

**Manual - Divisional Secretary**  
**Society for Integrative and Comparative Biology**  
*Revised 2023, M. Johnson and M. Porter*

The Divisional Secretary is responsible for maintaining divisional bylaws, compiling divisional newsletters, maintaining divisional records, compiling results of Best Student Presentation competitions, and contributing to the leadership of the division as specified by divisional bylaws.

**Term of Office.** Divisional secretary terms are generally 2 or 3 years, as specified in divisional bylaws. Some divisions have an official Secretary-Elect, some do not. The election schedule for each division is available at <https://sicb.org/governance/elections/>.

**Divisional Bylaws.** All divisional officers, but especially the secretary, should be familiar with the divisional bylaws and ensure that the division follows the bylaws. The Divisional Secretary is responsible for reviewing divisional bylaws and developing proposals for amending the bylaws as needed, working with the SICB Secretary to confirm they are compliant with the SICB Constitution and the SICB Bylaws. A formal proposal for amended bylaws includes a clear rationale for each change, and the full text of the relevant section of the current bylaws, with additions bolded and underlined, and deletions indicated with a strikethrough.

**Records of the Division.** In general, the Divisional Secretary keeps the records of the division. This takes its most obvious form in the **Minutes of the Divisional Members Meeting**. Minutes should be provided to the Society Secretary within two weeks of the annual meeting. Minutes of the annual members meeting are available on the divisional website and noted in the spring newsletter with an appropriate link. Divisional leadership receive access to the SICB google drive and email when their term begins. The drive can be used to store divisional information such as minutes, student award winners, drafts of newsletters and bylaws edits, etc.

**Divisional Websites.** The Divisional Secretary is responsible for keeping the divisional website up-to-date. This is easily done by communicating requested changes to the SICB Webmaster ([webmaster@sicb.org](mailto:webmaster@sicb.org)) with a copy to the Communications Editor ([comm.edu@sicb.org](mailto:comm.edu@sicb.org)).

**Communication with Officers, Committees, and Members of the Division.**

- Divisional and Society officer and committee chair email contact lists are maintained on the SICB website at <https://sicb.org/governance/officer-and-committee-email-contacts/>.
- You can communicate with other divisional secretaries using the email addresses [divsecretaries@sicb.org](mailto:divsecretaries@sicb.org) and [divsecretarieselect@sicb.org](mailto:divsecretarieselect@sicb.org).
- Divisions may communicate with the members of the division by composing an email message (an “email blast”) and sending it to the SICB Secretary ([Secretary@sicb.org](mailto:Secretary@sicb.org)) or the Communications Editor ([comm.editor@sicb.org](mailto:comm.editor@sicb.org)). Please submit your email blast requests one week before you would like them to be distributed, as the process for submitting, building, approving, and scheduling email blasts takes some time.
- We also encourage divisions to contribute to the monthly SICB Member Update, even for division-specific information. The Communications Editor sends requests for announcements to divisional chairs every month.

- Divisions also communicate with their membership twice each year in the divisional newsletter, detailed below.

**Member of the Divisional Executive Committee.** The Divisional Secretary is a member of the Divisional Executive Committee. There is some variation on how divisions define the executive committee and their roles.

**Best Student Presentation Awards.** For Best Student Presentations, Divisional Program Officers are responsible for managing the selection of finalists and scheduling BSP talks and presentations in the conference sessions. Divisional Chairs recruit judges for conference presentations, and all judges use a standard society-wide rubric, available at <https://sicb.org/awards/best-student-presentation-bsp-program/>. The SICB Secretary provides Divisional Secretaries a Google form that all judges will use, and divisional leadership will have immediate and real time access to their scores. Divisional Secretaries manage the judging process at the annual conference, communicating with judges and compiling judges' scores to determine the winner of each competition. It is also the responsibility of the Divisional Secretary to forward the names of the winners of the awards to the society Secretary within two weeks after the end of the annual meeting. The Divisional Secretary must ensure that the Divisional Chair notifies all student participants of the results of the competition. For those divisions requiring the student competitors to be members of the division, it is the responsibility of the division to see that this rule is followed.

**Elections.** Elections are held in the spring each year.

- The Divisional Secretary should review the upcoming vacancies in divisional offices. Election schedules for all SICB-wide and divisional offices are posted at <https://sicb.org/governance/elections/>.
- Divisional Nominating Committees must be appointed in the fall, well ahead of the annual meeting. The Nominating Committee is appointed by the divisional Chair. Nominating Committees should understand the rules on officer eligibility and the exact terms of offices of the upcoming vacancies.
  - Note that student members are **not** eligible to run for office, but postdoctoral and full members are eligible.
  - Nominees must be members of SICB to run for office. This can be determined easily by looking up an individual's name in the SICB online member directory.
- Divisional Secretaries are responsible for certifying that each candidate is willing to run for office and for collecting candidate biographies and photographs for inclusion in the spring newsletter. The results of the elections will be communicated to all candidates, society-wide and divisional, by the society Secretary.
- Biography. The Divisional Secretary will request the following information from each candidate, to be published in the divisional Fall newsletter:
  - Name
  - Current Position
  - Education
  - Professional Experience
  - SICB Activities

- Other Memberships
- Research Interests
- Goals Statement
- Photo of candidate

The biographical write-up (all of the above) should be no more than **400 words**. This is an issue of fairness to all candidates. Candidates must spend a little time and thought putting this together. The Divisional Secretary should return a candidate's biography for revision if it is longer than 400 words.

