

MSA
MANUAL OF OPERATIONS

FOR
OFFICERS
COUNCIL MEMBERS
COMMITTEE CHAIRS
REPRESENTATIVES

of the

MYCOLOGICAL SOCIETY OF AMERICA

**Revised annually by the MSA Secretary
and President-Elect**
(Most recently: January 2012 —J.A.Glaeser)

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 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 10-10)

The affairs of the Society are managed by a Council composed of a President, President-Elect, Vice-President, Secretary, Treasurer, the two most recent Past-Presidents, and eight additional 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 award 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 Lecturer to the Chair of the Karling Annual Lecture 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 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 Secretary 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 Allan 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 both President and Secretary (copying all other council members) for a specified period of time. When a vote is called, the Secretary will assign a number and then send a specific proposal for a vote. Council members will send their vote to the Secretary, who will then tally the vote and notify Council of the outcome. [See complete protocols under the Secretary'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 Secretary, correspondence [vote] returned to the Secretary 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
Secretary	\$2000
Treasurer	\$1000
Program Chair	\$2000
<i>Inoculum</i> (publication costs)	\$6,500
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 expenditures greater than these amounts would be likely approved by Council. In many cases, the use of email and electronic communications has reduced the necessity for out-of-pocket expenses.

Executive Council

The Executive Council consists of the President, President-Elect, Vice President, Immediate Past-President, Secretary, and Treasurer. It serves as an advisory body that can accomplish Society goals more effectively by meeting 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. This will allow for Society business to be carried out during the year so that all activities and decisions will not be delayed until the Annual Council meeting. The midyear meeting can be held by conference call to minimize travel costs. Any one 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

General Responsibilities

The President:

- 1) Is responsible for establishing policy, with the assistance of Council members and others. While the Secretary 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 Secretary 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 Secretary 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 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 Secretary and directs the Secretary 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 of the annual meeting to receive the award.
- 5) Assures financial review of all funds has been completed.

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 Secretary, determines the order of business.
- 3) Presides at the midyear Executive Council meeting and aids Secretary in preparing the midyear agenda.
- 4) Determines who will present the Society Distinctions awards (Distinguished Mycologist, Alexopoulos Prize, and Weston Teaching Award) in consultation with the Distinctions Chair (these awards are currently presented at the Annual Business meeting and Breakfast Ceremony).
- 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 Secretary will provide the President-Elect with a list of Roster appointments that need filling approximately 1-2 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, IUMS, 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.
- 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) Editor-in-Chief of *Mycologia*
 - 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 Secretary 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 Secretary 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 Secretary, maintains and updates this "MSA Operations Manual" for the officers, Council members, committee chairs, and representatives. The MOP is to be reviewed annually 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.

Vice President

(updated Sept. 2011)

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) 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.
- 4) 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 Secretary).
 - 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.
 - d) The Nominations Committee will send the VP the second slate of nominees and a ranked list of alternative nominees by Feb. 15.
 - e) f) 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 Secretary and Treasurer. Candidates wishing to know about the candidate competing for the same office are to be given full disclosure. The VP should check with Allen Marketing (Kay Rose in 2008) to ensure that all candidates are current Society members. Because the positions of President, Secretary 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, providing, if possible, 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 of candidates.
- i) Coordinates with the Secretary to add any proposed by-law changes to the ballot.
- j) Coordinates with the Secretary to send the full ballot to the Association Manager at Allen Marketing and Management (Christy Classi in 2011) for posting on the secure ballot site of the Business page.
- k) Coordinates with the Secretary to send a blast email notifying all members of the opening of the ballot for voting; all those members without email addresses or with inaccurate email addresses (e.g., bounce-backs) should be sent snail-mail copies of the ballot.
- l) The deadline for the above vote should be by early April (or at least 2 months prior to meeting according to the by-laws).
- m) Receives via the Secretary the electronic ballot results. Receives mailed in paper ballot results from the Secretary.
- n) 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.
- o) Notifies the President and President-Elect of the election results orally, and the Secretary in writing, including results of by-laws changes.
- p) 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).

Secretary

(updated 10/10)

The Secretary is elected for a three-year term of office. Individuals shall not serve more than two terms consecutively. Expenses (stamps, paper, envelopes, and other office supplies) are

reimbursed by the Treasurer. With the advent of email, expenses are largely related to copying and mailing of Council meeting materials).

The Secretary

- 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 Secretary at the Annual Meeting) the incoming Secretary will

- 1) Thoroughly read the MSA Constitution, Bylaws, and Manual of Operations, which provide a road map of how the Society is run.
- 2) Get 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 Secretary'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 Secretary, Past-Presidents, and current executive any ongoing issues/problems.
- 4) Contact the Society's Association Manager at Allen Management & Marketing (Christy Classi in 2010) to discuss how to contact the Secretary 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 secretary (this generally proves simultaneously disheartening and highly instructive).

MEETINGS

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

For the mid-year Executive Council meeting, the Secretary 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, Secretary, Past-President) and invited guests (such as the Managing Editor and/or Editor-in-Chief).
- 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 Secretary has requested that any confidential material be included in “Section B” of the report.

- 3) With the President, ensure venue and food for the meeting; arrange hotel accommodations for attendees. In the event of a conference call meeting, make arrangements for conference call facilities.
- 4) Compile Council Meeting items for electronic distribution (prior to the meeting) and photocopying: 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. The Secretary may elect to compile these in a bound booklet for hardcopy distribution at the meeting.
- 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 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.
- 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.
- 8) In 2009, the midyear meeting was conducted by conference call. In such cases, the Secretary should make the arrangements for teleconferencing and get the information to the Council approximately one week before the scheduled meeting.

To prepare for the annual meeting, the Secretary should

- 1) In late September coordinate with the Vice President 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 (newly revised July 2005). The International Committee, which will distribute annual international travel awards, should be included with the five Awards committees 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 Secretary both to attend Council meeting so as to become familiar with Council procedure and minutes-taking and to sit at the head table to take “under-study” minutes during the General Business meeting. The Secretary 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) 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, Editorial Assistant, *Mycologia* Editor-in-Chief, *Inoculum* Editor, Webmaster, and AMM 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 Secretary should:
- 4) Specify that reports be sent electronically as Email attachments to the Secretary at least 3 weeks prior to the meeting.
- 5) Remind all Awards Committees (Distinctions, Research, Student, Mentor Travel, and International) to be prepared to supply immediately after the annual meeting biographical/ background information (with photos, if possible) on all award winners to the *Inoculum* Editor

for publication in the post-meeting issue. As of 2008: Distinctions need to provide a short bio and photograph for each winner for inclusion in the meeting program book.

