ASP Handbook for Officers, Councilors, Editors, Committees, and the Executive Secretary

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This handbook is intended to serve as an aid to "Institutional Memory". Except for provisions that derive from the Constitution and Bylaws, these guidelines are based on Council decisions and can be readily changed. Please help keep this handbook current and in line with council decisions, and make use of it in the conduct of Society business. (Last revision: Dec 30, 2008, Peter Ensminger, Linda Hardwick)

Purpose

The purpose of the Society shall be:

1. To promote original research in photobiology, broadly defined to include all biological phenomena involving non-ionizing radiation. It is recognized that photobiological responses are the result of chemical and/or physical changes induced in biological systems by non-ionizing radiation.
2. To facilitate the integration of different disciplines in the study of photobiology and to promote applications of basic photobiological research to the alleviation of disease and the promotion of health.
3. To provide information on the photobiological aspects of national and international problems.

Divisions

1. Photochemistry, Photophysics and Phototechnology
2. Photosensory and Circadian Biology
3. Photosynthesis, Bio- and Chemiluminescence
4. Photomedicine
5. Environmental Photobiology and UV effects
6. Other

Officers

(See: **www.pol-us.net/ASP_Home/ofic_com.html** for current officers and contact information)

President

The President shall preside over meetings of the Council and the Annual Business Meeting of the Society, serve as Chair of the Executive Committee, appoint and charge, with the approval of the Council, the Chair and members (in consultation with the designated Chairs) of all committees of the Council, and carry out other activities usually pertaining to the office.

The President serves *ex officio* on the Finance committee, receives the annual budget drawn up by the Treasurer and presents it to the Council for approval; s/he also serves *ex officio* on the Constitution and Rules, Meeting Site and nominating committees. The President is responsible for seeing that all functions of the Society are performed in a timely manner, consistent with the Constitution and Bylaws of the Society and the charge of Council, and in a financially responsible manner.

The President is invited to give a scientific lecture at the Annual Meeting.

President-Elect

The President-Elect chairs the meeting site committee and, as a member of the Nominations committee, is responsible for submitting a slate of nominees for council for the annual election. S/he also serves on the Executive, Finance and Grants and Awards committees so as to become more familiar with Society activities. Presidents are limited to a single term.

The President-Elect shall automatically succeed to the presidency.

Immediate Past-President

The Immediate Past-President shall be the chair of the Scientific Program Committee for the next Annual Meeting of the Society. S/he shall be chair of the Constitution and Rules and the Nominating committees, s/he submits a slate of candidates for the presidential office in the annual election and prepares the Teller's report therefrom. The Immediate Past President shall also nominate the recipient of the ASP Lifetime Achievement Award, and present it to Council for its approval.

The Immediate Past-President shall arrange a luncheon discussion meeting for the former Presidents of the Society at the Annual Meeting of the Society, to ensure that the past wisdom and history of the Society is not forgotten.

The Immediate Past President shall carry out the duties of an absent or disabled President.

Secretary

The Secretary is elected to a three year term and may be re-elected for one additional term. S/he is responsible for ensuring that the meetings and activities of the Society are carried out within the framework of the Constitution and Bylaws of the Society. The Secretary has primary responsibility for overseeing non-financial aspects of the office of the Executive Secretary and ensuring that these obligations are performed properly and in a timely manner.

The Secretary, with the assistance of the Secretariat, prepares minutes of all meetings of the Council, Executive Committee and Membership, and distributes minutes of such meetings for approval and posting on the web site in a timely manner (one month or less). The Secretary serves as parliamentarian at meetings and writes letters of election and appointment to positions in the Society.

A vacancy in the office of Secretary shall be filled by appointment by the President and ratified by a majority of voting members of the Council until the next regular election.

Treasurer

The Treasurer is appointed from the membership by the Council for a three-year term. S/he serves at the pleasure of Council and may be re-appointed for additional terms. The Treasurer chairs the Finance Committee, being responsible for the budgetary health of the Society and for its investments and financial integrity. The Treasurer also has primary responsibility for oversight of the financial aspects of the office of the Secretariat, ensuring that obligations are performed properly and in a timely manner. In addition, the treasurer:

1. Prepares and submits to the President the annual budget for approval by council.
2. Provides current budget reports to the Council at each meeting and to Membership annually.
3. Reviews bank statements and records of financial transactions on a current basis.
4. Reviews the annual tax return.
5. Oversees the annual financial audit by independent auditors.
6. Assists the President and Council in preparation of the annual budget.
7. Assures that activities of the Society are carried out within the approved budget.
8. Assures that appropriate safeguards are in place to insure the financial integrity of the Society.

