

Secretary and Secretary-Elect Manual Society for Integrative and Comparative Biology

The SICB Secretary is responsible for a number of specific activities, and these are specified to some degree in the SICB Bylaws.

SICB Constitution and Bylaws. The Secretary must be familiar with the SICB Constitution and Bylaws and must insure that officers, committees, and divisions comply with the rules specified therein. The Secretary is responsible for reviewing proposals for changes in the bylaws. The Secretary is responsible for reviewing proposed changes in divisional bylaws to make sure they are compliant with the SICB Constitution and the SICB Bylaws.

The following items are specified in the SICB Constitution and Bylaws.

Terms of Office. A person elected to this position serves one year as Secretary-Elect and three years as Secretary. (SICB Constitution Article III. Section 1)

Elections. Elections of Society-wide Officers, Members-at-Large of the Executive Committee, and Divisional Officers shall be held by appropriately secure electronic ballots. The Secretary shall make certain that ballots are made available to the entire membership of the Society and allow one month for their completion, the due date being stated on the ballot. The Secretary shall be responsible for overseeing the counting and recording of the votes and shall notify the candidates and the Executive Committee of the results of the election. The results of the election will be published in the Fall Newsletter of the Society prior to the Annual Meeting. (SICB Constitution Article III. Section 4)

Records of the Society. The Secretary shall have the responsibility of seeing that complete records of the Society are kept, and that minutes of meetings of the Executive Committee and of the annual business meeting of the Society are recorded. (SICB Bylaws Article V. Section 1)

List of Officers and Committee Members. The Secretary shall have the responsibility for preparation of the list of officers and committees for publication in *Integrative and Comparative Biology* and for posting on the Society's Web Page. (SICB Bylaws Article V. Section 1). Spreadsheets have been set up to accomplish this. There is an additional online method to update the SICB web site with appointments.

Meeting Arrangements. The Secretary shall be responsible for all arrangements for meetings not specifically assigned to the Program Officer. (SICB Bylaws Article V. Section 2)

Reporting to the Press. The Secretary, working with the Public Affairs Committee, shall be responsible for reporting to the press the important activities of the Society. (SICB Bylaws Article V. Section 3)

Committee Assignments.

Membership Committee. The Secretary serves *ex officio* on the Membership Committee. (SICB Bylaws Article XV. Section 3)

Public Affairs Committee. The Secretary serves *ex officio* on the Public Affairs Committee. (SICB Bylaws Article XV. Section 9)

Divisional Secretary Meeting. The Secretary shall meet with all of the Divisional Secretaries at the Annual Meeting to coordinate Society and Divisional Newsletters and elections. (SICB Bylaws Article V. Section 6)

Send an agenda to the Divisional Secretaries in early December. This is a luncheon meeting, so advise the secretaries that they will be provided lunch. It is important to have an accurate headcount and food preferences to report to the SICB Management Company, Burk and Associates, Inc. (BAI).

Email Addresses.

Secretary – Secretary@sicb.org

Secretary-Elect – Secretary.Elect@sicb.org

The sections below specify procedures and timelines for duties of the Secretary.

Newsletters. The Secretary is responsible for the production and dissemination of the two annual newsletters, with the help of the divisional secretaries, the newsletter production staff at BAI and the webmaster.

The deadlines for the production of the newsletter should be set in December for the following year in consultation with the newsletter production staff at BAI and the webmaster. The fall deadlines should take into consideration the timing of the fall on-site meeting of the Program Committee so program information can be included in the fall newsletter. The Secretary will inform the Divisional Secretaries, the SICB Executive Committee, and the committee chairs of the deadlines for submission and publication of the newsletters at the annual meeting; it is best if the exact dates are included in the Secretary’s report to the Executive Committee. An example of deadlines is provided:

Spring	Deadline for submissions Postings ready for online preview Deadline for corrections Newsletter goes online:	March 5 April 2 April 9 April 16
Fall	Deadline for submissions Postings ready for online preview Deadline for corrections Newsletter goes online	October 1 October 25 November 1 November 8

Approximately one month before each submission deadline, the Secretary will remind those contributing to the newsletter of the upcoming deadline. For the spring newsletter, the Secretary will also remind the chair of the society Nominating Committee of the deadlines associated with biography submissions. The Nominating Committee will provide the Secretary the names of the candidates for each office and certify that each candidate is a member of the SICB and has declared willingness to run for office and to serve, if elected. The Secretary will then communicate with each

candidate to obtain their bio info and photograph for publication in the spring newsletter.