- 6) 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 Secretary at least 3 weeks prior to the meeting.
- 7) 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 Secretary 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.)*
- 8) Email copies of all reports and the agenda to Officers and Council members, including newly elected officials. Those who have not sent in annual reports should be asked to bring the original and 25 copies of their report to the Council meeting.
- 9) Send all of the annual reports from Officers and Committee Chairs, Representatives, etc. directly to the *Inoculum* Editor. Also note that some reports may need editing before publication. *[Some reports contain sensitive information that need not be shared with the Society at large, e.g., ranking prospective Karling Lecturer candidates. 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 Secretary.
- 10) 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.
- 11) 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.)*
- 12) Prepare at least 25 sets of Council meeting materials containing
 - a) The agenda,
 - b) MSA Organization roster, and
 - c) Annual reports with table of contents.
- 13) 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)
 - b) List of new members and new emeritus members (approximately 30-50 copies to lay on tables)
 - c) Copies of previous meeting minutes for membership approval (30-50)
 - d) Coordinate/ensure that those giving awards announcements bring bios to read; bring extra copies to the meeting
 - e) Coordinate/ensure that those responsible for plaques, checks, certificates will be bringing them or have made arrangements – ask that you receive them at least 15 minutes prior to the start of the meeting
 - f) Arrange for photographer (*Tom Volk* has been doing this for years)
 - g) Confirm that appropriate arrangements for catering, head table, and AV have been made (usually done in coordination with local meeting arrangements coordinator)
- 14) Express mail Council meeting materials and General Business meeting agendas to the meeting venue (hotel or conference center) *OR* local meeting arrangements coordinator a week before the meeting (or hand carry in luggage). Call ahead to let the coordinator/center

know that this item is being sent. ALSO Call to make sure that the package arrived safely.
 Note: as of 2010, it is possible to make arrangements through FedEx/Kinkos to print materials at a remote location so that they can be picked up upon arrival in the conference cit, thus minimizing shipping costs.

- 15) Bring with you
 - a) One set of Council materials
 - 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 Secretary 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. 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.
- 2) 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.
- 3) 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*.)
- 4) 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.*)
- 5) 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 Secretary will

- 1) Present highlights from the Secretary'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.
- 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 Secretary'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 Secretary's term, turn over to the incoming Secretary a final checklist of items to ensure a smooth transition and hard copies 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.)

POST-MEETING ACTIVITIES

At every 3-year secretarial transfer, the outgoing secretary is only responsible for items 3-7. The incoming Secretary (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 Secretary will more easily establish a working rapport.

Immediately upon returning to work after the annual meeting, the Secretary should

- 1) Contact the outgoing President-Elect for the most recent revision of the Society Manual of Operations (MOP). [Despite our best efforts, the MOP generally does not get fully revised by the President-Elect until September or October—in recent years revisions to the MOP are done by the Secretary.] Review the new MOP before emailing it to the Society Webmaster.
- 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.
 - 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.
- 6) Compile and send a full set of original mid-year and annual reports, minutes, Society Roster, and revised MOP to the Society Historian.
- 7) Remind Distinctions, Research, Student, Mentor Travel, Honorary Award, and International committees to send in bibliographic information and photos of Award Winners to *Inoculum*

and to send the names of award winners and honors recipients to the Society webmaster for posting on the MSA website.

- 8) Remind the President of the need to have appointments completed by September.
- 9) 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 IMPORTANT. This is where defunct Email addresses will be detected. In September-October 2000, there were at least 90 errors uncovered by this process.* 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. At the bottom of each batch list, be certain to include the Secretary's Email; this ensures that the Secretary automatically receives verification that the Email has been sent as well as a copy of the message. Note: JAG does not recommend this since it leads to excessive email files. Copies of all email correspondence is kept in the "Sent" folder of the email program.
- 10) 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 both President-Elect and Secretary. 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.]*
- 11) Ensure that the President has sent the corrected MSA Organizational Roster to the Secretary 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 (SECRETARY 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 Secretary. Executive or Full Council may respond to the request for action via the Secretary and/or Secretary either informally (after a general Email discussion) or formally (after a numbered Email poll).
- 2) The President opens an initial discussion phase, which the Secretary will monitor to determine when a recommendation has been agreed upon. It is the responsibility of the Secretary 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 Secretary will issue a formal Council Email Poll number and present the formal motion to Executive or Full Council.

- 5) The Secretary 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 Secretary will incorporate and “High Priority” Email the item to be voted upon to Executive or full Council. In this message, the Secretary 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 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 Secretary’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” option is deemed not necessary, as the Secretary will include the actual vote tally (when there are differences) 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 Secretary alone.)
- 9) The Secretary will moderate each poll. Should discussion points confuse an issue, the Secretary 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 Secretary will set a deadline of 1-2 weeks for vote return. At the midpoint, the Secretary may wish to send out a progress report to encourage those who have not yet responded to do so.
- 11) 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.
- 12) 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.]

- 13) When all of the Executive or a quorum of full Council have voted, the Secretary 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*.
- 14) 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 Secretary’s annual report and/or appended to the Council annual meeting minutes.

ELECTION (SECRETARY GUIDELINES)

- 1) The Vice President, who will work with the Nominations committee, is responsible for formulating the spring ballot. The Secretary, however, should work with the Vice President to ensure that any proposed by-laws changes be included in the ballot.
- 2) Both Secretary and Vice President will ensure that a copy of the ballot including the slate of officers and any by-law changes, reach the AMM 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. A copy of the ballot may also be published in *Inoculum*. Note: as of 2010 there were 130 members with invalid or no email addresses; these members must be contacted by regular mail and given the option of updating their email address and voting electronically or mailing in a paper ballot. Paper ballots can be mailed directly to the President Elect or to the Secretary. Ensure that Allen Press sends snail-mail ballots to all members whose email addresses bounce-back during the blasting; these members should also get a notice with their ballot to check/correct their email addresses in the membership directory. In recent years this system has worked well to ensure that most members now have updated membership directory information.
- 3) The Secretary should assist the Vice President in reviewing the electronic Spring Ballot before it goes “live”. This is extremely important to catch typos and glitches in the online system. As of 2010, Christy Classi at Allen Management supervises the set up of the electronic ballot.

MEMBERSHIP INTERACTIONS (Secretary guidelines)

- 1) Although the Secretary was in the past responsible for all membership interactions, the Allen Management and Marketing (AMM) MSA Association Manager (*Christy Classi in 2010*) now responds to almost all individual membership concerns. Currently, AMM monthly provides the Secretary 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 Secretary may now exercise discretion in granting approval for AMM to sell the membership for \$250 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 Secretary must email Allen Press an updated “new member welcome” letter for emailing to new members.]
- 2) It is the responsibility of the Secretary 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 Secretary 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 Secretary 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 Secretary should list and welcome new members and include the names of recently deceased members in the “MSA Secretary Email Express” every two months in *Inoculum*.

BLAST EMAIL POLICEY AND GUIDELINES

The capacity of the Society to use send one email to all Society members was first used in late 2003. These are sent by the Account Manager at AMM (Christy Classi in 2010). 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 Secretary;
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. That the Society continues to distribute annual ballots as hard copies to those members without email addresses in the MSA Directory.

ROUTINE CORRESPONDENCE AND GENERAL TIPS

The Secretary should

- 1) When at all possible, consider only one issue per Email. (*Few respondents remember to reply to all items on a list!*)
- 2) Maintain a large binder or pocket file for filing paper copies of the MSA Constitution & By-Laws, MSA Manual of Operations, minutes of past Executive and Council meetings, Ballot results and By-laws changes, regular correspondence, and printed copies of important Email correspondence, and brochures, pamphlets, and manuals. (*With the Historian, the Secretary serves as the bearer of the Society’s institutional memory.*)
- 3) Preserve all Email correspondence for at least one year. With the advent of Email, most Society is transacted on a daily basis. As printing all or even most MSA-related Emails is too time-consuming, it is easier to file Email correspondence either in the application [in monthly folders] or saved to diskette/CD. It is helpful to manage Email correspondence by also filing labeled “text clippings” of important issues and polls in computer folders assigned to each Society functionary or committee.
- 4) Devote at least one to two hours per 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) Develop a spreadsheet or other time-management/multi-tasking outline to facilitation tracking of completed and uncompleted tasks. [It is easy to become sidetracked by unscheduled emergencies or other distractions. Color-coding and prioritizing lists in Excel, for example, will forestall “losing” important committees or volunteers.]

