the application (project and student) worthy of support? If so, then the applications should be numerically ranked using the following major and minor criteria:
- 2) **Major criteria:**
 - a. Quality of the work based on the abstract and research description (with some concern for the "breadth" of the work), including degree of completion (results, conclusions, etc.) and the importance of the work to the body of mycological knowledge.
 - b. Improve diversity and gender balance in the awards.
 - c. Strength of the support letter from the major advisor.
 - d. Number of previous Mentor travel awards. If application numbers are higher than the number of awards available, preference is given to those who have won the award fewer than two times (so as to encourage participation in MSA meetings by the greatest number, variety, and level of students). When possible, the committee will designate each award winner in the name of an MSA Mentor who studied in a similar field

3) **Minor criteria:**

- a. Travel distance.
- b. Current or predicted date of graduation (seniority = is this the last “opportunity” to receive support?).
- c. Student level (PhD, MS, BS), with preference given to graduate students.
- d. Author of more than one paper/poster at the meeting.
- e. Other support available for the applicant (not always known).
- f. If the opportunity is available, willingness to work at the meeting (projectionist, etc.) to help defray cost.
- g. Repeat presentation (how much of the presentation is new).
- h. Second or lower rated presentation from the same school.
- i. Interest of the mycological community in the research (a subjective point).

Procedure for numerically ranking the applications

a) Each committee member provides the chair with a rank number (1 to 10 with the full range being used, and 1 being the highest rank) for each applicant. (The chair does not rank the applicants unless a member of the committee has a student in the competition, in which case the chair provides a ranking for that student to replace the advisors ranking, the chair's ranking is also used to break a tie). Note: In 2010, Michelle Seidl, Chair of the Research Awards Committee, found that a weighted ranking system, where first place receives “1,” second place receives “2,” third place receives “3,” etc. was efficient for ranking award recipients.

b) The chair then averages the three rankings to produce a final ranking for all of the applicants (the lowest number is the highest ranked).

c) The chair then polls the committee to resolve any errors or problems with the final rankings.

d) The highest ranked students, i.e., those with the fewest points, are the winners, going up to the number of awards given (i.e., the first six places if six awards are to be given).

e)

Assignment of award winners to a specific mentor

When possible, the committee will designate each award winner in the name of an MSA mentor who studied in a similar field.

Notification of award winners

a) Notification by email of student and major professor.

b) When there is a case of matching funds, a verification letter or email is sent to the address supplied by the student.

c) The chair sends a letter of regret or thanks to all applicants who did not receive an award and to the major professors who wrote supporting letters.

d) Award winners are given brief biographical sketches of their travel award mentor as they are recognized at the Business Meeting.

e) Award winners are expected to help build the MSA endowment from which they have benefited. For this reason they should volunteer to help sell T-shirts at the MSA meeting. The award winners may also be needed to fill other functions at the annual meeting, such as helping with registration, foray groups, or personing the MSA desk. The chair will provide the winners' email address to the chair of the endowment committee so

they can be contacted to offer their help. They may provide the list of awardees to the President to request assistance for the Local Arrangements Committee or Program Chair.

The Chair will

- a) Send out the request for applications to the *Inoculum* (January issue) using previous announcements as a guide (application deadline usually on Feb. 15th). This will be done through the Awards Coordinator.
- b) Collect and send to the committee the student's application materials.
- c) Determine from the Endowment Committee chair how many travel awards Council has approved and which specific mentor awards will be made (this typically ranges from 10-12 awards of \$500 each).
- d) Preside over the ranking of the applications.
- e) When conflicts of interest for a given award arise, the Chair should follow the set of guidelines outlined in the Conflict of Interest policy (Appendix A). The member of the committee with a conflict of interest for a particular applicant should rank all other applicants for awards. If there are a few members of the committee ranking all applicants, the *ad hoc* committee member should rank all the applicants for awards.
- f) Notify the Awards Coordinator and MSA Executive Vice President of the results. This should be done on or before April 1st.
- g) Notify successful applicants of their awards and remind them that they must attend the meeting to receive their award. At the same time, also notify non-awardees, major professors, and departments of awardees who qualify for matching funds.
- h) Prepare a summary of the awardees noting their name, University, supervisor, thesis title or topic, and the mentor for distribution to the Executive Vice President, President, and Treasurer.
- i) Present Mentor Travel Awards at the MSA Social and Auction during the Annual Meeting, including a W-9 and stamped envelope for returning forms, since these awards are considered taxable income in the United States
- j) Maintain, and pass on to the next chair, all guidelines, form letters, and mentor biographical sketches.
- k) Send an annual report to the MSA Executive Vice President and send the final results to the *Inoculum* editor for publication in the post-Annual meeting issue of the newsletter.

Research Awards

(Rotating Committee – 5 members, 5 year terms)

(updated 10-2016 minor edits 07-2017)

Purpose: to solicit & evaluate nominees and to select recipients for the Mycological Society of America Research Awards (currently: Bartnicki-Garcia Award, Martin-Baker Endowment Award, the H.V. and A.H. Smith Research Fund, the Clark Rogerson Award, the Forest Ecology Award, Translational Mycology Award, Robert W. Lichtwardt and the John W. Rippon Research Award in Medical Mycology). The number and monetary value of awards may vary from year to year based on the availability of Endowment funds assigned to that purpose.

The Research Committee is a rotating committee consisting of five members serving terms staggered on a five-year cycle. The Chair will work closely with the Executive Vice President and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare final results for publication in *Inoculum*. In 2015, MSA Council passed a motion to improve diversity and gender balance of the MSA membership. To meet this goal, the Research Awards committee should advertise beyond the blast email dissemination through MSA by using other mechanisms (e.g., *Ecolog*, *Evoldir*) and in related society newsletters (e.g., APS, BSA, ESA, and SSE) and also require MSA membership for application. Awards should be made based on merit and diversity (Appendix C).

Research Awards – (Membership in MSA is required for all award applicants.)

1. The Martin–Baker Endowment Award
 - a. This award gives preference to: a) a recent (within 10 years) Ph.D. recipient; b) an individual in a small department, having heavy teaching responsibilities (within five years of being hired into that position); and c) research that relates to the works of Drs. Martin and Baker and which includes a field component.
 - b. Open to PhD members of MSA.
2. The Alexander H & Helen V Smith Research Award
 - a. This award was established to support the study of macrofungi collected by Alexander H. Smith and his associates or to support fieldwork on North American fleshy macrofungi.
 - b. Open to all members of MSA.
3. The Clark T. Rogerson Student Research Award
 - a. This award was established to support travel to herbaria and/or field sites to conduct research.
 - b. Open to undergraduate and graduate student members of MSA.
4. The Forest Ecology Award
 - a. This award supports ecological studies of fungal interactions in old growth forests or other unique or sensitive/endangered ecosystems. Preference will be given to proposals addressing innovative approaches to examining fungal systems or interactions of individuals or groups of fungi with hosts or substrates. Floristic and systematic studies will not be considered.
 - b. Open to graduate student members and postdoctoral members of MSA through separate awards. Recent PhD recipients and undergraduate students engaged in Honors Research may also be considered.
5. The John W. Rippon Research Award in Medical Mycology
 - a. This award supports graduate student research on medically important fungi and is open to MS and PhD degree students.
 - b. Applicants must be students working on their Masters or PhD degrees and current members of the MSA. Proposals should address innovative approaches to studying medically important fungi, including those that cause mycoses, mycotoxicosis, mycoallergies, and mycetismus. Studies may be

clinical in nature or may encompass various research areas, such as genetics, systematics, genomics, ecology, distribution, epidemiology, mechanisms of pathogenicity, life cycles, or other appropriate areas, as long as the emphasis of the study addresses the medical importance of the fungus.

6. The Salomon Bartnicki-Garcia Award

- a. This award honors Dr. Salomon Bartnicki-Garcia and his many contributions to fungal cell biology. The award was established by contributions from several of Dr. Bartnicki-Garcia's many colleagues and admirers, including a generous donation from Novozymes Inc. Through his over forty years of research in fungal biochemistry, cell structure, and theoretical biology, Professor Bartnicki-Garcia stands as the preeminent contributor to our current understanding of the fungal cell, and he has been a major influence in the careers of numerous young scientists. The goal of this award is to encourage continued participation in MSA by young mycologists who are working in the areas of biochemistry, genetics, and cell biology.
- b. Eligibility: Graduate and undergraduate students are eligible to apply. Undergraduate applicants must be carrying out senior honors research or its equivalent. Applicants must be members of MSA or must have applied for membership at the time of the award application.

7. The Emory Simmons Research Award

- a. This award was established in a bequest by Emory Simmons, a pioneer in the use of cultural methods to study ascomycetes. Emory was best known for his work on the genus *Alternaria*, the culmination of which was his six pound *tour de force* volume *Alternaria: An Identification Manual* published when at age 89. The bequest specifies that the Mycological Society of America establish a research award in his name for "research on classification of dematiaceous anamorphs of Ascomycetes." According to the will, award recipients are to be selected by the Research Awards Committee, based on the proposal's originality and the possibility to advance the field. Up to one award will be given annually for no more than ten (10) years. The award was first offered in 2015 and will be depleted by 2024. An award will not be given when appropriate applicants have not applied. The portion of funds retained in any non-award year, as well as earned interest, are to be transferred to the Uncommitted Endowment Fund of the Society. A detailed final report from the recipient is due to the Chair, Research Awards Committee, within two years of receiving the award. An individual may receive the award only once, but applicants who are not chosen may reapply.
- b. Eligibility: Open to all MSA members.

8. The Robert W. Lichtwardt Award

- a. This award honors Dr. Robert Lichtwardt and his many contributions to the study of fungi associated with insects and arthropods. The award was established by contributions from Merlin White and Paula Clarke to encourage the study of fungi and organisms of arthropods and insects by

student mycologists. An individual may receive the award more than once but new applicants may be given preference.

- b. This award is intended to provide preference given to M.S. or undergraduate degree seeking students with Ph.D. candidates considered secondarily. The fellowship may fund smaller, independent and/or exploratory projects or be used as a supplement to a larger grant. However, the recipient is encouraged to use funds in any way (including personal expenses) that best furthers the applicant's studies and mycological career. Preference will also be given to students enrolled in an academic institution in North America.

9. The Translational Mycology Award

- a. This award supports studies on the use of fungi to solve environmental, industrial or medical problems, advancing better solutions than currently practiced.
- b. Open to graduate student and postdoctoral members of MSA through separate awards. Undergraduate students engaged in Honors Research may also be considered.

For each award, full criteria regarding eligibility to apply, the documentation required in the application, and deadlines for submission will be made available under "Awards" on the MSA website and will also appear in the January issue of the *Inoculum*. In selection of award recipients, the Committee will be guided by the criteria posted on the MSA web pages.