The Divisional Secretaries are each responsible for preparation and submission of their division's newsletter. Divisional Secretaries will also solicit and prepare the ballot information and biographies for election of officers within their divisions.

The President, Treasurer and Program Officer are each responsible for submitting their own reports to the Secretary for inclusion in the newsletter. All committee chairs are welcome and strongly encouraged to prepare a written report of their committee activities for the newsletter.

The Secretary should also remind everyone of the submission deadline one week before that deadline.

All materials should be submitted directly to the Secretary as Word documents (we use an ftp site and FileZilla for this). Each submission will be edited by the Secretary, converted to PDF format by the Management Company, and returned to the author for final approval. The inclusion of photographs is encouraged. Photos should be reasonably high in resolution since the newsletter will be in a format that can be printed. Photos should be greater than 300 KB in size.

Details of the divisional newsletters are published in the Divisional Secretary Manual. The Secretary will read and proof the submissions by each division. This is especially important to insure that information is accurate, especially deadlines.

Elections and Ballot Measures. For the spring newsletter, the Secretary is responsible for including biographies of candidates running for Society-wide offices and for details of any ballot measures including SICB Bylaws changes or amendments to the Constitution. The Secretary should also review any divisional bylaws changes for consistency with the SICB Bylaws. It is also a good idea to check against other divisional newsletters for examples of policies and procedures, and also to minimize procedural details in the Bylaws, to minimize the need for changes that require a vote. The electronic ballots are produced by the SICB Webmaster. The ballots must be open for at least one month, as specified in the SICB Bylaws. Ballots will normally open around May 1.

Final Production. The Secretary must provide the SICB Webmaster with the bulleted headlines that will appear on the entry page of the newsletter. This information will also be used by the Management Company in preparing an email to the membership announcing the newsletter. The SICB Webmaster will post the availability of the newsletter on the SICB home page.

Elections

The Secretary is responsible for elections, which are run only once per year in the spring via an online ballot. Elections are held according to an election schedule that the Secretary maintains for both Society-wide and Divisional offices. This schedule must be in compliance with SICB and divisional bylaws.

1. Divisional Chairs are reminded to appoint nominating committees to elect divisional officers in the spring (SICB Calendar: 15 Sep).
2. The President appoints a Nominating Committee for election of Society-wide positions (SICB Calendar: 1 Oct).
3. Certification of Candidates. The SICB Nominating Committee must certify to the Secretary

that each candidate is a member of the SICB and has declared willingness to run for office and to serve, if elected. The Divisional Secretary should similarly certify candidates for the respective divisional offices. The certification of candidates should be completed by Feb 1. The annual meeting is the ideal time to recruit candidates. Thus, divisional nominating committees should be formed well in advance of the annual meeting.

4. The chair of the SICB Nominating Committee will supply the Secretary with the names of the nominees at least one month before the submission deadline for the spring newsletter (i.e., ~Feb. 1). The chairs of the divisional nominating committees will supply this information (with the same deadline) to their respective Divisional Secretaries.
5. Candidate biographies should be approximately 300 to 400 words (in fairness to all candidates, biography length should be held to strict limits; a sample is available) and should include the following information:
 - a. Name
 - b. Current position
 - c. Education
 - d. Professional experience
 - e. SICB activities
 - f. Other memberships
 - g. Research interests
 - h. Goals statement
6. The Secretary and the Divisional Secretaries will edit the biographies for publication in the spring newsletter.
7. The SICB Webmaster will prepare the electronic ballot and provide the Secretary with the link to monitor the election results.
8. The Secretary is responsible for personally notifying all the candidates (both Society-wide and divisional) of the election results (win or not win; actual numbers of votes are not disclosed). This should be done via email immediately after the results are known, and before results are posted or more broadly announced. The Secretary will also inform the SICB Webmaster, who will post the winners list on the website after the candidates have been notified. This set of results will also be published in the fall newsletter. The Secretary will also notify the Executive Committee of the election results. In the report to the Executive Committee the percentage of members voting (both Society-wide and by division) should be provided. Divisional Secretaries will include the election results in the fall newsletter.