- 6) 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.
- 7) 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

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 etc. The current (2004) Society Association Manager is Kay Rose (1-800-627-0629, FAX 913-843-1274, <krose@allenpress.com>).
- 2) Is responsible for the preparation of the annual 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.
- 6) Is responsible for providing forms for reporting income (IRS forms W-2, 1099 Misc) to MSA contractors and vendors, e.g. indexing services, editorial assistants, etc.
- 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 Secretary 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.

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 (Jan 2001) has

- 1) A **checking** account with the Douglas County Bank [P.O. Box 429, Lawrence, KS 66044-0429],
- 2) An **investment account** with First Union Securities [Account manager is Phyllis Albritton, 200 Country Club Dr. Suite C-2, Blacksburg VA 24060), and
- 3) A **business bankcard** (VISA) through Bank of America [P.O. Box 53155, Phoenix AZ 85072-3155].

The newly elected Treasurer should send a change of address request to each of these to receive monthly statements.

MSA Checking Account

- 1) The Douglas County Bank 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. Most of the income is received in December through February, the membership renewal period. The greatest expenses are for printing and mailing *Mycologia* and management fees from Allen Press. Invoices for *Mycologia* are sent bimonthly, coinciding with publication of issues. Awards given at the annual meeting are another large expense.
- 2) The checking account does not earn interest, so it is best to keep a balance sufficient to cover immediate needs and transfer the balance to the First Union money market account, where it will earn interest until needed. When the balance in the checking account is high, usually in January when most renewals are posted, transfer most of the excess to the First Union money market account. Funds can then be transferred back to the Douglas County Bank account as needed by writing a check on the First Union Account.

- 3) Deposits from member renewals, subscriptions, page charges, back issue sales etc. are made directly to the Douglas County Bank account by Allen Press (AM&M). 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 against monthly bank statements for reconciling the checking account. Ordinarily deposit amounts from the deposit records agree with the bank statements, but sometimes corrections appear in the deposit records before they are posted at the bank. Kay Rose at Allen M&M is usually able to quickly 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.

First Union Investment Account

- 1) The investment account currently managed through First Union Securities is where long-term MSA monies are held. This includes the MSA Endowment funds and operating revenues temporarily deposited in the money market account. The investment account consists of money market funds, mutual funds, and a bond ladder of US Treasury bonds. Investments are made under the guidance of the Investment Committee. The Treasurer must keep track of interest/dividend income, return of principle etc when bonds mature or are sold.
- 2) Since contributions to the MSA Endowment become part of a restricted fund (i.e. only the interest can be used), Endowment contributions should be deposited in the First Union account as the Treasurer receives them. The Chair of the Endowment Committee keeps a separate checking account for receiving contributions. Periodically after a number of contributions have been received, the Chair of the Endowment Committee will send a check for consolidated endowment contributions to the Treasurer. The Treasurer can then deposit this directly to the First Union account.

Bankcards

- 1) The Bank of America VISA card is used for convenience. It is useful for purchasing airline tickets for MSA officers etc for midyear meeting travel and accommodations and for certain expenses surrounding the annual meeting such as President and Karling lecturer accommodations, hotel and conference center expenses, photocopies needed for annual meeting, etc.
- 2) There is a \$45 annual fee for the VISA card. Toward the end of the Treasurer's term, a new card should be ordered for the next 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 Secretary.
- 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.
- 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, IMC, IBC.
- 7) For the midyear Executive Council meeting the following expenses are covered: travel and transportation, parking, lodging, and one "group" supper.
- 8) Requests for membership labels or the complete membership list should be referred to the Secretary and AMM MSA Association Manager. Currently the list is sold to non-members for \$250 for one time use only. The list is sold as hard-copy labels only and never as an electronic file.
- 9) Notify the Secretary of any important membership information changes.
- 10) Send letters of appreciation to contributors to the Alexopoulos Fund.
- 11) Reroutes information to appropriate Chairs so that they may write letters of appreciation to contributors to the Smith & Martin-Baker Research funds, Endowment funds, and Sustaining memberships.
- 12) With the Secretary, Sustaining Membership Committee Chair, Managing Editor, *Mycologia* EIC/Editorial Assistant, *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.
- 13) Sends an annual list of contributors to the *Inoculum* Editor for publication in the November-December issue.

Calendar (Treasurer guidelines)

June-July

- Solicit Updates from Allen M&M
- Send annual summaries to Secretary 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
 - ~30-50 copies of the New Member List for the Annual Business meeting
 - Checkbook for awards
 - Self-addressed, stamped envelopes containing letter to students requesting social security numbers and student enrollment verification

August

- Complete final annual audited report for fiscal year already ended
- Confirm with AMM & AP 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 Incorporation papers

Councilors

[Please also see “Council” above]

Two subject area councilors for each subject area (see below) are elected for staggered two-year terms. Councilors, who are members of the Full Council, 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, *Mycologia*

Council appoints the Editor-in-Chief 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 of *Mycologia* to attend the annual Council meeting if he/she has no other funding support.***

General Responsibilities

The Editor-in-Chief

- 1) Assumes office and control of the journal at the beginning of the new issue of the journal following appointment by Council.
- 2) Prepares and submits reports to the Secretary prior to the mid-year Executive Council and annual Council meetings.
- 3) Is the presiding officer of the Editorial Board of *Mycologia*.
- 4) Oversees 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.
- 5) Cooperates with the Managing Editor to coordinate fiscal and editorial policies.
- 6) Maintains a ledger of expenses for *Mycologia*.
- 7) Coordinates the efforts of the Allen Press (September 2001) Index Editor.
- 8) Coordinates the activities of the Editorial Advisory Board, including solicitation of nominees for that Committee for approval by MSA Council.
- 9) 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 Assistant, *Mycologia*

Council has approved funding (\$20,000 in 2000) for a part-time Editorial Assistant, selected by the Editor-in-Chief, who helps the EIC with manuscript submission, technical review, proofreading and correspondence. Full guidelines are pending adoption of a fully electronic manuscript tracking and submission system.

Editorial Board

The Editorial Board consists of the:

- 1) ***Mycologia* Editor-in-Chief**
- 2) **Managing Editor**
- 3) **Associate Editors**

4) **Editorial Advisory Committee**

As presiding officer, **the Editor-in-Chief**

- 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 Secretary for Council approval.
- 3) Refers the names of Editorial Advisory Committee-nominated EAC candidates to the President and Secretary 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*

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) Maintains contact with MSA's representatives at Allen Press (AP) and Allen Marketing & Management (AMM) and ensures the contract between MSA and the printer (AP) is carried out.
- 2) Arranges for the renewal of contracts with the press (AP) that publishes *Mycologia* and the management and marketing firm (AMM) and presents recommendations to the MSA Executive Council.
- 3) Annually (about April) completes and files the Journal Buyer's Guide Registration Form with the AP Catalogue Manager.
- 4) Via a Print Order form, notifies Allen Press of the number of copies to be printed for each issue.
- 5) Signs both Copyright Assignment forms received from each and every author. Preserves one in MSA archives and returns second to author/s.
- 6) After receiving Page Charge forms from corresponding authors, copies them and sends forms signifying agreement to pay page charges to MSA Association Manager at AMM (Kay Rose in 2007).
- 7) Two or three times a year compares AMM billing reports with the forms in ME files.
- 8) Maintains copies of the databases of Institutional and Member Subscribers obtained from AMM (Kay Rose).