The Chair

1. Submits timely posting of the announcements for the competition for each of the research awards—this is done in consultation with the Awards Coordinator and Executive Vice President and should be submitted to *Inoculum* prior to the November 15th deadline.
2. Allen Press sends the applications for awards. The Chair receives each application and letter of recommendation. Deadline for applications should be set for February 15th midnight Pacific time.
3. Distributes applications among Committee members.
4. When conflicts of interest for a given award arise, the Chair should follow the set of guidelines outlined in the Conflict of Interest policy (Appendix A). The member of the committee with a conflict of interest for a particular applicant should rank all other applicants for awards. If there are a few members of the committee ranking all applicants, the *ad hoc* committee member should rank all the applicants for awards.
5. Receives the votes of Committee Members, allowing an appropriate interval for comment and input, and conducts runoff elections where required. Note: In 2010, Michelle Seidl, Chair of the Research Awards Committee, found that a weighted ranking system, where first place receives "1," second place receives "2," third place receives "3," etc. was efficient at ranking award recipients. The chair then averages the three rankings to produce a final ranking for all of the applicants (the lowest number is the highest ranked).
6. Collates the final vote and announces the final vote to the Committee.
7. The Chair of the Research Awards should consult with the Chair of the Student Awards Committee to ensure the broadest dissemination of awards among

- members (check to see if the Graduate Fellowship, Backus Award, and NAMA Memorial Fellowship awardees). It is up to the Chair of Research and Student awards to decide whether applicants are deserving of multiple awards from both committees.
8. Informs the Executive Vice President and Awards Coordinator of the final result prior to April 1st. Inform the Awards Coordinator of the names of the successful applicants for preparation of awards checks.
 9. Notifies the successful applicants via email and writes email letters of appreciation to the unsuccessful candidates.
 10. Encourages successful applicants to attend the Annual Meeting of the Society to receive public recognition for their accomplishments and to present their work in an oral or poster session.
 11. Requests of each successful candidate a photo and brief biographical sketch for publication in Inoculum. Files need to be sent to directly to the Awards Coordinator two weeks after the award notification. Publication will appear in the post-Annual meeting issue of Inoculum; material for publication will be submitted through the Awards Coordinator.
12. After the awards are finalized, the Chair
- i. Prepares an annual report detailing the committee's activities and decisions over the past year. This report, for presentation at the Council meeting, should be submitted to the Executive Vice President a month before the meeting or by the date requested by the Executive Vice President.
 - ii. Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines are to be submitted to the Executive Vice President and the President-elect a month before the annual meeting.
 - iii. With the Endowment Chair, the chair sees that the annual accounting of each fund published in Inoculum includes the award amounts granted, interest or income accrued by each fund, and the remaining current principle.
 - iv. The chair reminds award recipients to send letters of thanks to fund donors, as appropriate.
 - v. Prepares to present the awards to the winning students during the annual meeting, as decided by the Program Committee. Chair should check with the Awards Coordinator or Executive Vice President when the presentations will be made. Chair arranges to get checks from the Awards Coordinator to present to the winners at that time.
 - vi. Sends a reminder to recipients of the Emory Simmons Research Award to provide a written report two years after the award is given, and forwards the report to the Executive Vice President.

Student Awards

(Rotating Committee – 4 members, 4 year terms)

(updated May 2014 minor edits July 2017)

Purpose: To determine awardees for the Undergraduate Research Award, the MSA Graduate Student Fellowships (2), NAMA Memorial Fellowship, the Backus Award, and the prizes for best Graduate Student Oral Presentations (2) and Poster Presentations (2) and best Undergraduate Oral Presentation (1) and Poster Presentation (1). All awards applicants must be MSA members.

Awards Committee

The Student Awards Committee Chair organizes and coordinates Committee activities with the cooperation of the Executive Vice President and Awards Coordinator. In 2015, MSA Council passed a motion to improve diversity and gender balance of the MSA membership. To meet this goal, the Student Awards committee should advertise beyond the blast email dissemination through MSA by using other mechanisms (e.g., Ecolog, Evoldir) and in related society newsletters (e.g., APS, BSA, ESA, and SSE) and also require MSA membership for application. Awards should be made based on merit and diversity (Appendix C).

The following section is a description and schedule of those activities and is intended to assist the chairperson in knowing what to do and when. If the annual meeting is scheduled for a month other than August, adjustments in this schedule should be made accordingly. The Chair assumes tenure after the MSA meeting. The Chair will work closely with the Executive Vice President and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare final results for publication in *Inoculum*.

1. The Undergraduate Research Award

- a. This award will be offered for student research covering any topic related to fungal biology (and organisms traditionally studied by mycologists) including: medical mycology, cell biology, physiology, systematics, evolution, genomics and ecology.
- b. The undergraduate student awardee will conduct independent or directed research under the guidance of a research mentor.
- c. This award is open to all undergraduate students with sophomore, junior, or senior standing and membership in the MSA is not required. Applicants should be encouraged to apply for student membership
- d. The selection of award recipients will be based on the merit of the proposed research with special attention given to the potential of the student to contribute to existing knowledge of fungal biology. Award decisions will be based on the quality of the application and the qualifications of the individual undergraduate student who is applying. The fellowships will be selected based on scholastic achievements (with a copy of transcripts), a research proposal outlining the planned project and timeline (limited to 2 pages including references cited), and a letter of recommendation from the research mentor. The Student Award Committee will select the recipient each year.
- e. The Chair of the Student Awards should consult with the Chair of the Research Awards Committee to ensure that awardees for the the MSA Graduate Student Fellowships, NAMA Memorial Fellowship and the Backus Award are not the same the recipients of the Research Awards. It is up to the Chairs of both committees to decide if awards from both committees are deserved.

1) **Immediately after the Annual Meeting, the Incoming Chair**

- a) Will be told the names of new appointees (sometime after the Annual Meeting) by the MSA Executive Vice President.
- b) Should obtain email addresses and phone numbers for all Committee members from the MSA Executive Vice President. They will be used extensively.

2) **Call for Nominations (November) – The Chair should**

- a) Provide the *Inoculum* editor and the MSA Webmaster with Awards Guidelines and Call for Nominations for January *Inoculum* (November 15 deadline). This will be done in collaboration with the Awards Coordinator. This same announcement will be sent to the general membership as a Blast email in late November or early December.
- b) Set receipt of application deadlines for 15 February at midnight Pacific time. In setting deadlines, leave plenty of time for decision-making: it takes at least one month to decide on awards.
- c) Include the Chair's name, address, email, and phone number and stress in the announcement that nominators should submit all files as a single PDF document.
- d) Nominating materials should contain a statement by the applicant that s/he has passed the necessary preliminary exams if necessary. Applicants must fill out an application form.
- e) Ensure that both MSA Webmaster and *Inoculum* Editor have identical information regarding the announcements.
- f) Arrange, through the Executive Vice President and Awards Coordinator, for publication of application deadline reminders sent as Blast email and/or published in the *Inoculum*.
- g) Ensure that the Program Chair and/or Abstract Submission Site Manager has stipulated that students wishing to be considered for Presentation awards may apply only for one type of award (i.e. either oral or poster). (During international congresses where the only oral presentations are made in invited symposia, four poster awards will be given.).

3) **Upon receipt of applications (February to April)**

- a) Upon receipt of applications, share the applications with the other committee members.
- b) Ask the Program Chair to
 - i) Place all student award presentations in the first 2 1/2 days of the meeting and as close to the beginning of the conference as possible.
 - ii) Avoid scheduling student presentation in competing concurrent sessions.
- c) Close applications as per deadline (Feb. 15 midnight Pacific time)
- d) Send Committee members a checklist of materials they should have for evaluating nominees, and supply any materials they do not have.
- e) When conflicts of interest for a given award arise, the Chair should follow the set of guidelines outlined in the Conflict of Interest policy (Appendix A). The member of the committee with a conflict of interest for a particular applicant should rank all other applicants for awards. If there are a few members of the committee ranking all applicants, the *ad hoc* committee member should rank all the applicants for awards..

4) **Selection and notification of Fellowship and Award recipients (April)**

- a) The entire Committee participates in the decision making process for all awards (except in cases of conflicts of interest). This will probably involve numerous email, fax, and/or phone communications. A decision must be made by April 1st to give award recipients enough time to plan to attend an August MSA meeting.
 - b) For each award, full criteria regarding eligibility to apply, the documentation required in the application, and deadlines for submission will be made available under “Awards” on the MSA website and will also appear in the November/December issue of the *Inoculum*. In selection of award recipients, the Committee will be guided by the criteria posted on the MSA web pages (and the *Inoculum*)—these constitute the guidelines established by those who established the awards.
 - c) After tallying the votes, the Chair notifies the Committee of the final results and reminds all of the importance of confidentiality. At this time the Chair will also:
 - i) Notify the Executive Vice President and the Awards Coordinator.
 - ii) Notify successful candidates that they have been selected and encourage attendance at the annual meeting where the award will be formally announced and presented. Fellowship awards are currently presented at the Social and Auction; the committee chair should strongly encourage award recipients to plan on attending this event.
 - iii) Also notify the President so that he can congratulate prospective award recipients early and encourage them to attend the MSA meeting.
 - iv) Notify the award recipients that they must send the Awards Coordinator a brief biographical summary of each recipient and a photo within two weeks of the notification. The short biography and photo will be used during the Awards ceremony and to be published in the *Inoculum* in the annual post-meeting newsletter.
 - v) Ask MSA Awards Coordinator to coordinate with Treasurer to make checks for awards.
 - vi) Write to all unsuccessful applicants and encourage them to reapply next year.
- 5) (May – July/August) **In preparation for the Annual Meeting, the Chair**
- a) Ensures that all four Committee members will be available to judge student papers. If not, finds replacements.
 - b) Prepares a score-sheet to be used by the Committee members in judging student oral and poster presentations.
 - c) Coordinates the judging schedule with Committee members and schedules a time before presentations are to begin to organize Committee efforts. The committee should meet as a whole or communicate via email before the presentations so as to coordinate judging activities at least two weeks before the annual meeting. At the meeting session, discuss the scoring process and address any issues that might prevent some committee members from attending the talks. The Chair should provide each Committee member a list of papers and posters to be judged and encourage each to prepare a short list of the best presentations and poster prior to the final meeting at the conclusion of the presentations.
 - d) Schedules a time for discussion and evaluation of presentations after all student presentations have been given.

- e) Prepares an annual report of the committee's activities during the year (for presentation at the Council meeting) that summarizes Committee activities and decisions. This should be submitted to the Executive Vice President a month before the meeting.
 - f) Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines should be submitted to the Executive Vice President a month before the annual meeting, with additional input contributed after the meetings if so desired.
- 4) **During the meeting, the Chair will**
- a) Prepare for the **Student Fellowships** (MSA Graduate, Myron Backus, NAMA Memorial and Undergraduate Research) award announcements to be made during the annual Business Meeting. Make certain that award recipients will be present at the annual meeting awards ceremony and consult with the Executive Vice President so as to know where to stand during the Awards presentation. Generally the Chair announces award recipients and supplies a very brief background while the President presents the congratulatory letter and check to each Awardee and shakes hands. (If for any reason the Chair is unable to attend the meeting, the Chair should appoint another Committee member to present the awards.)
 - b) **Student Presentation** prizes will be awarded at the annual meeting awards ceremony.
 - i) The Committee should have already discussed scoring methodologies during the previous month and at the beginning of the conference.
 - ii) After the final student presentation has been given (which may be after the annual Business meeting above), the Committee and any other appointed judges will meet to decide awards:
 - iii) Each Committee member should present a short list and briefly explain rationale for choices.
 - iv) Decisions are to be reached by consensus. A maximum of two oral and two poster awards may be given.
 - v) The Awards coordinator should provide the names of the awardees to the Treasurer for the preparation of the checks. Student Presentation prize checks are given to recipients during the awards ceremony. All students residing in the US must fill out a W-9 form.
 - vi) The Chair should announce the Fellowship awardees at the annual Awards ceremony before announcing winners of the oral and poster presentations.
- 5) **After the meeting, the Outgoing Chair**
- a) Sends names and contact information of the Award winners to the Awards coordinator for publication in Inoculum (the information on the Presentation Winners usually consists of no more than their names, presentation titles, and names of supervisory professors and institutions). NOTE: This should be done IMMEDIATELY after the end of the meeting. If the Chair is aware of any photos made of the student award recipients, these should be forwarded (or information as to where they might be obtained) at this time. Any photos should be identified!!
 - b) Submits an addendum to the annual report and sends the complete final report to the Executive Vice President for filing in the Society Archives.
 - c) Recommend possible new Committee members to the new MSA President.