A vacancy in the office of Treasurer shall be filled by appointment by the President and ratified by a majority of voting members of the Council until the next regular election.

Councilors

(See: www.pol-us.net/ASP_Home/ofic_com.html for current Councilors and contact information)

At the call of the President, the Council shall hold two regular meetings at the time of the annual scientific meeting. One should be shortly after the Annual Business Meeting and the second a year later shortly before the next Business meeting. A third council meeting between the other two may be held at the discretion of Council. The President may call additional Council meetings, providing a majority of the Executive Committee concurs.

The Associate Councilor is elected at the mentoring lunch by the students/postdocs for a two year term. He or she is responsible for representing students/postdocs on council and participating in activities at Society meetings. An Associate Councilor must be a member of the Society, a student or postdoc, and remain in the field of photobiology as a student/postdoc during the term of office.

At the first meeting after the Annual Business Meeting, Committee appointments shall be approved by Council. At the second regular meeting, the Council shall consider changes in dues, amendments to the Constitution and Bylaws, and proposals for affiliation, and set the agenda for the Business Meeting. Newly elected Council members, who have not yet taken office, are expected to attend this meeting, but may not vote. For the purposes stated above, the Society's year consists of the time between Annual Business Meetings.

The duties of the Council shall be to determine the policies for the good of the Society and the science it represents in accordance with the Constitution and to implement the execution of these policies as provided in the Bylaws.

1. It shall authorize the expenditure of Society funds, and it shall obtain and review an annual audit of the Society finances.
2. It shall authorize and assist in the planning and funding of scientific meetings.
3. It shall elect the Editor of *Photochemistry and Photobiology* for a five-year term by a two-thirds majority vote.
4. It may, if deemed necessary, appoint an Executive Secretary (Secretariat) with appropriate compensation to assist in handling the affairs of the Society.
5. The Council shall appoint an Executive Committee from its members and may delegate to this committee such powers as it sees fit.
6. Interim vacancies among the Councilors may be filled by the Council until the next regular election of the Society.
7. The Council shall have power to conduct other business by means of postal or electronic mail vote. Chairs of all committees of Council must be chosen from the Council.
8. Nine (9) voting Members of the Council shall constitute a quorum.
9. The Council may apply for grants or secure donations for specific projects which are consistent with the purposes of the Society and they or appropriate Committees of the Council may then meet to conduct their business at times other than the Annual Meeting with expenses defrayed by said grants or donations.

Council Committees

(See: www.pol-us.net/ASP_Home/ofic_com.html for current Council Committees and contact information)

Preface

While the specific charges of the Committees of the Society follow, there are certain common duties and responsibilities of all Committees.

1. Each Committee shall prepare a formal written report for Council on its activities, and a clear statement of its recommendations. This report is to be submitted thirty (30) days prior to the Council Meeting and the midyear Council Meeting, if one is held.
2. The Office of the Secretariat is available to assist Committees in the performance of their duties.
3. Each Committee shall keep a permanent record of all members of the Committee, of the minutes of the deliberations and actions taken by the Committee, and of formal reports submitted to Council.
4. The burden of executing the duties of any Committee falls mainly upon the Chair. A Chair may delegate authority, but the final responsibility for seeing that the job gets done belongs to the Chair.
5. It will be the responsibility of each Committee Chair, when the term expires, to transmit the permanent record of that Committee to the newly appointed Chair.
6. It will be the responsibility of each Committee Chair to attend each Council meeting, or to designate an attending Councilor as the representative of that Committee.

Constitution and Rules Committee

Committee Composition: Immediate Past-President (Chair)

This committee should re-examine the Constitution and Bylaws of the Society each year and suggest to Council changes that appear to be required. In addition, the Committee shall be responsible for revising the Handbook of the Duties of the Officers, Councilors, Editors, Committees of the Society, and the Office of the Secretariat.

Executive and Secretariat Liaison Committee

Committee Composition: President (Chair)

The Executive Committee is made up of the Officers of the Society, but the Chair may invite any member to participate who might contribute to the function of the Committee.

This Committee prepares agendas for the Council Meetings and formulates plans for the Society for approval by Council. When needed, and with notification of Council by electronic mail, the Executive Committee may act on behalf of the Council between Council Meetings.

The Secretariat will submit to this committee an annual report for transmission to Council accompanied by committee comments and recommendations.

Nominations Committee

Committee Composition: Immediate Past President (Chair)

The Nominating Committee shall consist of at least four (4) members of the Council. The immediate Past-President shall be Chair of this Committee. It will be the responsibility of the Nominating Committee to prepare lists of nominees from the members of the Society as described in Article VIII of the Bylaws, and to ascertain in writing the agreement of each nominee to serve if elected. Service includes a willingness and ability to attend council meetings on the first and last days of the annual society meeting, and to devote a significant time to society affairs during their tenure.