- 9) Manages inventory of back issues of *Mycologia*, *Inoculum* and MSA Membership Directory at Allen Press to assure a reasonable supply to meet orders; also recycles excess copies and reviews status of back issues about every three years.
- 10) Acts as liaison with the New York Botanical Garden Publications Officer on matters related to *Mycologia* because NYBG
 - a) Sells the *Mycologia* Index to volumes 59-80, returning a percentage to MSA;
 - b) Determines the 95 institutional subscribers to receive *Mycologia*, compliments of MSA (part of the MSA-NYBG severance agreement to expire in 2008).
 - c) Holds copyright over *Mycologia* volumes 1-90.
- 11) Responds to requests for information from members, institutional subscribers and others. This includes a variety of topics, especially requests concerning copyright, queries for permission to use copyrighted data published in *Mycologia*, and page charges.
- 12) Arranges for the Membership Directory to be produced every three years by Allen Press in time to be included with the July/August issue of *Mycologia* (the current Directory was published in 2002). This entails preparing the covers and introductory pages, reading various galley proofs, and returning proofs to the printer.
- 13) In cooperation with the Treasurer, reports on the financial state of *Mycologia*, subscriber numbers, and other pertinent data at the Executive Council mid-year meeting and MSA annual Council meeting.
- 14) Prepares an announcement urging members to renew their membership and coordinates with the Secretary to send it out by AMM blast email facility.
- 15) Annually (during first quarter) contacts potential indexers, negotiates the contract for indexing *Mycologia*, receives indices as each issue is completed, and requests that the Treasurer issue payment for each issue. (The indexer formulates bimonthly and annual indices, submits them to AP in time for publication on schedule, and proofreads galleys.)
- 16) Annually receives (about December 1) from Allen Distribution International the proof copies for the mail sheets/label for the next year's mailings of *Mycologia*. Reads proofs and notifies ADI. Also at this time approves numbers of labels to be printed for the upcoming year in the "Periodicals", "Allen Air" and "1st Class" categories.

Revised June 2004 by J. Ginns

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 two-year terms. Terms may be renewed twice, 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

- 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 Editor-in-Chief, who 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 08-10)

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.

All MSA members, including both individuals in a family membership, receive a copy of the *Inoculum*. All issues of the *Inoculum* are sent to new members in the year in which they join the MSA. Back issues for the year in which late renewals of MSA members are received will not be sent, however. *Inoculum* should be sent to professional scientific societies dealing with biological sciences and issues, and designated by President. This can be *pro bono* or in exchange for other newsletters. At the discretion of the Editor, additional newsletters may be sent to contributors or those honored by Society awards.

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. 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) In consultation with the Allen Marketing & Management Association Manager (Kay Rose in 2010), determine number of individual copies to be printed each year.
- 7) Send mid/year (optional) and annual reports on editorial activities to the Secretary.
- 8) 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)

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 the reviews back to the publishers. That is a good time to request additional new books. Sending the reviews can be done by scanning the book review and emailing the pdf file to the publisher, usually someone involved in publicity.

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. I tell reviewers that they have three weeks to send the review although I usually remind late reviewers about two weeks before the deadline for the next issue. Only one person absolutely never sent their review back. My policy was to send the book to the first person who requests it. If a book simply is not requested and seems worthy of review, I may 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. I 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

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 Secretary, 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 Secretary 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 Secretary 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 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 add 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.

American Type Culture Collection (ATCC)

One representative on the Board of Scientific Directors

ATCC is a global, nonprofit, bioresource center that provides biological products, technical services, and educational programs to private industry, government, and academic organizations around the world. Its mission is to acquire, authenticate, preserve, develop, and distribute biological materials, information, technology, intellectual property, and standards for the advancement, validation, and application of scientific knowledge. ATCC is the official permanent collection of ex type cultures of microorganisms, viruses, and cell lines. A Board of Scientific Directors composed of representatives from affiliated scientific societies advises the collections.

The MSA liaison to ATCC is nominated by the MSA Council and elected by the ATCC to a three-year term.

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 encouraging liaison with, and development of national, regional and international bodies which 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 three-year term and is appointed by the MSA President.

International Union of Microbiological Societies, U.S. National Committee (IUMS)

One representative

Council appoints the MSA representative to the IUMS for a three-year term. IUMS is a nongovernmental, nonprofit organization established to promote the study in biological sciences and to initiate and coordinate scientific activities that require international cooperation including international conferences. Membership consists of national members (research councils) and scientific members (disciplines such as plant pathology).

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, herbariums, universities and other institutions that house natural science collections and utilize them in research, exhibitions, academic and informal science education, and 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 Secretary, 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 Secretary 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

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 Secretary 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 Secretary 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

Education

(Standing Committee – 4 members)

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 transparency slides or 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. Hard-copy items such as posters and handbooks (“Careers in Mycology”)

were previously enclosed in new-member packets or sent to individuals interested in studying mycology or career-placement offices in high schools and colleges. At the present time, the “Careers in Mycology” handbook is both out-of-date and out-of-print, with no copies remaining. The only poster currently available (“What can you do in Mycology?”) is the only enclosure in new member packets in addition to the Welcome letter signed by the President.

- 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 – 2 members)

(updated 8-08)

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 & Editorial Assistant, *Inoculum* Editor, MSA Secretary, the Allen Press Liaison and the HighWire 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) **Abstract Submission Site Manager** - maintains the abstract submission site for the annual meeting. **(Note: in recent years, the duties of this position have been performed by members of the Local Arrangements Committee since abstract submission is often arranged through the host venue. 01/2012).**
 - b) **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

[Information Quality Control Officer – checks the accuracy of masthead information displayed on the *Mycologia Online* web interface and *Mycologia* front and back inside covers.

The Officer will be assisted by the Secretary, who will supervise information flow to the Officer, *Mycologia* EIC and Editorial Assistant, Allen Press liaison, *Inoculum* Editor and MSA Webmaster. (This position was dropped in 2004)].

Finance

(Standing Committee – 5 members)

Purpose: To plan and supervise investment of the Society Endowment Funds and the Operating Funds and advise the Council on other financial matters.

- 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 is a designated stockbroker, approved by the MSA Council and the Finance Committee.
- 4) The majority of the Endowment Funds will be held in very secure US Federal Notes with not more than 30% of Society funds committed to conservative mutual funds or similar investments.
- 5) Operating funds, which are designated by the Treasurer, shall be held in a money market fund within the portfolio to maximize interest return but available to pay the periodic bills for the publication of *Mycologia*, fees for electronic publication with HighWire Press, and other periodic bills. The Treasurer has access to these funds, which comprise part of the operating funds of the Society.
- 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 Finance Chair and 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 Secretary and *Inoculum* Editor.

International

(Standing Committee – 4 members)

(updated 1-09)

Purpose: To act as a liaison between MSA and the international mycologists, in order to promote various kinds of collaboration mutually beneficial for both parties 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 mycologists at a global level.

In 2005-6 it was agreed that this committee oversee the administration of the International Travel awards in years when such awards are offered. In 2009 it was agreed by Council 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 – July	The International Committee deliberates on what suitable international meetings are coming up between the dates May 2010 to April 2011 for which they believe MSA should offer graduate student &/or post-doc travel award support. <i>(see note below)*</i>
August	The International Committee recommends to MSA their list of chosen meetings. Ideally recommendations will be provided in time to be placed in the Committee's annual report, which is due prior to Annual Council meeting that is held during MSA's Annual Meeting.
August	During the Annual MSA meeting, Council votes on the recommendations. Or if the recommendations were not received in time for that meeting, the MSA Secretary polls Council by email.
August	Council informs International Committee of Council's approval, including number of awards and monetary amounts approved.
Early Nov.	The International committee prepares their award announcement with the MSA Secretary and/or 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 Secretary of the winners.