Annual Meeting Events

The Secretary must chair the meeting of Divisional Secretaries during the annual meeting. In early December ahead of the annual meeting, the Secretary should invite the SICB Secretary-Elect and all Divisional Secretaries and Divisional Secretaries-Elect to the meeting in December. The Secretary will prepare an agenda and lead a discussion of the newsletter deadlines and format, election procedures, divisional business meeting minutes, and any other relevant business.

The Secretary is a member of the Executive Committee and is thus expected to attend both meetings of the Executive Committee.

The Secretary is expected to attend the Society-wide business meeting and may deliver brief comments (e.g., on results of member surveys, website updates, etc.). The Secretary is also

responsible for the minutes of the business meeting (see below). Secretary should check with the Management Company on the award plaques and certificates to be distributed at the business meeting to be sure they are all correct and ready to go.

The Secretary is an *ex officio* member of the Membership Committee and should attend a meeting of this committee.

The Secretary is an *ex officio* member of the Public Affairs Committee and should attend a meeting of this committee.

Minutes - Business Meeting and Executive Committee

The Secretary is responsible for the minutes of the annual business meeting.

The Secretary is also responsible for the minutes of both Executive Committee meetings.

Divisional secretaries are responsible for the minutes of their divisional business meetings and should be reminded of this responsibility at the secretary's meeting during the annual meeting. These are to be sent to the Secretary for posting on the SICB website by the deadline for submission for the spring newsletter, with links to them in the divisional newsletters.

Attendance at the Annual Planning Meeting

As an Executive Officer of the SICB, the Secretary is expected to attend a two-day planning meeting each fall. This meeting coincides with a meeting of the Program Committee to plan the annual meeting and normally occurs in late September or early October.

The Secretary works with the Executive Officers and BAI to set up the agenda for this meeting and arrange access to any supporting documents needed.

Summary of Responsibilities by Month

But also see the online Calendar. This calendar has automatic reminders that will go to the Secretary. See also past Member Updates and Newsletters for guidance on what to include in them.

January

- Early – Send survey to members of the Executive Committee, all committee chairs, and all divisional officers to evaluate the performance of the Management Company and the Executive Officers. This survey should go to last year's officers and chairs, and should be prepared before the annual meeting based on the previous year's so it is ready to send out immediately after the annual meeting.
- Early – attend SICB annual meeting.
- Member Update – no member update in January, although there may be one near the end of the month (e.g., to announce the Hyman Scholarship deadline – see Feb member update items below).
- 10 – Update SICB web site with officers and appointments beginning after the annual meeting. The SICB Webmaster may have to update some of these. Also update corresponding spreadsheets. Do this **after** the survey (above) is sent.
- 12 – Management Company will update electronic lists to reflect new officers and

appointments; proof these updates.

- 12 – Have SICB Webmaster update the web site with award winners where appropriate. Each major award or named lecture has a list of past awardees on the web site.
- 15 – Memo to Divisional Secretaries:
 - Reminder to report student awards to Secretary for announcement on SICB web site.
 - Reminder for divisional officer candidates to provide biographies for newsletter.
 - Reminder of spring newsletter schedule.
 - Reminder of any divisional bylaws changes that will appear on the spring ballot, which must be posted in the March member update and/or spring newsletter
- 31 - Send draft minutes of the Executive Committee meeting to the Executive Committee and Committee Chairs for changes and additions.
- 31 - Send draft minutes of the SICB Business meeting to the Executive Committee and Committee Chairs for changes and additions.