ROTATING COMMITTEES: General Service

Endowment

(Rotating Committee – 4 members, 4 year terms)

(updated 8/2011, minor edits 06/2012)

Purpose: To maintain the Mycological Society of America Endowment for the purpose of providing funds for special projects, awards, and programs designed to advance the field of mycology. The funded projects will be exceptions to the normal operating activities of the Society. Members are appointed for a 4-year term by the President of the society.

The Endowment Committee manages the endowment and is charged with **raising** endowment funds.

- 1) The Chair acts as the chief accountant for the Committee and submits an itemized report on the status of the Endowment Fund to Council and Society members at each annual MSA meeting. The report, which is to be sent to the MSA Executive Vice President before the meetings, will also be published in *Inoculum*. The development of the fund is the responsibility of the Chair, as is communication with the Finance Committee, which makes investments. The Chair is responsible for seeing that gifts and other funds for the Endowment are incorporated into the accounts for which their donors designated them.
- 2) Committee members are appointed by the President to four-year staggered terms. The MSA Treasurer, who is an *ex officio* member, serves as a liaison between the Endowment and Finance committees. The President appoints the Endowment Chair to a four-year term pending Council approval. In the 4th year of service on the committee, a member will serve as chair of the endowment committee.
- 3) The Endowment Committee shall take an active role, in cooperation with other MSA committees, in soliciting funds for the Endowment Fund. This may take the form of:
 - a) Developing brochures and mailings to be sent to members,
 - b) Developing a procedure to encourage giving in the names of members and deceased members of the Society,
 - c) Organizing fund raising activities at the MSA Annual Meeting,
 - d) Organizing and arranging for the sale of educational materials such as slide sets, videos, and mycological publications,
 - e) Developing items such as t-shirts, mycological memorabilia, and working with local arrangement coordinators regarding auction materials and activities, and
 - f) Establishing other appropriate fund raising activities
 - g) Communicating with potential donors.
- 4) The Endowment Fund shall consist of the following sub-funds
 - a) Mentor Funds — These are restricted sub-funds where only interest may be used to support Society activities such as memorial lectures, student travel and research grants, and research grants for professionals. The first Mentor fund was initiated to commemorate Alma Barksdale and John Raper. Memorial gifts may be made in the memory of these mycologists or in the names of others. Gifts commemorating specific individuals become part of the Mentor Fund and carry the name of the honoree when awarded. At present student travel awards in the names of Alexopoulos, Barksdale/Raper, Bigelow, Butler, Denison, Fitzpatrick, Fuller, Korf, Luttrell, Thiers, Trappe, Uecker, and Wells have been established. Research Funds include the Myron Backus Student Research Award, the Martin-Baker Research Fund, and the Alexander H & Helen V Smith Research Fund. The Alexopoulos Prize

is awarded from a fund set aside for that purpose. Mentor Funds are supported by designated gifts honoring the memories of past or active mycologists.

- b) General Fund — This is a restricted sub-fund where only the interest may be used for support of special activities such as workshops, symposia, and travel grants to international congresses. This sub-fund is to be supported by gifts not otherwise designated for other sub-funds and by funds raised by Society activities such as the t-shirt sales, auctions, etc.
- 5) Gifts should be made payable to the Mycological Society of America and should be directed to the Society Treasurer either directly or through the Endowment Chair, who should write letters of thanks to contributors. In general, any donation without strings attached is tax deductible. Members, who purchase something, such as at the annual auction, may deduct anything above market value.
- 6) The MSA Council is ultimately responsible for the dispersal of funds in accordance with the restrictions and respects of the donors.

Annual Auction

- 1) Properly run auctions can both raise considerable money and contribute to an organization's sense of continuity and community. They take considerable organization and time. Ability to process credit cards can greatly increase proceeds – contact Terry Leatherman at Allen Press for assistance.
- 2) Items to be auctioned from the floor should be on hand far enough in advance that someone can make a list of items to be sold, which can be distributed to the group. Minimum bids need to be set for each item. The auctioneer(s) need a microphone and should move through the sales process with utmost dispatch, for as soon as the action lags, people lose interest and begin to leave.
- 3) The auctioneer needs to arrange items so that the pace varies. One to two “gag” items should be put for sale for entertainment value. As a rule, the Society organizes the social program so as to leave enough time (one to two hours) for the auction. No other Society activity should compete with the auction as auctions make money only as long as there are a number of “deep pockets” bidding against each other for highly desirable items.
- 4) The Society Local Arrangements Coordinator is responsible for receiving and storing items sent for auction prior to the annual meeting.
- 5) The Endowment Chair is to procure a list of auction items from the Local Arrangements Coordinator so as to arrange items in a numbered list and arrange for duplication of the lists prior to the auction. The Endowment Chair should also find volunteer auctioneers.
- 6) Throughout the year, Endowment Committee members should contact other MSA members to solicit auction items. [Such communications should be personal and relatively few (~50 per year).] Committee members should contact senior Society members, particularly winners of MSA Distinctions awards, to request contributions of historical interest to the development of their sub-discipline or to the Society (such as autographed copies of monographs they have written, electron micrographs they have taken, funny pictures of major professors, perhaps even letters of special interest).

T-shirt sales

- 1) The Endowment Chair is responsible for scheduling T-shirt sales. The Committee members, with the assistance of the Student Mentor Travel Award winners, are responsible for selling them.
- 2) T-shirts should be produced somewhere close to the meeting site and transported to the venue by the Local Arrangements Coordinator.3) T-shirts may be designed by MSA members, students at the host institution, or by the winner of a Society sponsored T-shirt design contest. Past designs have varied and included both fungi and mycologists. Whatever the design, it should include the date, name of the city, and “Mycological Society

of America". Ideally, some portion of a logo for the city or region could be combined with a mycological theme. The t-shirt design should be determined before January so that it can be posted on the Meeting Website and offered for sale with registration. This reduces the number of unsold t-shirts and increases profits.

Endowment letters

- 1) The Endowment Chair is responsible for sending letters thanking each donor and acknowledging the amount of each donation for each endowment. These should be mailed to each donor on a quarterly basis.

Mentor Travel Awards

- 1) Money received from interest on the Mentor endowments shall be used entirely to support attendance of students at Society annual meetings. Only MSA members are eligible for such awards.
- 2) Council advises that a mentor fund should have at least \$10,000 so that an annual award in the mentor's name can be given from the interest alone, without requiring additional donations from other sources. For that reason, the Endowment Chair in consultation with the Treasurer should determine well in advance of the Travel Award application deadlines which funds are to remain "idle" in a given year or combined with another low fund to give one award. In recent years, the low return of investments has required additional money be used from MSA operating funds.
- 3) The amount of Mentor Travel awards should be uniform, regardless of the sub-fund from which they are drawn.
- 4) An obituary (for sub-funds established in honor of deceased members) or brief professional biography should accompany the check to each awardee, together with a copy of the appropriate branch of the mycological genealogy. An accompanying letter should identify the award by sub-fund. The Endowment Committee should work with the awards committees and Awards Coordinator (or Executive Vice President in absence of the Awards Coordinator) to make certain that this information is provided to award winners.
- 5) The above guidelines will also apply to the administration of the Research Funds and other Prizes. The Committee is charged to negotiate informally and recommend to Council appointment of small *ad hoc* committees that will solicit funds in honor of particular mycological mentors. Ideally such committees would be composed of former students and such endowments would be established at the time a prominent mycologist retires from active service. Such funds might also be augmented at that time by contributions from the mentors themselves. When a mentor dies, additional contributions might be solicited by the Endowment Committee in the mentor's name.
- 6) Committee members will send annual letters of thanks to living donors of research funds (2012, NAMA, and the Forest Ecology Fund) and remind award recipients to send letters of appreciation to the donor.
- 7) See also the guidelines for the Student Mentor Travel Awards Committee.

Karling Annual Lecture
 (Rotating Committee – 3 members, 3 year terms)
 Updated 09/2016

Purpose: to nominate a well-qualified individual to deliver the John Karling Annual Lecture at the MSA meeting. Scientists have been sought based on their ability to deliver an interesting and informative lecture to the MSA membership.

- 1) The President-Elect should appoint the new member of this committee prior to the annual Society meeting so that the new Chair of the Committee can solicit committee members and all MSA Council members via the Executive VP for suggestions for the annual lecturer for the upcoming year and select the speaker either prior to or shortly after the annual meeting.
- 2) In identifying potential speakers, the Committee should strive for balance among disciplines, and diversity in gender, race, and ethnicity (see Appendix C). The Committee may wish to consider the context of upcoming meetings. For example, if MSA is holding a joint meeting with APS in the near future, it is likely that the speaker nominated for that meeting will have research of interest to plant pathologists. The committee should also consider expected expenses for the invitation, particularly involving speakers from overseas.
- 3) The Chair sends a list of potential speakers to the rest of the Committee. Each member ranks the candidates in order of preference and returns the ranking to the Chair. (Use of Reply-All in email is optional here.) If there is agreement, the process stops there; if not, further discussion of the candidates will take place until agreement is reached.
- 4) The name of candidates ranked in order of invitation is then sent to the MSA Executive Vice President, who will poll Council for approval of the ranked list. **The deadline for the Chair to supply the name to Council is no later than two weeks after the annual meeting.** Within two weeks of approval by Council, the candidate is invited to speak by the Chair, or representative approved by the Committee, who will remain the contact until after the lecture is presented.
- 5) If the candidate accepts the invitation, the Chair should request that the lecture be aimed at a general mycological audience, note that an honorarium will be offered and expenses paid (see below), invite the speaker to publish the lecture in *Mycologia*, and answer any questions the prospective lecturer might have.
 - a) A \$500 honorarium should be offered (to be paid from Endowment funds);
 - b) Expenses, including economical airfare, registration and accommodations, are to be paid from Operating Funds by the Treasurer (business check card (VISA) through US Bank (USB)).
 - c) The Chair includes the list of expenses in the Annual Report.
- 6) If the candidate has refused, the next prospective candidate should be contacted. (The ranking of the candidates should **not** be included in the report to be published in *Inoculum* to avoid the perception that the speaker who finally accepts was not our first choice.)
- 7) Notice of a candidate's acceptance or refusal should be sent to the Executive Vice President, President, and Program Chair. The President should be asked to write a congratulatory letter.
- 8) While the program for the meeting is being set up, generally in February, the Chair should again contact the annual lecturer to request a lecture title and to invite him/her to submit the lecture as a publication (unedited) in *Mycologia*. *Receipt of a manuscript is not a requirement for the honorarium.*
- 9) The Chair should then send the title to the Program Chair.
- 10) As soon as the program schedule has been solidified, The Chair should notify the Karling lecturer of the date, time, and place of the lecture, and offer to make travel arrangements if the speaker so desires. Otherwise reimbursements will be handled at the meeting after the lecture.