* Dates of international meetings to be considered could be anytime from around May 2010 up to April 2011. 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. 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.
3. (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).
4. Awards are generally for \$500 each.
5. 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.
6. 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.
7. Other considerations may follow those for the Mentor Travel Awards.

Membership Committee

(Standing Committee – 4 members)

(updated 8-08)

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.

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.
- 2) Both renewal and solicitation letters, sent out on MSA letterhead, should incorporate information about MSA.
- 3) 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.
- 4) 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 (Kay Rose in 2010).]
- 5) 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.
- 6) 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, *Inoculum* Editor, MSA Webmaster, Allen Press Liaison (Christy Classi in 2004), and MSA Secretary.
- 7) The Committee and MSA President both send letters of appreciation to continuing and new Sustaining Members each year.
- 8) As a benefit of membership, Sustaining Members can purchase a set of MSA mailing labels at cost. This is between three and five cents per label, depending on the type of label. Approved purchase of mailing labels by companies that are not Sustaining Members cost \$250.
- 9) 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.

- 10) In 1994, \$2500 from the MSA Reserve Fund, which is money from Sustaining Membership, was used to provide five Sustaining Member Student Travel Awards. Other uses of the money similar to this can be explored and discussed with the Treasurer. Council needs to approve any expenditure.

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 get this information: (phone/fax/email) AND a brief, 5--15 words, descriptive phrase of the company which 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 Secretary, *Inoculum* Editor, *Mycologia* EIC and Editorial Assistant, Allen Press Liaison (Heidi Raak), and AMM Association Manager (Kay Rose).
- 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)

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)

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.

ROTATING COMMITTEES – AWARDS

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 Secretary, 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. [This may be *coordinated* by the Awards Coordinator but remain the *responsibility* of the committees.]
2. The deadline for receipt of nominations and applications by the Chairs will be Feb 15th.
3. The deadline for final decisions of the committee and notification of the Secretary 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.
5. The Awards Coordinator will oversee the creation of plaques for Distinctions and Fellows.
6. The Awards Coordinator will oversee the publication of the results in the post-Annual Meeting issue of *Inoculum*.

Honorary Awards Committee

(Rotating Committee – 3 members)

(updated 10-10)

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.
- 3) Works with the Secretary 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 Secretary is April 1st each year.

Honorary Members

- 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 Members.
- 5) The following guidelines for voting on honorary members were approved at the Annual Council Meeting 2005:
 - a) Discussion be held through a secure website administered through Allen Marketing and Management
 - b) 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.)
 - c) That a requisite period of two weeks for discussion be allotted prior to calling the vote which could be extended an additional two weeks *if requested by any council member*.
 - d) That the people who submitted letters in support of the nomination may also be brought into the discussion 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.
- 6) Names of the Honorary Member nominees will be put forward for approval at the annual business meeting and after approval, the new Honorary Member(s) will be notified by the President. **NOTE:** *At the 2009 MidYear Executive Council Meeting it was decided by council that Honorary Member nominees should be notified by the Honorary Awards Committee Chair as soon as they have been approved, such that the nominated awardee could plan to attend the annual meeting to be present during the Business meeting in which the membership approves the nominee's status. Honorary Member will receive a plaque.* The Chair may have the appropriate plaque prepared locally or contact the Secretary or Awards Coordinator for contact information for the contractor who has made the plaques previously.

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) Eventually, the total number of MSA Fellows should not surpass 5% of the membership (e.g. 60 out of a total membership of 1200). For the first few years, 5-10 people could be selected per year. Later, it is possible that in some years no Fellows may be recognized.
- 4) The "Honorary Awards" committee, which will solicit names of potential Fellows from MSA Council, may contribute to the list of potential Fellows candidates and soliciting 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.
- 5) 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.
- 6) After approval by Council, the successful candidates are to be notified and asked for their CVs.
- 7) The Chair will compile brief (but entertaining – recall *ad hoc* Chair Kohn's presentations in 2002) biographies to be read by the President (or Committee Chair) at the MSA awards ceremony.
- 8) The Chair coordinates with the Awards Coordinator to have plaques made for those who receive the Awards. The Chair may have the appropriate plaque prepared locally or contact the Secretary or Awards Coordinator for contact information for the contractor who has made the plaques previously.
- 9) 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.

Mentor Travel Awards

(Rotating Committee – 4 members)

(updated 08/2011)

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 Secretary and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare results for publication in *Inoculum*.

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. Strength of the support letter from the major advisor.
 - c. 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). The committee will designate each award winner in the name of an MSA
 - d. 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 chairs 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 more efficient at 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 see if there are 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).

Assignment of award winners to a specific mentor

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 e-mail of student and major professor..
- b) When there is a case of matching funds, a verification letter or e-mail 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 chair will provide the winners' e-mail address to the chair of the endowment committee so they can be contacted to offer their help.

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) Notify the Awards Coordinator and MSA Secretary of the results. This should be done on or before April 1st.
- f) 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.
- g) Prepare a summary of the awardees noting their name, University, supervisor, thesis title or topic, and the mentor for distribution to the Secretary, President, and Treasurer.
- h) Present Mentor Travel Awards at the MSA Social and Auction during the Annual Meeting.
- i) Maintain, and pass on to the next chair, all guidelines, form letters, and mentor biographical sketches.
- j) Send an annual report to the MSA Secretary and send the final results to the *Inoculum* editor for publication in the post-Annual meeting issue of the newsletter.

Mycological Society Distinctions

(Rotating Committee – 5 members)

(updated 10-10)

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

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, e-mail, 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 Secretary 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 Secretary and/or Awards Coordinator for publication of application deadline reminders.

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.
- 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 President) 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 Secretary.
 - 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 formally announced and presented. (Winners are provided free tickets to the business meeting where awards are formally presented.)
 - f) The Chair should also notify the President so that he can congratulate prospective 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, the Chair may also wish 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 Secretary and Program Chair, prepares short biographies and photographs of recipients for publication in the Program Book. This material should be sent to the Chair of the Program Committee prior to completion of the booklet.
 - b) Arranges, in consultation with the Secretary 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 Secretary 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 Secretary a month before the meeting.
 - d) Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines should be submitted to the Secretary 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 who will present the Awards at the ceremony held in conjunction with the Society annual business meeting. Either the Chair or the President may present the awards. If the President chooses to do so, the Chair should send President the necessary materials for making a biographical summary. Otherwise the Chair will prepare the summary her/himself.
 - f) Requests the Treasurer to determine Alexopoulos Prize amount and to make checks 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 Secretary 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) Prepares a photograph (if possible) and a biographical sketch of each award recipient (this may be the same summary read during the awards ceremony) to publish in the post-meeting issue of *Inoculum*—this is submitted through the Awards Coordinator. 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.

- 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 more than three years ago (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.

Research Awards

(Rotating Committee – 5 members)
(updated 08/11)

Purpose: to solicit & evaluate nominees and to select recipients for the Mycological Society of America Research Awards (currently 5: the Martin-Baker Endowment, the H.V. and A.H. Smith Research Fund, the Clark Rogerson Award, the Forest Ecology Award, and the John W. Rippon Research Award in Medical Mycology), based on the availability of endowment fund assigned to that purpose. 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. (Originally this was six members with two co-chairs, but the larger number and presence of two co-chairs proved to be difficult to administer.) The Chair will work closely with the Secretary and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare final results for publication in *Inoculum*.