February

- Member Update:
 - a. Libbie Hyman Scholarship deadline.
 - b. Notice of BSP Award winners.
 - c. Notice of Bart Award, Gans Award, and Skinner Award winners.
 - d. Link to SICB Annual Meeting Highlights.
- 5 – Make the results of the survey of the Management Company and Executive Officers available to the Executive Committee.
- Newsletter deadline reminder to Divisional Secretaries and other parties involved. Send one week before deadline.

March

- Member Update:
 - a. Notice of bylaws changes. Changes to SICB Bylaws or divisional bylaws must be posted at least one month prior to voting. For voting to begin on May 1 (normal target date), notice must go out by April 1. One month must be allowed for voting. Divisional Secretaries must notify members of their division of any proposed bylaws change that will appear on the spring ballot. Inclusion of this information in the March Member Update is important.
 - b. Reminder to check membership information, divisional affiliation, and contact information prior to spring elections and ballot measures.
- Spring newsletter submission deadline occurs this month.

April

- Member Update – no member update since newsletter is published.
- Proof online preview of the spring newsletter according to deadline.
- Prepare headlines for the SICB Webmaster as described above.
- Coordinate with the Executive Director for email notice to membership on newsletter announcement.
- Have SICB Webmaster put notice of newsletter on the home page.

May

- Member Update
- 15 – Make sure chairs of DCPB and DCB write notices of nominations for the Bart and Gans Awards respectively. Provide them with a template. These notices will appear as one email notice to the SICB membership in June. Same for Bern and Moore Lecturers.

June

- Notify the winners and non-winners of the election results and arrange for posting of the winners list on-line with the webmaster.
- Report election results to the Executive Committee.
- Webmaster updates online bylaws with changes approved on ballots; Secretary will proof these.
- Secretary updates internal spreadsheet with election results.
- Secretary updates officer lists on the web site where appropriate (in some cases “elect” officers begin terms immediately upon election).
- Member Update:
 - Report election results (report as a link to the home page).
 - Report results of ballot measures.
 - Bart and Gans Award nominations, Bern and Moore Lecturers – due date and procedures.
 - Provide information on registration fees for the annual meeting. (*this may occur later*)

July

- Member Update

August

- Send reminder to Executive Committee, committee chairs, and Divisional Secretaries of the fall newsletter schedule.
- Sent notice to the Executive Committee and committee chairs of the meeting schedule at the SICB annual meeting.

September

- 15 – Memo to Divisional Chairs and Secretaries:
 - Appoint divisional nominating committee.
 - Review ICB appointments and make recommendations for upcoming vacancies.
 - Review SPDAC appointments and make recommendations for upcoming vacancies.
- Send a one-week reminder of the deadline for submissions for the fall newsletter.
- Attend the fall planning meeting of the Executive Officers.
- Register and make travel plans for attendance at the annual meeting in January.

October

- Proof online preview of the spring newsletter according to deadline.

November

- Prepare headlines for the SICB Webmaster as described above.
- Coordinate with the Executive Director for email notice to membership on newsletter announcement.

- Have SICB Webmaster put notice of newsletter on the home page.
- Send message to all Exec Comm members and other committee chairs about time and place for the two meetings of the Exec Comm at the annual meeting, and also deadline to Secretary for reports. Invite officer-elects to the meetings.

December

- 1 – Ensure that nominating procedures are sent to the Nominating Committee.
- 1 – Notify committee chairs of meeting times at the annual meeting.
- Fill in spreadsheet for the award plaques and certificates to be distributed at the January business meeting to be sure they are all correct and will be prepared for the meeting.
- (late Nov-early Dec) Review draft of the Plaques for the annual meeting
- Arrange newsletter deadline schedule, in consultation with the webmaster and SICB manager at BAI (Jill Drupa), for the upcoming calendar year.
- Prepare agenda for the Divisional Secretary's meeting at the annual meeting of the society. Invite all division secretaries and secretaries-elect, and the society secretary-elect, to the secretary's meeting. Get a headcount and any dietary restrictions or preferences for lunch to Lori Strong.
- Prepare agenda for the Executive Committee Meeting, make all reports accessible via a Dropbox or Google folder, and send out to all attendees.
- Other things associated with preparation for the annual meeting (a detailed list exists).