- 11) The Treasurer (contacted by the Chair) is responsible for registering the speaker for the annual meeting and making accommodation reservations (generally in the same hotel as the President) using the bank card (business check card (VISA) through US Bank (USB).
- 12) The Chair should request an abstract (which the chair will submit or request that the Program Committee in charge of abstracts submit it). A month before the meeting, the Chair should verify that all necessary travel arrangements have been made.
- 13) As soon as the program schedule has been solidified (no later than March), The Chair should notify the Karling lecturer of the date, time, and place of the lecture. The Chair should contact the Treasurer who will book the preferred reservations of the lecturer. Otherwise, reimbursements will be handled at the meeting after the lecture.
- 14) The Chair is responsible for registering the speaker for the annual meeting and making accommodation reservations (generally in the same hotel as the President). The Chair should verify that all necessary travel arrangements have been made.
- 15) The Chair will also determine and notify the President and the Program Chair regarding who is to introduce the Karling Lecturer. Generally, either the Chair or the MSA President introduces the speaker; consideration should be made as to who best knows the speaker or who else might be more appropriate to for this task.

Liaison with Amateur Mycological Clubs & Societies

(Rotating Committee – 4 members; ideally 2 amateur and 2 professional mycologists, 4 year terms)

Purpose: To represent the MSA to these organizations and to represent the organizations to the MSA.

The Liaison with Amateur Mycological Clubs and Societies is a rotating committee consisting of four members, ideally with 2 amateur and 2 professional mycologists with staggered appointments - the senior-most member serves as chair. The committee should be involved in organizing forays in conjunction with MSA meetings, providing articles for publication in *Inoculum*, and proposing symposia to the Annual Meeting Program Committee.

Nominations

(Rotating Committee – 4 members, 4 year terms, all Past Presidents)

(Updated 02/2012 minor edits 07/2017)

Purpose: To provide the Vice-President the name of one nominee for each officer and council member position to be filled in the next election. The first nominee for each position comes from the nominations committee, and the second nominee for each position comes from direct nomination from the MSA membership. The Nominations Committee should communicate with the Vice-President to ensure that diversity and gender balance are represented in the nominations of officers (see Appendix C).

- 1) The committee is composed of four past presidents, including one from each of the four discipline areas: (1) Cell Biology-Physiology, (2) Ecology-Pathology, (3) Genetics-Molecular Biology, and (4) Systematics-Evolution.

- 2) Each year the President appoints a new member for a four-year term. The senior-most Committee member serves as Chair.
- 3) Nominations to be considered are:-
 - a) Each year: Vice-President and Councilors.
 - b) Every 3 years as the terms expire: Executive Vice President, Treasurer.
- 4) The Nominations Committee, the MSA membership, and the Vice President collaborate to set the ballot for the MSA election.
 - a) By Feb. 3, the VP will have counted and summarized nominations from the MSA membership for each available position, sending the ranked list of potential candidates to the Nominations Committee.
 - b) The Nominations Committee consults by email or phone or both to develop its own ranked list of nominees for each position. The committee may nominate any well qualified individuals, including those already nominated by the MSA membership.
 - c) The Chair of the Nominations Committee will provide the Vice-President with one slate of nominees and ranked alternates by February 15 to allow enough time for the vice president to obtain permission from each of the individuals nominated by the membership and by the nominating committee to place the nominee on the ballot and for timely preparation of the final ballots. (For further details on election see Art. III in the By-Laws and the Vice-President's duties in this manual.)
- 5) The Chair provides a brief report to the Executive Vice President for presentation at the annual Council meeting and inclusion in the Inoculum at the option of the Executive Vice President. The list of nominees put forward by the nominations committee should not be published in Inoculum.

Program Committee

(Rotating Committee – 4 members, 4 year terms)

(Revised 02/2017)

Purpose: To develop the program for the Society annual meeting, the scheduling and operation of which will be developed in collaboration with with the Local Organizer(s) and Foray Coordinator(s). The Program Committee consists of the Chair and three members.

Committee members:

- 1) The Chair is responsible for the organization and sponsorship of the annual meeting program
- 2) Committee members will assist the Chair in coordinating the selection and organization of symposia and editing the abstracts
- 3) Local Arrangements Coordinator see guidelines below
- 4) Foray Coordinator see guidelines below
- 5) President Elect, *ex officio*
- 6) Former Program Committee Chair, *ex officio*

Duties of the Committee

Budget planning (with Local Arrangements Coordinator):

- 1) In early October, the Program Chair, committee and symposium organizers should raise funds for symposia (\$1500 minimum).
- 2) Agree on the annual meeting events that should be scheduled, estimate costs,

and notify the Treasurer.

3) The Program Committee schedules the following events and coordinates with the Local Arrangements Coordinator(s) to ensure scheduling of:

- a) Registration
- b) Housing
- c) Meals
- d) Foray
- e) Workshops
- f) Sunday Pre-meeting Mixer
- g) Society Breakfast/Dinner Business Meeting
- h) Social/Auction
- i) FunRun (optional)
- j) Sightseeing and other Spouse-related events
- k) Childcare

Brief Timeline for organizing the annual meeting (in August):

- 1) At the annual meeting during year previous, the Chair should discuss the potential symposia and organizers and advertise the upcoming call for symposia proposals.
 - 2) Immediately Following the Annual Meeting, the Program Chair should:
 - a) Make a list of people who must be contacted (Program committee members, Local Arrangements coordinator(s), Inoculum Editor, President and President-Elect) obtain the contact information for each person from Executive Vice President
 - b) If a joint meeting occurs, contact other organizations with which MSA is meeting (e.g. APS, IMC)
 - d) Send out the call for symposium proposals to the membership in early August. Remind membership that diversity should be represented in symposium speakers (Appendix C).
 - 3) Set a submission deadline for symposium proposals by September 15
 - 4) Review symposium proposals by October 15
 - 5) In early October confer with Local Arrangements Coordinator
 - 6) Early November – organize a skeleton outline of meeting events with Local Arrangements Coordinators and work with the symposia organizers on sources of funding.
 - 7) By November 15 – Symposia speakers accept invitation or not, alternates sought.
 - 8) Nov. – Feb. Meeting registration site in place
 - 9) March – April – schedule for key program events set
- At abstract deadline – organize contributed sessions.

Tasks that must be done when meeting with other organizations:

The schedule presented below is based on planning over the year for an August meeting and not held in conjunction with AIBS or APS.

- 1) APS requires that a formal letter requesting a joint meeting be sent to the APS President by the MSA President. Contact the APS coordinator one full year ahead of the meeting and maintain regular contact.
- 2) **Very important** - When meeting with AIBS and APS, the Program Chair, MSA President, or Local Coordinator should visit the site in Sept/Oct to select appropriate rooms for MSA meetings, lectures, symposia and contributed sessions.

Call for symposia proposals by Sept. 15 to MSA membership

- 1) Send out the call for symposium proposals to the entire membership by September 15. Coordinate this task with the Executive Vice President. Ensure that statements are

- present in the call that encourage diversity of symposia (see Appendix C).
- 2) Discuss the possible sources of funding.
 - a) The MSA provides up to \$5,500 per year towards funding for one or more symposia.
 - b) Proposers are asked to prioritize the requested funds in their proposal budget. The Program Chair will appoint a committee member (typically the third year member) to coordinate the review of symposium proposals.
 - c) Set a deadline of September 15 for the submission of symposium proposals.

In September, the Program Chair should also

- 1) With the Local Organizer(s), consult with the meeting management web site manager (e.g. Association Manager at Allen Press (currently Terry Leatherman)) to determine the best timelines for the call for papers, abstract forms, skeleton program, poster instructions, travel, housing information. Write or call *Inoculum* editor about abstract requirements. The abstract deadline should be mid-February to mid-March depending on when the meeting is held. Ask applicants to list a first and second choice of category so the program Chair can more easily arrange papers in the graduate student competition and to provide an email address.
- 2) Have the MSA website URL for the MSA membership application linked to the meeting registration page for those individuals who want to join MSA at the time of registration.

Determine how electronic abstract submission will take place.

Early October — Symposium Planning

The Program Committee announces its symposium funding decisions and notifies the persons submitting proposals. Encourage and if possible assist unsuccessful applicants in developing contributed sessions for the symposium topic. Ensure that symposia are balanced by diversity and gender of invited speakers for symposia.

Budget – The Program Chair receives the budget proposals from symposium organizers and, with the committee, local organizer(s), and other consulting *ex officio* members of the committee, decides budget priorities and dispensation of the funds. Efforts should be made to ensure diversity of the program and of the recipients of the funds (Appendix C).

Potential funding sources – Sustaining members, local businesses, National Science Foundation, pharmaceutical or genetic and genomic-based businesses (especially those with MSA members on staff). It has been effective for the program chair to contact the MSA member at companies for details on whom and how to approach in the company. When such symposium funding is sought, the Program Chair it is beneficial for the Program Chair to discuss the letter requesting support, and have drafts proofread by the MSA member in the company.

Corporate sponsorship of symposia and other meeting activities, if any, **MUST BE** coordinated by the Program Chair. A minimum of approximately \$1500 is needed to support a symposium.

Early October — Planning conference. The Program Chair, Local Arrangements Coordinators, and possibly other MSA officers fulfill this duty.

- 1) Send a tentative outline of the program to other society (e.g. AIBS, APS) program chairs if a joint meeting is planned.

Explore possible co-sponsored symposia with other societies. Co-sponsoring MSA planned symposia with other societies gives additional publicity to our program, and co-sponsoring symposia organized by other societies gives MSA greater variety.

- 2) Discuss the foray with local representative(s). Find a potential good meeting rooms for MSA. Optimize “field-time” by minimizing time (and expense) for transportation to foray site.

Deadline – October 31: completion of Symposium schedules by organizers. It is important to have these planned well in advance.

In early November, the Chair should

- 1) Solicit suggestions from Committee members for session organizers and session chairs.
- 2) Confer with the MSA President regarding times and dates (Breakfast/Dinner Business Meeting), Presidential Address (BEFORE lunch!), Karling Annual Lecture (BEFORE lunch!), the Awards Ceremony, Social, and the Council meeting.
- 3) Obtain the name of the Karling Annual Lecturer and title of the talk from Chair of that committee. Communicate with the Karling Annual Lecture Chair and the Treasurer to verify that s/he has arranged for the speaker’s registration, accommodations (usually in the same hotel as the MSA President) and transportation. This may be delayed until after the first of the year during stand-alone meetings if necessary.
- 4) Depending on who will print the program book, the Local Organizer or the Program Chair should get a cash advance from Treasurer (\$2000 allocated by MSA). Bank it and keep all receipts and cancelled checks. These funds may be used to print the program.
- 5) Ask either the *Inoculum* Editor about including a call for papers and additional material in *Inoculum*. Arrange with the Executive Vice President to send Blast email to membership with information about the meeting, abstract submission procedure, etc. You may also wish to inquire locally re duplicating, printing possibilities. Call-for-Papers requires 1-month lead-time.