Research Awards –

- a) **The Martin–Baker Endowment Award**
 - i) This award gives preference to: a) a recent (within 5 years) Ph.D. recipient; b) an individual in a small department, having heavy teaching responsibilities; and c) research that relates to the works of Drs. Martin and Baker and which includes a field component.
 - ii) Open to PhD members of MSA.
- b) **The Alexander H & Helen V Smith Research Fund**
 - i) This research fund 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.
 - ii) Open to all members of MSA.
- c) **The Clark T. Rogerson Student Research Award**
 - i) This award was established to support travel to herbaria and/or field sites to conduct research.
 - ii) Open to undergraduate and graduate student members of MSA.

d) **The Forest Ecology Award**

- i) 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.
- ii) Open to graduate student members of MSA. Recent PhD recipients and undergraduate students engaged in Honors Research may also be considered.

e) **The John W. Rippon Research Award in Medical Mycology**

- i) This award supports graduate student research on medically important fungi and is open to MS and PhD degree students.
- ii) Applicants must be students working on their Masters or PhD degrees. Students must be a current member 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.

2) 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.

3) **The Chair**

- a) Submits timely posting of the announcements for the competition for each of the research awards—this is done in consultation with the Secretary and should be submitted to *Inoculum* prior to the November 15th deadline.
- b) Receives and acknowledges receipt of each application and each separately sent letter of recommendation. Deadline for applications should be set for February 15th.
- c) Distributes applications among Committee members.
- d) 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 more 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).
- e) Collates the final vote and announces the final vote to the Committee.
- f) Informs the Secretary and Awards Coordinator of the final result prior to April 1st. Informs the Treasurer of the names of the successful applicants for preparation of awards checks.
- g) Notifies the successful applicants via email and writes email letters of appreciation of the unsuccessful candidates. A printed letter should also be sent to successful applicants for their files.
- h) 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.

- i) Requests of each successful candidate a photo and brief biographical sketch for publication in *Inoculum*. Publication will appear in the post-Annual meeting issue of *Inoculum*; material for publication will be submitted through the Awards Coordinator.
- 4) After the awards are finalized, the Chair
- a) Prepares an annual report of the committee's activities during the year for presentation at the Council meeting a month before the Annual Meeting that summarizes Committee activities and decisions. This should be submitted to the Secretary a month before the meeting or by the date requested by the Secretary.
 - b) Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines are to be submitted to the Secretary and the President-elect a month before the annual meeting.
 - c) 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.
 - d) 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 Secretary when the presentations will be made. Chair arranges to get checks from the Treasurer to present to the winners at that time.

Student Awards

(Rotating Committee – 4 members)
(updated 10-10)

Purpose: To determine awardees for the Undergraduate award (guidelines still pending), 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).

The Student Awards Committee Chair organizes and coordinates Committee activities with the cooperation of the Secretary and/or Awards Coordinator. The following section is a description and schedule of those activities and is intended to assist the chairperson in knowing what to do 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 Secretary and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare final results for publication in *Inoculum*.

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 Secretary.
- b) Should obtain mailing and e-mail addresses, and phone and FAX numbers for all Committee members from the MSA Secretary. 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 (for an August meeting). 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, phone & FAX numbers and stress in the announcement that nominators should send all four copies of nominating materials to the Chair.
 - d) Nominating materials should contain a statement by the applicant that s/he has passed the necessary preliminary exams and the applicant's Social Security number and Student ID number (or letter from the supervisory professor) on the application for later use by Treasurer.
 - e) Ensure that both MSA Webmaster and *Inoculum* Editor have identical information regarding the announcements.
 - f) Arrange, through the Secretary and/or 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 that have a postmark date prior to the deadline, send a set of applications to each of the other three Committee members.
 - b) Ask the Program Chair to
 - i) Place all student award presentations be placed in the first 2 1/2 days of the meeting and as far 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)
 - d) Ensure that all applicants *and* referees are MSA members.
 - e) Send Committee members a checklist of materials they should have for evaluating nominees, and supply any materials they do not have.
 - f) When conflicts of interest for a given award arise, the Chair (in consultation with the MSA President) should appoint an MSA member (often the President) to serve as an *ad hoc* Committee member for that award.
- 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—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 Secretary.
 - 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) Prepare a brief biographical summary of each recipient to use during the Awards ceremony and to be published in the *Inoculum* in the annual post-meeting newsletter.
 - v) Ask MSA Treasurer to make checks for the Graduate Fellowships.
 - vi) Write to all unsuccessful applicants for the four Graduate Student prizes 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 Secretary a month before the meeting.
- f) Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines should be submitted to the Secretary 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, and NAMA Memorial) award announcements to be made during the annual Social and Auction. Make certain that award recipients will be present at the Social and consult with the Secretary 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 unable to attend the meeting, the Chair should appoint another Committee member present the awards.)
- b) **Student Presentation** prizes will be awarded at the Social and Auction.

- 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 through by consensus. A maximum of two oral and two poster awards may be given
 - v) Student Presentation prize checks are given to recipients after their Social Security numbers and verification of student status (ID or letter from major professor) are given to the Treasurer.
 - vi) The Chair should announce the Fellowship awardees at the Social and Auction before announcing winners of the oral and poster presentations.
- 5) **After the meeting, the Outgoing Chair**
- a) Sends ALL biographical information on Award winners to the *Inoculum* Editor 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 Secretary 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)
(updated 8/30/2011)

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 Secretary 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 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.
- 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 and 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.

Mentor Travel Awards

- 1) Money received from interest on the Mentor endowments shall be used entirely to support attendance of graduate students and untenured/unfounded assistant professors at Society annual meetings. Only MSA members are eligible for such awards.
- 2) Council has recently advised that the actual funds themselves should contain no less than \$10,000 so that annual awards can be given from the interest alone without requiring that additional donations be made to the fund. For that reason, the Endowment Chair should determine well in advance of the Travel Award application deadlines which funds are to remain “idle” in a given year or “hyphenated” with another low fund for one award
- 3) The amount of Mentor Travel awards should be uniform, regardless of which sub-fund they are drawn from.
- 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 Secretary 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 that 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) See also the guidelines for the Student Mentor Travel Awards Committee.

Karling Annual Lecture

(Rotating Committee – 3 members)

Updated 8/2011

Purpose: to nominate a well-qualified individual to deliver the annual lecture at the annual MSA meeting. Since August 1995, the lecture has been referred to as the John Karling Annual Lecture. Originally, the annual lecturer was selected from MSA members based on their reputation in the field of mycology. Recently, however, scientists have been sought based on their ability to deliver an interesting and informative lecture to the MSA membership.

- 1) Immediately after the annual Society meeting, the new Chair contacts Committee members (including the new member appointed by the Incoming President) to solicit suggestions for the annual lecturer for the upcoming year.
- 2) 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 Emails 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.
- 3) The name of a potential candidate is then sent to the MSA Secretary, who will share it with Council for approval. **The deadline for the Chair to supply the name to Council is November 15th.**
- 4) Within two weeks of approval by Council, the candidate is invited to speak by the Chair, who will remain the contact until after the lecture is presented.
- 5) If the candidate accepts the invitation, the Chair should ask the lecture should 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.
 - 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 the offer is at the bottom of the heap.)
- 7) Notice of a candidate's acceptance or refusal should be sent to the Secretary, 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*. (*There is no requirement that a manuscript be received before the honorarium is given.*)
- 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 Chair is responsible for registering the speaker for the annual meeting and making accommodation reservations (generally in the same hotel as the President). A month before the meeting, the Chair should verify that all necessary travel arrangements have been made.
- 12) 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.
- 13) The Chair is responsible for registering the speaker for the annual meeting and making accommodation reservations (generally in the same hotel as the President). A month before the meeting, the Chair should verify that all necessary travel arrangements have been made.
- 14) 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)

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)

Updated September, 2011

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 second nominee for each position comes from direct nomination from the MSA membership.