**Divisional Committees and Appointments.** The Divisional Secretary should assist the Divisional Chair in reviewing committee assignments for the division and filling vacancies in a timely manner.

- **Divisional Committees.** These are variable among the divisions.
- ***Integrative and Comparative Biology and Integrative Organismal Biology Editorial Boards.*** Each division has a representative who serves on each editorial board for a (generally) five year term. The terms of the members of the current editorial boards are linked at <https://sicb.org/publications-media/>. Divisions make recommendations for appointments to the Editors of *ICB* and *IOB*, who then make the official nominations. Once the nomination is approved by the SICB Executive Committee, the President of SICB makes the appointment.
- **Student Postdoctoral Affairs Committee Representative.** This committee is a society-wide committee and divisions provide a list of recommendations to the President of SICB, who makes the formal appointment. These are normally three year terms.

**Newsletters.** The Divisional Secretary is responsible for producing the content of a spring and a fall divisional newsletter.

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### SICB Newsletter Protocols for Divisions

**Deadlines.** Deadlines for the newsletter are announced by the SICB Secretary each fall and spring, approximately one month before materials are due (usually, March and October).

#### **General Preparation of the Newsletter (Spring and Fall).**

1. Start early!
2. Secretaries will require input from each of the divisional officers and the chairs of relevant committees within the division. Look at past newsletters and the newsletters from other divisions for examples and ideas of submissions (<https://sicb.org/newsletters/>).
3. Remind your contributors of the format and the deadline. The SICB Secretary sets the deadlines for the Spring and Fall newsletters and these are well-advertised. Secretaries should request contributor information well ahead of the Society-wide deadline.
4. Please pay careful attention to the precise format requested by the Secretary. The Secretary carefully reads the submissions of each division and will usually make minor edits for clarity. The Secretary will communicate with each Divisional Secretary about the status of the newsletter submission.

5. Please respect the newsletter deadlines. Once the division submits its entry, there is much work that is done. Remember that there are twelve divisions; Society-wide information is also a big part of the newsletter. We are all volunteers!

### **Files and Format.**

1. The newsletter text and supplemental files (e.g., photographs) **must be uploaded** into the Google Drive Folder provided by the Secretary.
2. The text of the newsletter submission should be composed in or cut pasted into the Google Doc provided by the Secretary.
3. Normally, the divisional Chair and the Program Officer will contribute information about the business of the division. Program Officers write about the past and future programs of the division and encourage members to communicate ideas for symposia, workshops, and other functions.
4. Make sure your hyperlinks are true hyperlinks and please make sure they work. This includes hyperlinks to email addresses.
5. Use standard grammar and punctuation rules.
  - a. Tuck periods and commas **inside** quotation marks.
  - b. The accepted convention is one space between sentences. If contributors use two spaces, the secretaries should make the correction.
6. Photos.
  - a. Submit each individual photo as a **separate file** in either **jpeg** or **tiff** format. Do **NOT** include photos in the google doc; including photos within this doc adds dozens of additional steps for the SICB Secretary!
  - b. Photos must be of reasonably high resolutions. Remember that the newsletter is formatted for viewing on-screen.
  - c. Photo composition. Please take a few minutes to crop or otherwise adjust your photos appropriately.
  - d. **Name the image file as follows.** The first figure should be named Figure 1, image.jpg or Figure 1, image.tif, where *image* is a one or two word (usually a last name) descriptor of the file. This helps immensely in making sure all the figures are present and accounted for.
  - e. In the text of the newsletter indicate the position of the photograph as follows, including the bold font and the highlighting: **<Insert Figure 1.jpg>**
  - f. Figure captions. Immediately below the “insert” command, write a caption for the figure, using the bold and highlighting as below.  
**<Caption: enter the caption for figure 1>**
  - g. Do not use copyrighted material (unless you hold the copyright!).
  - h. Make sure that individuals whose photographs you include are aware that the photo will appear in the newsletter.

### **Spring Newsletter**

The spring newsletter will include the following information in addition to what is normally submitted. This information should appear in the order shown below and at the end of the newsletter submission. Proposed bylaws amendments will be voted on and officer elections will be held (usually in May) after the newsletter is published.

1. Minutes of the Divisional Members Meeting from the previous annual meeting. The SICB Secretary will have these minutes published on the divisional web site. The minutes should appear in the newsletter as a link.
2. Proposed bylaws amendments. Bylaws amendments changes should be discussed with the SICB Secretary and approved by the Executive Officers before they are proposed to the membership in the newsletter. All amendments must be posted on the SICB website at least 30 days before an election begins.
  - a. In the newsletter, include a specific rationale for each amendment, and be clear on what is being added and/or deleted. In the edited text of the bylaws, additions are indicated as **bold underline** and deletions as ~~striketrough~~.
3. Biographies of candidates running for divisional offices.
  - a. Details of candidate biographies are described above.
  - b. Please group the candidates according to the offices and then list the candidates in **alphabetical order**.

### **Fall Newsletter**

The fall newsletter normally has program notes about the upcoming annual meeting, news about the results of the spring elections and ballot issues, and other information the divisions want to convey. **It is important to remember that information about deadlines should be stated with the actual newsletter deadline in mind.** Particularly in the fall, contributors often write about upcoming deadlines that will have passed by the time the newsletter goes online.