From March - April, the Program Chair should

- 1) Send registration forms or obtain mailing labels from the AMM Association Manager for AIBS/APS to have the forms sent (these items may be handled through or mailed with *Inoculum* when MSA meets by itself.)
- 2) Verify that all symposium speakers have submitted abstracts. If not, contact the symposium organizer and have the missing abstracts sent to *Inoculum* editor with a copy to the Program chair.
- 3) All fund-raising must be completed in order to notify symposium chairs as to funds and in order to include acknowledgements in the program.
- 4) Arrange the program. Senior authors are limited to two papers, although that person can be a junior author on other papers. Receive the announcement of MSA Distinctions to include in the program—this should include short biographies and photographs of the winners (Alexopoulos Prize, Weston Teaching Award, and Distinguished Mycologist) — this will come from the Awards Coordinator. Also be sure to include in the program a listing of which awards will be presented during

which functions consult with the Awards Coordinator and MSA Executive Vice President regarding the timing of these presentations.

- 5) Keep in touch with the local arrangements coordinator(s) to prevent any potential scheduling conflicts.
- 6) Separate abstracts by topic. Devise a skeleton program with the idea that each morning and afternoon should offer something to interest each of the different subject area groups. Avoid long periods without breaks, evening events that run too late, etc. A one-page summary, often in chart form, that can be included in the final program is very useful.
- 7) Some Program Chairs have divided sessions in half, with only 6-7 speakers/session so as to group topics more easily and punctuate sessions with coffee breaks. Consider asking new faculty or postdocs in particular subject area to chair sessions, and please try to balance diversity across the session chairs.
- 8) Obtain commitments from prospective session chairs. Ask that they contact their speakers to inform them of date and time of the presentations, confirm the time limit (usually 12- minutes with 3 minutes for discussion), and remind them to register. Place session chair information into program.
- 9) Determine how to manage withdrawn papers and notify session chairs of the policy. The policy should stipulate that papers will not be re-scheduled in other sessions so that people can rely on the printed schedule when planning which papers to attend and when.
- 10) Provide the program schedule to the appropriate person for printing. If the meeting is with AIBS or APS, find out when the proofs will be available and **proofread the program!**
- 11) Contact symposium chairs to have them proof their session abstracts and contact their speakers to remind them to register. MSA will reimburse registration costs to some non-MSA members who participate in symposia. The organizers distribute funds raised for individual symposia. Organizers communicate their wishes to both MSA Treasurer and symposium participants. The Treasurer reimburses participants for receipts within the limit set by the symposium organizer and amount of funds allocated for each symposium.
- 12) Abstracts are no longer printed in Inoculum. They are submitted and formatted electronically and additional editing for uniformity is not usually carried out, although of course, checking them to verify that the format looks fine remains a good idea.

Meeting schedules

- 1) If possible, do not schedule any events during the foray so all members can attend. Work with the MSA President with regard to the scheduling of the Council meeting, (MSA Council meeting (9 am - 4 pm) should be scheduled on the day before sessions commence and usually Saturday), generally before the annual foray. Be sure that a conference room with one large table accommodating 25 people is booked, continental breakfast is served, and lunch provided, plenty of ice water, juice and soda, coffee and tea are also needed for the meeting). Be sure that the catering arrangements are firmly in place and touch base with the MSA Executive Vice President regarding the arrangements. In 2010, Council recommended that the Council Meeting be scheduled as an afternoon/evening meeting rather than an

all day affair that requires early travel and additional lodging. The advent of easy email communication among Council members has eased the number of issues that need to be resolved at the annual meeting and this saves time and expense.

- 2) The Karling Annual Lecture is usually in the morning, usually before lunch on Monday or Wednesday.
- 3) The MSA business meeting immediately follows the MSA breakfast on Tuesday (preferable). Head tables should be rectangular and placed on a low stage above the rest of the meeting room with a speaker's podium in the middle. The President, President-Elect, Vice-President, Executive Vice President, Treasurer, Immediate Past President, Program Chair and/or Local Arrangements Coordinator usually sit at the head tables. *In 2011, the Business Breakfast was eliminated in favor of a business meeting after the President's Address. This meeting had low attendance and was difficult for the President; such scheduling is not recommended.*
- 4) The Presidential address generally is scheduled the same day as (sometimes immediately following) the business meeting, but this should be scheduled according to the President's preference.
- 5) All student papers must be given before Wednesday evening, the earlier the better. Establish contact with the Student Awards Section chair early in the process of developing the program and allow that committee help solve any problems associated with scheduling student talks and posters.
- 6) Do not schedule more than one social event at one time and avoid scheduling a presentation session concurrent with a social event.
- 7) Do not schedule any concurrent session with the poster session. Consider discussion sessions at the end of poster sessions, but do not have these in a location far removed from the posters because you will lose people. It would be ideal to have the discussion sessions in the same place as the posters so participants can see the posters.
- 8) At the Annual Meeting the incoming (and outgoing) Program Chair should meet with the President-Elect and Executive Vice President to ease the transition and to guarantee that all information is passed on and future problems avoided. This meeting may be an informal lunch or dinner. This meeting has proved to be very valuable in planning the meeting for the following year and definitely should be held each year.

Printed and electronic program - Be sure to proofread the program before it is printed (probably in March or April); it is important that the MSA is well represented as a professional society in the program.

ROTATING COMMITTEES: Specific Expertise

(updated October 2015)

One of the primary functions of the specific expertise committees is to organize and support symposia and other educational events. MSA provides up to \$5500 per year towards funding

for symposia, and the Program Committee is responsible for proposing the allocation of these funds.

Biodiversity

(Rotating Committee – 4 members, 4 year terms)

The MSA President appoints each Biodiversity Committee member for a 4-year term. The Committee members are appointed in consultation with the chair of the committee.

Purpose: to serve as a source of information and to foster communication on methods, useful publications, ongoing projects (especially those in need of parataxonomist assistance), workshops, meetings, symposia, sources of funding, and emerging issues related to fungal diversity.

The three primary areas of activity are:

- I) Organizing symposia, workshops and other educational events.
- II) Distributing information via the Fungal Biodiversity web pages on the MSA Web site.
- III) Providing information and support in response to requests concerning fungal diversity surveys, methods, support for conservation efforts, and referrals to experts in various fields.

Symposia and other educational events – Symposia have been organized to showcase cutting-edge research in fungal biodiversity and to educate, especially with regards to new methods. A balance of fields has been sought so as to attract the widest possible audience.

- 1) The chair of the Biodiversity Committee, or another member of the committee who has been designated as the symposium chair, in consultation with the Biodiversity Committee, will organize a symposium on fungal biodiversity for each MSA meeting.
 - a) Planning should begin at least one yr in advance of the meeting date. The preceding MSA meeting provides an ideal opportunity to obtain commitments from potential speakers.
 - b) The symposium chair will solicit information on which invited speakers require travel funds, and supply this information to the meeting program chair.
 - c) The symposium chair will correspond with the program chair and the meeting organizers, providing the titles of the presentations, the authors, speakers, addresses and email contacts of the authors, audio-visual needs, lengths of the presentations and session, and any special requests concerning scheduling.
 - d) The symposium chair will keep the speakers informed of scheduling, and ensure that their abstracts are submitted on time with the appropriate Fungal Biodiversity Symposium designation.
 - e) The symposium chair will introduce the symposium and the speakers, and keep the symposium on schedule.
- 2) The Biodiversity chair and committee members will look for opportunities to organize or co-sponsor fungal biodiversity symposia and workshops at international meetings, such as IMC.
 - a) The chair will consult with the chair of the British Mycological Society Committee on Conservation, and the MSA International Fungal Biodiversity Advisory Panel in organizing symposia at international meetings.

- b) The chair of the Biodiversity Committee or a designated symposium chair will seek travel support for the speakers.
- 3) Members of the MSA Biodiversity Committee will respond, when possible, to requests to participate in national and international meetings that have bearing on fungal biodiversity (e.g., IBOY Diversitas program, and the National Council for Science and the Environment which was organized to help recommend science for the environment improvements for the incoming US President).
 - a) Participants in national and international meetings should seek the approval of Council to participate as official representatives of the MSA.
 - b) Participants should obtain MSA promotional materials to distribute at appropriate meetings.

Updating the MSA website fungal biodiversity pages. The chair of the Biodiversity Committee will periodically (at least twice a year) update the information on the biodiversity web pages by supplying the new information to the MSA Webmaster. The chair will solicit information from the committee and elsewhere for the following items:

- 1) Highlights of new publications and their significance for fungal biodiversity and biodiversity research.
- 2) Announcements of relevant symposia, meetings, workshops, and proceedings not duplicated in other parts of the MSA web site.
- 3) Information on programs funding biodiversity research.
- 4) Solicit 'Creature Features' from potential contributors. These should have natural history stories that will elicit interest in mycology across all age groups, and be accompanied by eye-catching photos, illustrations, or animations.
- 5) Update the list of programs that need volunteers for Surveys and Inventories.

Providing information, advice, and support. The Biodiversity Chair, who serves as the primary MSA contact for information and support, should be prepared to provide the following information or referrals to appropriate experts:

- 1) Advice on appropriate methods for fungal biodiversity research by providing references and advice directly or refer the request to a committee member or another expert in the field.
- 2) Requests for expert help or contacts from conservation groups in need of assistance in their conservation efforts should be referred to the appropriate expert. If the Chair provides information as an MSA representative, the Chair must exercise care that such advice does not fall under the category of 'lobbying the federal government', which could endanger the tax-exempt status of the society. When in doubt, consult MSA Council.
- 3) Refer requests for names of experts to assist in identifications to the appropriate experts.
- 4) Respond to requests for information or advice on funding opportunities for biodiversity research.
- 5) Respond to requests for contacts and information on how to publicize conservation efforts and biodiversity research (public outreach).

Culture Collections

(Rotating Committee – 4 members, 4 year terms)

Purpose: to advise Council and the MSA membership on issues of central concern to the long-term maintenance and operation of fungal culture collections curated by MSA members or whose services are of direct concern to the members of MSA. The committee also serves as a

liaison between the MSA and national and international federations of culture collections. At least one member who has a close relationship with APHIS should, if possible, be appointed to this committee.

Four members with staggered four-year appointments comprise the Culture Collection Committee, with the senior-most member serving as Chair. The Chair assumes duties directly after the annual meeting and is responsible for preparing an annual report on Committee activities and expressing Committee concerns to Council. The Chair should submit the annual report to the MSA Executive Vice President (along with revisions of these guidelines) one month before the annual meeting.

Committee concerns include the following:

- 1) Assurance of the efficient operation and long-term health and maintenance of established culture collections;
- 2) Encouragement of routine deposition of voucher cultures and of interesting or important isolates in established fungal germplasm repositories;
- 3) Encouragement of research and dissemination of information on methodologies for germplasm preservation;
- 4) Discussion and action on regulatory issues affecting the movement of living cultures through the mails or other common carriers; and
- 5) Cooperation in finding means to assure the safety of fungal germplasm in formal culture collections or other significant research collections whose continued existence may be threatened.

The Committee should be consulted prior to Council selection of nominees for the MSA Representative to the Board of Trustees of the American Type Culture Collection. If not already an appointed rotating Committee member, the MSA Representative should be an *ex officio* member of the Committee.

Ecology

(Rotating Committee – 4 members, 4 year terms)

Four members with staggered four-year appointments comprise the Ecology Committee, with the senior-most member serving as Chair. The Chair assumes duties directly after the annual meeting and is responsible for preparing an annual report on Committee activities and expressing Committee concerns to Council. The Chair should submit the annual report to the MSA Executive Vice President (along with revisions of these guidelines) and to the *Inoculum* Editor one month before the annual meeting.