- 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
 - i) Each year: Vice-President and Councilors.
 - ii) Every 3 years as the terms expire: Secretary, 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 preparation of ballots. (For further details on election see Art. VII in the By-Laws and the Vice-President's duties in this manual.)
- 5) The Chair-provides a brief report to the Secretary for presentation at the annual Council meeting and inclusion in the *Inoculum* at the option of the Secretary. The list of nominees put forward by the nominations committee should not be published in (*Inoculum*).

Program Committee

(Rotating Committee – 4 members)

Revised 08/2011

Purpose: To develop the program for the Society annual meeting, including all aspects of its scheduling and operation. Also see additional instructions under Local Arrangements and Foray Coordinator.

The Program Committee consists of the Chair and three members with associated representatives. Assignment of duties is as follows:

1. The Chair (4th-year member) –. Corporate sponsorship of symposia and other meeting activities, if any, MUST BE coordinated by the Program Chair. It is suggested that approximately \$1500 is needed to support a symposium. Money to be paid to participants must be raised either by corporate sponsorship or an additional “symposium fee” included in the cost of registration.
2. Third-year member - Edits the abstracts.
 - a. Note: The following motion was passed by Council that MSA meeting abstracts no longer be printed as part of the program booklet and published in *Inoculum*.
3. Second-year member –. Organizes symposia with the help of the entire committee.
4. First-year member –. Observes and participates in all decisions, i.e., funding for symposia, scheduling, etc.
5. Local Arrangements Coordinator – See separate guidelines below (p 62)
6. Foray Coordinator – See separate guidelines below (p 61)
7. President Elect, ex officio
8. Former Program Committee Chair, ex officio

Budget planning (with local arrangements coordinator)

- 1) The Program Committee schedules the following events, but it is the responsibility of the Local Arrangements Coordinator to ensure that they are organized.
 - a) Registration
 - b) Housing
 - c) Meals
 - d) Foray

- e) Workshops
 - f) Sunday Mixer
 - g) Society Breakfast/Dinner Business Meeting
 - h) Social/Auction
 - i) FunRun (optional)
 - j) Sightseeing and other Spouse-related events
 - k) Childcare.
- 2) If possible, raise funds for symposia (~\$1500 per symposium is the recommended minimum). Possible sources include Sustaining members, local businesses, National Science Foundation, Pharmaceutical or Molecular-type businesses (especially those with MSA members on staff). In the last case, it has been most effective for the program chair to contact the MSA member for details on whom and how to approach in the company. When such symposium funding is sought, the Program Chair writes each letter after it has been discussed or proofread by the MSA member in the company.

Setting the deadline calendar (important!)

- 1) The schedule presented below is based on an August meeting held in conjunction with AIBS or APS. If MSA meets alone or with other Societies, a revised schedule would be needed.
- 2) APS requires that a formal letter requesting a joint meeting be sent to the APS President by the MSA President. The schedule below can easily be modified when working with the APS Meetings Coordinator. Contact the APS coordinator one full year ahead of the meeting and maintain regular contact.
- 3) When meeting with AIBS and APS, the Program Chair, MSA President, or Local Coordinator should visit the site in Sept/Oct of the year preceding the meeting to select appropriate rooms for MSA meetings, lectures, symposia and contributed sessions. **This is very important.** Also, 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.
- 4) Contact potential symposium organizers during the meeting prior to one at which you will be Program Chair and firm up commitments through September-December. This early organization is essential to organizing symposia and obtaining the desired speakers.
- 5) Discuss possible sources of funding.
 - a) Note that the Society now has \$3,000 available per year for funding one or more symposia.
 - b) For each year, the deadline for submitting symposium proposals will be September 15, with the decision on which symposium or symposia will be supported made by the Committee by October 1.
 - c) While \$3,000 is available for symposium funding, the Committee may choose to support more than one symposium from this fund.
 - d) Proposers are asked to prioritize requested funds in their proposal budget. The Program Chair will appoint a committee member (typically the second year member) to coordinate the review of symposium proposals.
 - e) Voting members regarding symposia include all members of the Program Committee (excluding the Chair) and the MSA President-Elect (an *ex officio* member of the Program Committee).
 - f) The Committee member appointed to coordinate symposia will advise those who submit non-funded proposals on how they might secure funding from other sources.

Immediately Following the Annual Meeting, the Program Chair should

- 1) Make a list of people who must be contacted (e.g. Program committee members, Local Arrangements people, *Inoculum* Editor, President) and obtain phone, FAX, and Email information.
- 2) Set up a Symposium Selection Committee as outlined in the previous section; feel free to solicit symposium proposals.

Deadline – September 15: submission of Symposium proposals to the Symposia Committee.

In September, the Program Chair should also

- 1) Write or call *Inoculum* editor about abstract requirements. The fall/winter *Inoculum* should include a Call for Papers, Abstract Form, Skeleton Program, Poster Instructions, Travel Information, and Housing Information. The abstract deadline should be mid-February to mid-March depending on when the meeting is held. Indicate deadline as "postmarked by" rather than "received by." Be somewhat lenient. Jaworski (1993) recommended that the subject categories listed in the "Application for a Place on the Program" be reconsidered. He suggested eliminating ultrastructure and refraining from any category based on methodology. He also suggested providing more categories in the general area of morphology and taxonomy since this area contributes the largest number of papers. 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. Additionally, ask applicants to provide E-mail addresses for correspondence and ask Society members to communicate by E-mail when possible. In general, the Program Chair is responsible for the accumulation and printing of the abstracts but this can be delegated to a Committee member.
- 2) Have the MSA website URL on hand for the MSA membership application for those individuals who want to join MSA and then submit an abstract immediately.
- 3) At the past, abstract submission has been completed on-line by the Abstract Submission Site Manager. Some meeting venues will have abstract submission as part of the venue package. Determine with the Local Arrangements Coordinator whether this is available or if MSA will have to make arrangement for abstract submissions. Conference software packages are available to assist with this task. Contact the person in charge of on-line abstract submission in early September to ensure coordination of information before submission of guidelines to the *Inoculum* Editor.

Early October — The Symposia Committee announces its decision as to which symposia to fund and notifies the "winners and losers". Encourage and if possible assist unsuccessful applicants on finding avenues for funding alternative to the MSA.

NOTE regarding MSA-sponsored symposia: Council supplies funding to support MSA symposia with the understanding that such funds will be used to support speakers who might not otherwise attend the meeting. Funds can be used for 1) non-MSA members traveling from outside North America; 2) non-MSA members within North America; 3) post docs or junior faculty MSA members; at the discretion of the organizer. A list describing how the funds were dispersed must be sent to the treasurer for future reference and to ensure that the funds were appropriated in the proper manner.

Early October — Planning conference. *Either the Program Chair (usually) or Local Arrangements Chair fulfills this duty.*

- 1) Keep receipts of expenses to submit for reimbursement to the MSA Treasurer.
- 2) Take tentative outline of program for circulation to other society (e.g. AIBS, APS) program chairs if a joint meeting.

- 3) 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.
- 4) Discuss foray with local representative(s). Find 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) Get request form from AIBS for meeting bulletins. Based on MSA membership and current budget, either order the appropriate number and have them sent to Allen Press for inclusion with *Inoculum* or obtain a master copy to be duplicated in the *Inoculum* by the Editor. The meeting bulletin can also be distributed electronically to the membership.
- 2) Solicit suggestions from Committee members for volunteer session chairs and potential symposia in their area of expertise that either they or someone else could organize.
- 3) Confer with the MSA President regarding times and dates (Breakfast/Dinner Business Meeting), Presidential Address (BEFORE lunch!), Karling Annual Lecture (BEFORE lunch!), Awards/Social, Council meeting.
- 4) 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 to that s/he has arranged for the speaker’s registration, accommodations (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).
- 5) Depending on who will print the program, 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.
- 6) Ask either the *Inoculum* Editor about including a call for papers and additional material in *Inoculum*. Arrange with the Secretary 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) Arrange to have abstracts printed in *Inoculum*. Depending on the abstract submission process, the abstracts may require additional editing for uniformity. Download the abstracts from the website or other location and forward copy to the Program Committee member in charge of abstracts, typically the third year member, who prepares and standardizes them. On completion, the abstracts are forwarded to the *Inoculum* Editor for publication. Be certain 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 (as of 2008 this was standardized to include Distinctions and Honorary Awards during the Business Breakfast and Research, Student, and Mentor Travel during the Social and Auction)—consult with the Awards Coordinator and MSA Secretary regarding the timing of these presentations.

- 5) Keep in touch with the local arrangements coordinator to forestall potential scheduling conflicts.
- 6) Separate abstracts according to topics. 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. The drawback of needing to line up more session chairs has not yet been a problem. Some chairs have asked new faculty or postdocs in particular subject area to chair sessions, which gives them needed exposure and experience.
- 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 15-minutes), and remind them to register. Place session chair information into program.
- 9) Determine how to deal with withdrawn papers and notify session chairs of the policy. The policy should stipulate that there will be no re-scheduling of papers 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 speak 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 organizer and amount of funds raised.

Meeting schedules

- 1) If possible leave the day of the foray open so all members can attend. Work with the MSA President with regard to the scheduling of the Council meeting.
- 2) MSA Council meeting, which runs from 8 am to 5 pm, should be scheduled on day before sessions commence (generally before the annual foray). Be sure that a conference room with one large table accommodating 25 people is booked. Also, continental breakfast, lunch and plenty of ice water, juice and soda, coffee and tea are needed to fuel the meeting. Be sure that the catering arrangements are firmly in place and touch base with the MSA Secretary 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, thus saving time and expense.
- 3) The Karling Annual Lecture is usually in the morning, usually before lunch on Monday or Wednesday.
- 4) 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, Secretary, 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.*

- 5) The Presidential address generally is scheduled the same day as (sometimes immediately following) the business meeting, but this should be scheduled according to the outgoing President's wishes.
- 6) All student papers must be given before Wednesday evening, the earlier the better. Establish contact with the Student Awards Committee chair early in the process of developing the program and allow that committee help solve any problems associated with scheduling student talks and posters.
- 7) Do not schedule more than one social event at one time and avoid scheduling a presentation session opposite a social event.
- 8) Nothing should compete with the posters. 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.
- 9) At the Annual Meeting the incoming (and outgoing) Program Chair should meet with the President-Elect and Secretary to ease the transition and to guarantee that inside 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.

ROTATING COMMITTEES: Specific Expertise

Biodiversity

(Rotating Committee – 4 members)

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, meeting, sources of funding, and emerging issues related to fungal diversity.

To further this goal, the Biodiversity Committee will assemble the information in a webpage that is accessible through the MSA website, and organize in or contribute to relevant symposia and workshops. In response to requests, the Biodiversity Committee will further provide advice and recommendations concerning fungal diversity surveys, methods, support for conservation efforts, and referrals to experts in various fields.

There are currently three primary areas of activity:

- I) Organizing symposia 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.

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 e-mail 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 insure 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)

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. It is recommended that at least one member who has a close relationship with APHIS be appointed to this committee. It also serves as a liaison between the MSA and national and international federations of culture collections.

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 Secretary (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)

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 Secretary (along with revisions of these guidelines) and 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)

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 Secretary (along with revisions of these guidelines) and the *Inoculum* Editor one month before the annual meeting.

Services that Committee members render to the Society include

- 1) Providing copy on medical concerns and environmental health research to the *Inoculum* Editor.

- 2) Proposing symposia or suggesting workshops to be held during the annual meeting to the Program Committee.

Answering (referring to experts) questions from Society members or the news media on current controversial issues.

Genetics and Cell Biology

(Rotating Committee – 4 members)

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 Secretary (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)

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 Secretary (along with revisions of these guidelines) and 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) Provides topics dealing with phytopathogenic fungi, either separately or in cooperation with other MSA committees, to program chairs for paper sessions, workshops, symposia and/or colloquia.
- 3) Serves as an information source for questions concerning phytopathology and phytopathogenic fungi.

Conservation

(Rotating Committee – 4 members)

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.

Creation of the Conservation Committee was approved by the membership in the Spring Ballot 2008. Specific duties and goals are under preparation.

ASSIGNMENTS & SPECIAL APPOINTMENTS

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 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 Secretary 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) Maintains the official Society Archives (deposited at the New York Botanical Gardens)
- 2) Obtains archival materials from the membership, particularly from outgoing officers and chairs of committees. This is often accomplished via the Secretary following the annual meeting.
- 3) Supervises the deposit of the materials in the Archives.
- 4) Submits a report each year to the Council of the Society via the Secretary 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*.

Joint Commission on Common Mushroom Names for North America

This jointly appointed MSA-NAMA Commission is charged with developing and maintaining a list of recommended common mushroom names for use by the North American public and in printed field guides or other publications devoted to macrofungi where such common names are used. (The mandate and rationale was published in (2000) in the *Inoculum* 51(5): 5-7 and the NAMA newsletter, *Mycophile* 41(6): 1 & 10-11.

The 7-member commission was established in 2000, with the MSA President and North American Mycological Association (NAMA) President alone each appointing two commission members and jointly appointing the three remaining commission members (initially for differing numbers of years so as to set up a traditional 3-year term rotation for each member.) The Chair of the Commission is internally selected annually. Terms, which may be renewed by the appointing President, will run for three years. The first renewal / replacement appointments will begin January 2005, hence must be selected in 2004. Eventually each year MSA will appoint one member independently, and one in cooperation with NAMA each year.

The Chair of the Commission (when an MSA member) or the senior-most Commission member who is an MSA member (if the Chair otherwise cannot make the deadline), is responsible for submitting an annual report to the MSA Secretary (with revisions of these guidelines) and the *Inoculum* Editor one month prior to the MSA annual meeting.

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 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 "their" 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.

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

MSA Memorials Procedures (modified August, 2011)

1. Deaths of MSA members and non-member mycologists should be reported to the Secretary of the Society.
2. The Secretary will report deaths to the Editor of *Inoculum*, who will publish the name and dates and a short obituary, if available, in *Inoculum* in the Obituaries column. This will provide a timely notice of deaths to the membership, along with a brief biography if available.
3. The Secretary will also notify the Memorials Editor.
4. The Memorials Editor in consultation with fellow committee members, Executive Council, and any others deemed appropriate, will determine the type of memorial to be published, i.e., whether 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 members; and members who have contributed substantially to the field of mycology through research and/or teaching.
5. The Memorials Editor, with the assistance of the MPC members and the Executive Council, will identify potential biographers.
6. The Memorials Editor will contact biographers and track the progress of the memorial to insure that it is submitted in a timely manner. The Memorials Editor will also notify the Editor of *Mycologia* or *Inoculum* as to whom is preparing the memorial and the date by which it should be submitted.
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 Lafayette Frederick (Howard University).