The Ecology Committee was established to

- 1) Promote communication and collaboration between researchers in mycology and ecology who are concerned with understanding the roles of fungi at the various levels of the ecological hierarchy (populations, communities, ecosystems, and landscapes);
- 2) Serve as an advisory board to NSF, USDA, DOE, and other federal and international agencies responsible for overseeing research encompassing fungal ecology;

- 3) Encourage and implement joint conferences, symposia, and publications on fungal ecology that will also help to establish linkages among members of MSA and other societies whose members are conducting ecological research; and
- 4) Promote ecological education within MSA and mycological education within relevant societies.

Environmental Health & Medical Mycology

(Rotating Committee – 4 members, 4 year terms)

Purpose: To represent MSA in the fields of environmental health and medicine as they relate to fungi.

Four members with staggered four-year appointments comprise the Environmental Health and Medical Mycology Committee, with the senior-most member serving as Chair. The Chair assumes duties directly after the annual meeting and is responsible for preparing an annual report on Committee activities and expressing Committee concerns to Council. The Chair should submit the annual report to the MSA Executive Vice President (along with revisions of these guidelines) and to the *Inoculum* Editor one month before the annual meeting.

Services that Committee members render to the Society include:

- 1) 1) Providing copy on medical concerns and environmental health research to the *Inoculum* Editor.
- 2) 2) Proposing symposia or suggesting workshops to be held during the annual meeting to the Program Committee.
- 3) Answering (referring to experts) questions from Society members or the news media on current controversial issues.

Genetics and Cell Biology

(Rotating Committee – 4 members, 4 year terms)

Four members with staggered four-year appointments comprise the Genetics and Cell Biology Committee, with the senior-most member serving as Chair. The Chair assumes duties directly after the annual meeting and is responsible for preparing an annual report on Committee activities and expressing Committee concerns to Council. The Chair should submit the annual report to the MSA Executive Vice President (along with revisions of these guidelines) one month before the annual meeting.

The Genetics and Cell Biology Committee was established to:

- 1) Promote communication and collaboration among researchers who are concerned with understanding the genetics and cell biology of fungi;
- 2) To act as a liaison with other institutions;
- 3) Encourage and implement joint conferences, symposia, and publications on fungal genetics and cell biology that will also help to establish linkages among members of MSA and other societies whose members are conducting similar research; and

- 4) Promote education in genetics and cell biology within MSA and mycological education within relevant societies.
- 5) This Chair will coordinate the presentation of MSA promotional materials at the Asilomar meeting and other fungal genetics meetings annually.

Phytopathology

(Rotating Committee – 4 members, 4 year terms)

Four members with staggered four-year appointments comprise the Phytopathology Committee, with the senior-most member serving as Chair. The Chair assumes duties directly after the annual meeting and is responsible for preparing an annual report on Committee activities and expressing Committee concerns to Council. The Chair should submit the annual report to the MSA Executive Vice President (along with revisions of these guidelines) and to the *Inoculum* Editor one month before the annual meeting.

The Phytopathology Committee

- 1) Serves (through its Chair) as liaison to the American Phytopathological Society through the chair of the APS Mycology Committee and the APS affiliate representative.
- 2) Proposes paper sessions, workshops, symposia and/or colloquia dealing with phytopathogenic fungi to the MSA Program Committee for consideration for inclusion in MSA Annual Meetings. Proposals may involve cooperation with other MSA committees.
- 3) Serves as an information source for questions concerning phytopathology and phytopathogenic fungi.

Conservation

(Rotating Committee – 4 members)
(updated 11/2011 by Sharon Cantrell)

Four members with staggered four-year appointments comprise the Conservation Committee, with the senior-most member serving as Chair. The Chair assumes duties directly after the Annual Meeting.

The goals of the MSA Conservation Committee are to promote and conduct activities for fungal conservation in North America.

The duties of the Conservation Committee are to promote and support research, to contribute to prioritization of fungi and their habitats for conservation, and to identify causes and geographic areas of fungal conservation concern.

- 1) Identify issues that are critical in research and policy for fungal conservation.
- 2) Maintain fungal conservation information on the MSA website.

- 3) Promote and organize symposia or sessions emphasizing conservation of fungi at MSA meetings.
- 4) Promote and assist in the development of the Mycobiota of North America Database.
- 5) Actively participate as a member of the International Society for Fungal Conservation (ISFC). The Chair of the Conservation Committee will be one of the regional representatives to the ISFC and will assist in finding an additional regional representative.

ASSIGNMENTS, SECTIONS, & SPECIAL APPOINTMENTS

Student Section

(Approved by the Executive Board of the Mycological Society of America Student Section on October 8, 2015)

Executive Board

The affairs of the MSA Student Section are managed by an Executive Board composed of the following officers: Chair, Vice-Chair, Secretary, Treasurer, Webmaster, Communication Chair, Postdoctoral Representative, and Past-Chair. The Executive Board normally meets in person once a year during the Annual Meeting, but also meets on a regular (monthly) basis via Google Hangout (or alike).

All Executive Board officers:

- 1) Serve as representatives for the Student Section of the Mycological Society of America;
- 2) Ensure that opportunities are available for student participation in the MSA;
- 3) Provide news for *Inoculum* and encourage others, especially Student Representatives serving on MSA Committees and undergraduate/graduate student winners of MSA awards to do the same;
- 4) Encourage MSA students to be active and to follow-up on ideas that promote and advance the science of mycology;
- 5) Provide suggestions for potential events that are hosted by the MSA Student Section at the Annual Meeting;
- 6) Aid in transportation of fundraising materials to and from the Annual Meeting and in organizing Student Section events at the Annual Meeting (e.g. Student Mixer, symposium);
- 7) Participate in monthly Hangout meetings of the Executive Board.
- 8) Attend and participate in the annual Board Meeting.
- 9) Are familiar with the Student Section Bylaws and the Student Section Manual of Operations.

- 10) Will update applicable portions of the Student Section Manual of Operations as needed.

Chair

General Responsibilities

The Chair:

- 1) Is a member of the Student Section Executive Board.
- 2) Is responsible for presiding over all monthly Hangouts with the Executive Board, or, in his/her absence, appoints the Vice-Chair to preside over the Hangouts, or another officer of the Executive Board, should the Vice-Chair be unavailable.
- 3) Prepares the agendas for monthly Hangouts and the annual Board Meeting of the Executive Board.
- 4) Appoints committees as deemed necessary for specific tasks; for example, the organization of a symposium or workshop.
- 5) Will liaison with the Program Chair to coordinate the programs for the Annual Meeting and promote the interests of the Student Section members, and as a result, is the first nominee for the Student Representative position on the MSA Program Committee.
- 6) Submits relevant materials (resume, biographical sketch and interest in the committee appointment) to the President-Elect for all Student Representative candidates that wish to serve on MSA committees 3-4 weeks prior to the Annual Meeting.
- 7) Writes a Mid-year Report (2-3 weeks before the meeting) and an Annual Report (one month prior to the meeting) and submits reports to the MSA Executive Vice President and *Inoculum* editor.
- 8) Reminds the Treasurer to write and submit the MSA Student Section Financial Report and submits it to the MSA Executive Vice President, together with the Annual Report.
- 9) Represents the Student Section at the MSA Council Meeting during the Annual Meeting, accompanied by the Vice-Chair.

Appointments

- 1) The Chair generally serves as the Student Representative of the Program Committee.

Dates and Tasks to Anticipate

- 1) The Mid-year report is due at the beginning of the year (typically in January) 2-3 weeks prior to the Executive Council meeting. The Chair should anticipate spending time to prepare the associated documents accordingly. Also, time should be allocated for the drafts to be reviewed and approved by the Student Section Executive Board.
- 2) The call for nominations to serve as Student Representatives for MSA Committees should be disseminated by email three months before the Annual Meeting. The materials from interested students should be gathered and collated by the Student Section Chair and submitted to the President-Elect. The call for nominations and submission of materials by each Student Representatives (including resume and biographical sketches and interests) should occur prior to the Annual Meeting.
- 3) The Chair requests updates and input from all Student Representatives 2-3 weeks prior to the Executive Council meeting and one month prior to the annual meeting (Deadlines are typically in January for mid-year Report and June or July for the Annual Report).
- 4) Request an updated list from MSA of members each year (in January, and after the early registration deadline for the Annual Meeting and/or in August, after installment of

the new Executive Board), for (1) student members, (2) postdoctoral members, and (3) all registered students + postdocs for the MSA meeting, prior to sending out Newsletters with relevant information.

Activities Immediately After Election

- 1) Solicit interest and nominations of students to serve as Student Representatives for MSA Committees (call for nominations of Student Representatives should occur three months prior to the Annual Meeting). This is the responsibility of the incoming Chair.
- 2) Confirm the status of the membership in the MSA for all Student Representative nominees.

Vice-Chair

General Responsibilities

The Vice-Chair:

- 1) Is a member of the Student Section Executive Board.
- 2) Is responsible for assisting the Chair as needed.
- 3) Attends the Council Meeting at the Annual Meeting along with the Student Section Chair.
- 4) Presides over the monthly Hangout or Board Meeting in the absence of the Chair.
- 5) Can be expected to chair committees for specific tasks; for example, to organize a symposium or workshop.
- 6) Assists the Chair in preparing a Mid-year Report and an Annual Report. These documents provide an overview of activities and accomplishments for the previous year, and are submitted to the MSA Executive Vice President and *Inoculum* editor.
- 7) Accompanies the Chair at the MSA Council Meeting during the Annual Meeting.

Preparations for the Annual Meeting

- 1) The Vice-Chair assists the Chair in preparing the agenda for the Student Section Board Meeting and prepares materials for other Student Section events at the Annual Meeting. In the past, these have included agendas, posters, symposium materials, and fundraising materials.

Dates and Tasks to Anticipate

- 1) The Mid-year report is due 2-3 weeks prior to Executive Council meeting (usually held in January or February). The Annual Report is due on one month prior to the Annual Meeting. The Vice-Chair should anticipate spending time to assist the Chair in preparing these documents.

Secretary

General Responsibilities

The Secretary:

- 1) Is a member of the Student Section Executive Board.
- 2) Is responsible for keeping the records, accounts, and files for the Student Section.
- 3) Keeps the minutes at monthly Hangouts and at the annual Board Meeting and shares these with the Executive Board of the Student Section (currently via a shared Google Drive folder).

- 4) Is responsible for keeping the Google Calendar up to date with events and important deadlines for students and will assist with any other ongoing projects of the Student Section.

Dates and Tasks to Anticipate

- 1) Monthly Hangouts with the Executive Board are the most important dates to anticipate: the main task of the secretary is to record and share the meeting minutes. Templates we have used in the past for Hangout agendas and minutes are available via Google Drive.

Treasurer

General Responsibilities

The Treasurer:

- 1) Is a member of the Student Section Executive Board.
- 2) Is the primary point of contact for the current MSA Treasurer and maintains continuity in funds generated by the MSA Student Section and submitted to MSA.
- 3) Prepares an Annual Financial Report and presents this at the annual Board Meeting.
- 4) Is responsible for the presentation of the financial statement for the Student Section meetings and annual Board Meetings, maintenance of up-to-date record of all financial transactions, as well as logistics in fundraising activities including budget, vendor, ordering, and shipping information.
- 5) Ensures that appropriate orders of fundraising materials are made and keeps an inventory of previous orders.

Preparations for the Annual Meeting

- 1) The Treasurer submits the MSA Student Section Financial Report to the Student Section Chair for submission to the Executive Vice President and *Inoculum* editor.

Dates and Tasks to Anticipate

- 1) Materials for fundraising that need to be ordered (i.e., t-shirts and stickers (or other fundraising materials) should be decided at minimum three months prior to the Annual Meeting and orders should be processed within two months.
- 2) The funds generated during the Annual Meeting need to be carefully documented to include pertinent information: funds generated through sales of merchandise, funds reimbursed (such as order and shipping, luggage fees, other miscellaneous items), and other Student Section related costs.
- 3) The Student Section Treasurer should submit payments directly to the current MSA Treasurer at the end of the Annual Meeting (typically at the end of the Auction) or prepare a single check (personal check or money order) to the MSA Treasurer.

Communication Chair

General Responsibilities

The Communication Chair:

- 1) Is a member of the Student Section Executive Board.

- 2) Is responsible for communicating with MSA students and postdoctoral scholars about all Student Section affairs via *Inoculum* and the social media.
- 3) Furthers mycological outreach by posting on the social media outlets on most weekdays.
- 4) Coordinates the writing and editing process of Student Section abstracts for posters at conferences.
- 5) Submits Student Section abstracts for posters at conferences.
- 6) Writes Student Spotlights, for publication on the website and in *Inoculum*, of Mentor Travel Award winners, Research Awards winners, and Student Award winners.
 - a) Will contact the Chairs of the Mentor Travel Award, the Research Award, and the Student Award Committees shortly after the Annual Meeting for the names and emails of Award winners.
 - b) Send final drafts of Student Spotlights to the Executive Board for edits, review, and approval of publication.
 - c) Send the approved Spotlight to the Webmaster for posting on the website and to the editor of *Inoculum* for publication in *Inoculum*. The editor decides whether a Spotlight is appropriate for *Inoculum*.

Activities Immediately After Election

1. Become familiar with the different social media accounts of the Student Section. The Executive Board shares a document on the Google Drive with all admin information, usernames, and passwords for all outlets (website details, Gmail account details, msafungi.org email account details, Twitter, Facebook, LinkedIn) (doc. "All usernames & current passwords").
2. Consult with the outgoing Communication Chair about the most recent statistics on when postings achieve most attention, how and where to find daily mycological news, and determine which outlets are best used for which announcements/posts. As a guideline, LinkedIn is generally used for job postings and professional Student Section related items only.

Webmaster

General Responsibilities

The Webmaster:

- 1) Is a member of the Student Section Executive Board.
- 2) Maintains and curates the contents of MSA Student Section website (<http://msafungi.org/MSAstudent/>).
- 3) Routinely checks the Student Section's email account (msastudents@msafungi.org) and responds to inquiries after consultation with the Chair and Executive Board.
- 4) Is responsible for creating and distributing at least three Newsletters throughout the year (End-of-year, Election of Executive Board, and updates from the Annual Meeting of the MSA).
- 5) Will liaison with the Chair of MSA Electronic Communication & Webpage Management Committee to coordinate any changes that are required to the MSA Student Section website that need external support and contacts the MSA Webmaster.

Activities Immediately After Election

- 1) Become familiarized with MailChimp, an online email service that we use to send out Newsletters to all MSA students and postdoctoral scholars. The Executive Board

shares a document on the Google Drive with login information for MailChimp (doc. “All usernames & current passwords”).

Preparations for the Annual Meeting

- 1) Obtain the list with emails of MSA student and postdoctoral members attending the Annual Meeting from the Program Chair or from the MSA Executive Vice President.
- 2) Distributes a Newsletter to the MSA students and postdoctoral members with reminders about the presence of the Student Section at the Annual Meeting and any other important information.
- 3) Updates the MSA Student Section website with any changes necessary prior to the Annual Meeting.

Dates and Tasks to Anticipate

- 1) Newsletters are typically distributed three times per year; however it may be requested that they be distributed more regularly as reminders for upcoming events (i.e. officer nominations, Election of Executive Board, updates from the MSA Annual Meeting, T-shirt design contest, End-of-year with information about the newly elected Executive Board, etc.). The completion of Newsletters happens as follows:
 - a) The Student Section Webmaster creates a draft and distributes this to the Executive Board for review.
 - b) The Executive Board provides edits and comments in the timeframe indicated by the Webmaster.
 - c) The Webmaster makes final revisions.
 - d) The Webmaster sends out the final draft to the Student Section Chair for approval of member-wide distribution.
 - e) Upon approval by the Student Section Chair, the Webmaster sends out the Newsletter to the student body and/or all postdoctoral scholars.
- 2) Update the website once or twice a month with Student Section or general MSA news, fungal updates, as well as any changes that have been voted on by the Student Section Executive Board.

Postdoctoral Representative

General Responsibilities

The Postdoctoral Representative:

- 1) Is a member of the Student Section Executive Board.
- 2) Is encouraged to serve on MSA Committees (if space is available and approved by MSA Committee Chairs).
- 3) Acts as liaison between MSA postdoctoral scholars and the Student Section.
- 4) Solicits ideas and/or feedback from the MSA postdoctoral community on potential MSA programs, workshops, meetings, or other society activities.
- 5) Communicates with faculty to encourage more postdoctoral scholars to become members of MSA.

Activities Immediately After Election

- 1) Email all registered postdoctoral members of MSA to solicit ideas and obtain feedback on projects and/or activities for the upcoming year that would benefit the postdoctoral community of MSA.

Preparation for the Annual Meeting

- 1) Generate a summary of activities related to the postdoctoral body organized throughout the year.

Past-Chair

General responsibilities

The Past-Chair:

- 1) Is a non-voting member of the Student Section Executive Board.
- 2) Serves for a one-year term to maintain continuity when other officers are moving in and out of office.
- 3) Handles assigned short-term projects and to carry out specific tasks needing an in-depth knowledge of the Section Section's functioning as requested by the Student Section Executive Board.

Student Representatives of MSA Committees

The Bylaws authorize the Student Section Chair to review and submit appropriate nominations based on materials submitted by students (resumes, biographical sketches and interest in serving on committees) to the President-Elect for consideration as Student Representatives for MSA committees (see Guidelines for appointments of Student Representative of MSA Committees). Each Committee can have only one Student Representative. Each Student Representative serves for one year, and can serve a maximum of two consecutive terms on the same Committee. Student Representatives are not encouraged to be members of more than one committee, although exceptions can occur (first-year Student Representatives are encouraged to serve on only one Committee). The Student Section Chair is the first nominee as the Student Representative for the Program Committee.

Guidelines for appointments of Student Representatives of MSA Committees

- 1) Student Representatives can serve on the following Standing Committees: (1) Education; (2) Electronic Communication and Web page Management; (3) International; (4) Membership and; (5) Nomenclature.
- 2) Student Representatives can serve on the following Rotating Committees: (1) Endowment; (2) Karling Annual Lecture; (3) Nominations; (4) Program; (5) Biodiversity; (6) Culture Collections; (7) Ecology; (8) Environmental Health and Medical Mycology; (9) Genetics and Cell Biology; (10) Phytopathology and; (11) Conservation.
- 3) The Chair emails the Student Representatives who have served one year on a Committee to solicit interest in serving a second consecutive year on the same Committee.
- 4) Student Representatives serving on committees need to notify the Student Section Chair by email to about whether they would or would not prefer to serve on a committee for second term.

- 5) The Chair emails all MSA students interested in serving as a Student Representative for MSA committees with the request to submit appropriate materials (resumes and biographical sketch including interests in serving for each committee).
- 6) Students email their materials to the Student Section Chair prior to the deadline specified (this deadline will depend on the scheduled date of the Annual Meeting).
- 7) The Chair reviews all submitted materials and sends a list of final nominations for Student Representatives to the MSA President-Elect for approval. This typically occurs 1-2 weeks before the Annual Council Meeting.
- 8) The President-Elect approves all appointments and will provide each representative the name and contact information for each of the MSA committee chairs.
- 9) The Student Section Chair updates a spreadsheet on the Google Drive to keep track of Student Representatives and their contact information.

Foray Coordinator

(Special)

Annual MSA forays, first held in 1931, were originally organized by the Vice-President and usually scheduled for late summer. A Committee was established in 1972 to coordinate the annual foray held in conjunction with the annual meeting to be planned in coordination with the host institution and its representative. (See the Minnesota Foray report in *Mycologia* 67:1205 for additional historical information and suggested guidelines.) In the past few years, Committee duties have been concentrated in and carried out by one individual, the Foray Coordinator.

The Foray Coordinator

- 1) Works with the Local Arrangements Coordinator and the Program Chair along with state and local mushroom clubs (North American Mycological Society) to help plan the foray.
- 2) Ensures that a lab is set up locally after the foray for participants to work on their collections.
- 3) Submits a description of the Foray site to *Inoculum* in February to entice fence sitters to decide to attend the annual meeting.
- 4) Arranges for a photographic portrait to be made of the foray.
- 5) Develops the list of collections based on information solicited and obtained from participants. (The list and/or foray portrait was originally published in *Mycologia* but is now published with the formal foray portrait in the *Inoculum*.)
- 6) Submits an annual report to the MSA Executive Vice President along with revisions of these guidelines.
- 7) Submits the list and photos to the *Inoculum* Editor. The Portrait ordinarily accompanies the species lists, but may be published in the post-meeting *Inoculum* at the discretion of the Coordinator and *Inoculum* Editor.

Historian

The President appoints the Historian for an indefinite term (generally for as long as the appointee is willing to serve in this capacity).

The Historian

- 1) Obtains archival materials from the membership, particularly from outgoing officers and chairs of committees. This is often accomplished via the Executive Vice President following the annual meeting.
- 2) Maintains the official Society Archives (deposited at the New York Botanical Gardens).
- 3) Supervises the deposit of the materials in the Archives.
- 4) Submits a report each year to the Council of the Society via the Executive Vice President and sends a copy of the report to the *Inoculum* Editor for publication in the pre-/post-meeting issue.
- 5) Answers requests for information from the Archives.
- 6) Serves on the Committee for Memorials to be published in *Mycologia*.
- 7) Outgoing presidents should compile their files, including annual reports, from their terms as VP, President-Elect, and President, and submit these to Stephen Simon – Librarian, The New York Botanical Garden, Bronx, NY 10458 (ssimon@nybg.org <http://Archivist.NYBG>).

Joint Commission on Common Mushroom Names for North America

(updated 06/2012)

[As of 2012, Council voted to suspend this committee. Activities related to common names becomes the responsibility of the Rotating Committee for Liaison with Amateur Mycological Clubs & Societies]

Local Arrangements Coordinator (Special)

The Local Arrangements Chair is suggested by the President-Elect and voted on by Full Council immediately after a proposed meeting site is approved (at least two years prior to the meeting). The sitting President then writes to the nominee asking if s/he is willing to serve as Local Arrangements Chair. Upon accepting the position, the Chair coordinates planning and works closely with the Program committee member who will serve as Chair during his or her meeting year, and any others who will be involved in coordinating that annual meeting.

The Local Arrangements Chair

- 1) Plans the budget with program chair. Any contracts etc. that need to be signed should be brought to the attention of the MSA Treasurer. The local Arrangements chair should determine what all the expected costs are, as that will determine what registration fee structure is reasonable in consultation with the Program Chair.

- 2) Consults with the Program chair to help determine the time, location, and cost of registration, housing, meals, foray, workshops, Sunday Mixer, Society Breakfast Business Meeting, Social-Auction, sightseeing options, and childcare.
- 3) Consults with the MSA Executive Vice President to make arrangements for the MSA Council Meeting (usually the Saturday before the Sunday foray) and MSA Volunteer's Social.
- 4) Maintains contact with the Program chair regarding the AIBS /APS (or other) joint planning conference. (The Program Chair usually participates in such a conference but the Local Arrangements Chair may be asked to fulfill this duty.)
- 5) Coordinates annual foray logistics with the Program Chair and Foray Coordinator and
 - a) Helps to optimize "field-time" and minimize transportation time to the foray site
 - b) Locates potential good post-foray meeting rooms,
 - c) Submits field trip information to the society organizer in charge of the final program bulletin by that Society's deadline (usually in late October) when the annual meeting is to be held jointly with another society (e.g. AIBS, APS).
- 6) Finds a local source of copying and printing facilities. Coordinates arrangements for printing of the annual T-Shirt with the Endowment Chair.

When planning an independent meeting, the Local Arrangements Chair will need

- 1) A **competent** full service conference planning office or organization.
- 2) A cooperative and interactive Program Chair
- 3) Adequate (superb is better) physical facilities
- 4) A **dependable** associate to handle associated events such as forays and workshops.
- 5) Seed money depending on the facility and conference office.

Budget should cover

- 1) Fees for handling registration duties (mailings, money handling, etc.)
- 2) Airport shuttle or hotel shuttle buses
- 3) Field trips (buses, lunches, park fees, coffee)
- 4) Food (banquet, mixer, social, refreshment breaks, desserts)
- 5) Facility fees and charges (covering rooms, AV rental, poster boards)
- 6) Exhibit tables and/or booths
- 7) Printing or photocopying costs, folders, pay for help (table movers, etc.)

Assistance needed

- 1) Someone (else) to handle all aspects of the foray(s)
- 2) Someone (else) to handle all aspects of the workshop(s)
- 3) Someone (else) to sit at a HELP table in a central area to assist attendees with problems. (1990 Chair Hal Burdsall actually used his 13 and 15-year old children for these duties.
- 4) A message board located at the help table
- 5) Poster Session mediators equipped with extra pins, tape, felt-tipped pens, paper

General recommendations

- 1) Require registration and payment of all general fees by all attendees, with no exceptions. Reimburse those whose fees are waived promptly before they depart the meeting. Symposium organizers who are paying speakers must be given written instructions as to how to handle registration and fees.

- 2) Provide an exciting or at least interesting description of the meeting locale, indicating why this meeting will be one that the potential participant will not want to miss.
- 3) In setting up the program include maps of the local area and the building floor plan(s). Proofread the program before printing. Include the same sort of information that is generally provided with an AIBS or APS program.
- 4) Offer a reduced registration fee for students.

Memorials

(Special committee)

The Memorials Editor, President, and Executive Vice President comprise the **Memorials Publication Committee (MPC)**. The Memorials Editor will serve as Chair of the Committee. The Committee is responsible for keeping the MSA updated, through notification of the Executive Vice President, of the deaths of members and, when appropriate, arranging for the drafting and publication of a memorial in *Mycologia*. The Memorials Editor should submit an annual report to the MSA Executive Vice President (along with any revisions of guidelines) and the *Inoculum* Editor one month before the annual meeting.

MSA Memorials Procedures (modified 01/2016)

- 1) Deaths of MSA members and non-member mycologists should be reported to the Executive Vice President of the Society.
- 2) The Executive Vice President will report deaths to the Editor of *Inoculum*, who will publish the name and dates and a brief notice of the death in *Inoculum* in the Obituaries column. This will provide a timely notice of deaths to the members if they would like to respond to the survivors.
- 3) The Executive Vice President will also notify the Memorials Editor.
- 4) The Memorials Editor in consultation with fellow committee members, and any others deemed appropriate, e.g., Executive Council Members, will determine if a full memorial is appropriate, and if so, whether it will be placed in *Mycologia* or *Inoculum*. The criteria for making this decision include: length of membership in the society; service to the society; service as an officer of the society; honorary membership; substantial contributions to the field of mycology through research and/or teaching; and historical importance of the person to the discipline of mycology. Publication of a memorial in *Mycologia* is not restricted to ex-presidents.
- 5) The Memorials Editor, with the assistance of the MPC members and the Executive Council, will identify potential biographers.
The Memorials Editor will solicit biographers and track the progress of the memorial to ensure that it is submitted in a timely manner. The Memorials Editor will also notify the Executive Editors of *Mycologia* or the Editor of *Inoculum* as to who is preparing the memorial and the date by which it should be submitted. The Managing Editor of *Mycologia* will make memorials open-access, and send a PDF for posting on the MSA webpage.
- 7) A copy of the memorial along with a photograph should be submitted to the Memorials Editor for review.

Society Incorporation Liaison

The President appoints a Liaison, who is an MSA member who lives within Washington, District of Columbia (or environs) for an indefinite term (generally for as long as the Liaison is willing to serve in this capacity). The Mycological Society is incorporated in the District, which

sends annual registration forms to the Liaison, who forwards them to the MSA Treasurer. The Treasurer then signs the forms, pays the biennial fees, and returns them to the District. The Current Liaison for Society of Incorporation is Nor Faridah Dahlan. Smithsonian Institute, Washington D. C..

Appendices

Appendix A. Conflict of interest Policy for Mentor Travel Awards, Research Awards, and Student Awards committees.

1. A Research Awards Committee, Student Awards Committee or Mentor Student Travel Awards Committee member has a conflict of interest (Col) with applicants he or she is currently supervising, or is presently in a significant role of direct mentorship or collaboration, or has done so within the last three years, or has any other sort of conflict of interest that would reasonably preclude fair participation.
2. When a member of the Research Awards, Student Awards Committee or Mentor Student Travel Awards Committee member is in conflict of interest with any applicants, he or she will inform the Chair of the Committee as soon as possible after the award applications are sent out for review. If the Chair agrees with the Committee member that a potential Col exists, that committee member will then abstain from participating in the deliberation and vote for that application, but will remain engaged in the review of other applications.
3. If more than two of the five committee members (Research Awards Committee) or more than one of the four committee members (Student Awards Committee and Mentor Student Travel Awards) are in Col and thus not voting, the Chair of the Committee will appoint the *ex officio* member; if a Col is also identified with the *ex officio* member, the Chairs will work with the Executive Vice President to identify one or more *ad hoc* Committee members to participate in the deliberation and vote for that award.

Appendix B. Policy for harassment and discrimination.

The Mycological Society of America has a zero-tolerance policy toward discrimination and all forms of harassment, including but not limited to sexual harassment. No form of discriminatory or harassing conduct by or towards any employee, member, vendor or another person in MSA sponsored activities, meetings, or communications will be tolerated. The MSA is committed to enforcing its policy at all levels within the MSA. *Officers, employees or members who engage in discrimination or harassment will be subject to discipline as appropriately determined by the MSA Executive Council.*

Any individual who believes she/he has been subjected to discrimination or harassment should report the harassment immediately to the Executive Vice President, the President, other member of MSA Council, with whom they feel comfortable.

Appendix C. Recommendations for best practices to improve diversity

General recommendations for MSA officers and committee chairs

Officers and committee chairs should seek diversity by identifying new *talent pools*. This might be accomplished by attending the Student Section functions at the annual MSA meetings, disseminating nominations for speakers and awards to the membership, and advertising

nominations and symposia widely before finalizing invited speakers symposia for the annual meeting and Karling lecture.

Officers and committee chairs examine the history of awards on the MSA web site. If the history of the award has not been well balanced for diversity, consider making awards to candidates who would improve diversity.

All awards, fellowships, and nominations for committees and councilors should be broadly advertised and web-based forms should simplify the process.

1. Recommendations for Karling Lecture, Honorary Awards and Distinctions

Committees

- 1) MSA Distinctions committee - Alexopoulos Prize, the Distinguished Mycologist Award, the Weston Award for Teaching, and Gordon and Tina Wasson Award
- 2) Honorary Awards - MSA Fellow and Honorary Member
- 3) Karling Lecture committee
 - Recommend that efforts be made to engage a broad participation by MSA membership to generate nominations that improve diversity.

2. Nominations for elected officers and councilors.

- 1) Vice President, Executive Vice President, Treasurer, and Councilors
 - Recommend that Vice President and Exec. Vice President remind membership of MSA diversity goals at the call for nominations; send out reminders for additional nominations; work with Nominations committee to seek nominations that represent diversity of the MSA membership. The Vice President and Executive Vice President should encourage participation by reminding membership of voting and consider extensions of balloting to obtain the broadest participation possible.

3. Committees

- 1) Standing Committees: Education Committee, Electronic & Webpage Management Committee, Finance Committee, International Committee, Membership, Nomenclature Committee, and Diversity and Inclusion Committee
- 2) Rotating Committees: Endowment Committee, Karling Annual Lecture Committee, Liaison with Amateur Mycological Clubs & Societies Committee, Program Committee, Biodiversity Committee, Culture Collections Committee, Ecology Committee, Environmental Health & Medical Mycology Committee, Genetics and Cell Biology Committee, Phytopathology Committee and Conservation Committee
 - Recommend that the President-elect review the current roster of standing and rotating committees and seek assignments to committees that increase talent pools in MSA, annual meeting activities, at meetings (outside of annual MSA meetings) where mycologists regularly attend, and by soliciting nominations from MSA members.

4. Awards that are self-nominating or by application

- 1) Research, Student, and Student Mentor Travel Awards
 - Recommend that the awards committees advertise these awards extensively using MSA mechanisms (*Inoculum*, email blasts, Student Section) and beyond MSA by placing notices in list serves (e.g., *Ecolog*, *Evoldir*) and in related society newsletters (e.g., APS, BSA, ESA, and SSE). Require MSA membership as a criterium to apply for awards (with the exception of Undergraduate Award). Recommend that the awards be made based on merit and diversity, and encourage attendance at meeting to accept the award.

5. MSA annual meetings

- 1) Local Arrangements Coordinator
- 2) Program Committee
- 3) Student Awards Committee
 - Recommend that funds are allocated to improve diversity of student members (add text in awards announcement that underrepresented students are especially encouraged to apply).
 - Recommend that the program for the annual meeting is organized to create ways for people to connect (e.g., Career Lunch) at which established mycologists of different professions meet and interact with student and postdoc members.
 - Recommend that outreach, mentoring, or the annual meeting programs are implemented in the program schedule. Enlist the Student Section to identify helpful programs and new ideas
 - Recommend that the Program committee advertise proposal of symposia widely and beyond the typical MSA mechanisms (as above for student awards). Advertise that the *selection of symposia and speakers* for the annual meeting is to include representation of diverse talent pool and reduce historical biases (e.g., the same investigators or students of investigators invited). These criteria are announced with the call for symposium proposals.
 - Recommend that Student Awards at the annual meeting (e.g. presentation and poster awards) should focus on merit and diversity, consider history when breaking close ties, and recruit ad-hoc judges that improve diversity.