At least two nominees must be listed for each vacancy to be filled. Nominations by petition (Article VIII, Bylaws) must be received by the Secretary before November 15th. It shall be the philosophy of the Nominating Committee to involve younger members in the administration of the Society, and to ensure the widest possible representation of the subdivisions of photobiology.

The Chair of the Nominating Committee should maintain a notebook of all elected Officers and Councilors, of all nominees, and those considered for nomination. A record should be kept of Councilors who are

judged to be particularly effective, since Officers of the Society should be selected from a pool of effective Councilors.

Finance Committee

Committee Composition: Treasurer (Chair), President, President-Elect, Executive Secretary

The Finance Committee prepares an annual Society budget and submits it to Council for approval at the time of the Annual Meeting and prior to the start of the fiscal year. This budget shall include estimates of all income sources and appropriate estimates of expenditures for committees, officers, meetings, and publications. Society operations during the fiscal year will be financed from the general operating fund as approved by Council. The Finance Committee shall consider and attempt to devise ways to maintain the financial health of the Society.

Scientific Program Committee

Immediate Past-President, Chair

The Scientific Program Committee shall consist of 5 members representing the 5 divisions of the ASP. The immediate past president shall be chair of this committee. It is the responsibility of this committee to represent scientific themes at the annual meeting and to maintain a history of the scientific programs to ensure continuity of the ASP annual meeting programs.

Meeting Site Committee

Committee Composition: President-elect, Chair

The Meeting Site Selection Committee is responsible for selecting sites for the future meetings. Several possible sites should be chosen at least three (3) years in advance, and if possible 6 years. The Secretariat should obtain information about the availability of these sites and details of possible arrangements. Final arrangements should be negotiated by the Secretariat after the Committee has made a final choice of a site. Sites considered can be either college campuses or convention hotels. A list of currently acceptable sites should be maintained by the Committee. The sites should be selected, bearing in mind the requirements of the Society for a pleasant and congenial meeting atmosphere at a modest price. The sites should be accessible by public transportation without undue difficulty. Rotating the meeting to different parts of the country should be given due consideration.

Membership Committee

The Chair and members of this committee are charged with the identification and recruitment of qualified individuals who are not now ASP members deemed to benefit from and to contribute to Society activities. Names of such persons may be found among authors of papers published in *Photochemistry and Photobiology* and other such journals, and as invited participants in the annual meeting. Council authorizes that a year's free membership be offered to such individuals, and the chair should develop personalized approaches to extend such offers and follow up in the subsequent year.

In light of changing research activities in photobiology, the membership committee is also charged with the periodic review of categories of membership.

Mentoring Committee

The Mentoring Committee is responsible for ensuring the full participation of all constituencies of the Society in its activities and for maximizing the benefits of membership in the Society for students, fellows and junior faculty. More specifically, this Committee will work with the Membership Committee to

recommend qualified women and minority members for membership and leadership positions in the Society, as speakers and session chairs at the annual meeting, and as award recipients.

This Committee is also concerned with providing younger members of the Society with help and advice in their professional and career development, and will organize activities to attract the participation of associate and junior faculty members. At the annual meeting a luncheon hosted by senior members for Associate members may be organized by this committee.

Education and Public Affairs Committee

This Committee shall have responsibility for bringing the activities of the Society and the members of the Society to the attention of the appropriate members of the radio, television and written press, particularly at the time of our annual meetings.

The Committee shall also seek ways to improve the availability and quality of education in the science of photobiology. It should actively encourage the publication of textbooks, monographs of general educational interest to the Society, and resource materials for teaching, under the aegis of the Society.

In the area of Public Affairs this Committee has the responsibility of identifying issues in which the discipline of photobiology is or may become a significant factor, with particular attention to issues where existing or potential risks to the public are involved. When the need is perceived, the Committee should request authorization from Council to conduct a preliminary investigation in order to evaluate the current status of an issue (e.g., the current and potential hazards or benefits to human health and/or the environment), the current role of private and government agencies or technical groups in dealing with the issue, and other relevant factors that may help to establish the scope and urgency of the problem. The results of such an investigation should be reported to the Council, or to the Executive Committee with recommendations for action.

The Committee shall maintain close communication with the Department of Government Relations and the Public Responsibilities Committee of the American Institute of Biological Sciences, and the NAS/NRC Assembly of Life Sciences, to which the American Society for Photobiology currently belongs.

Publications and Communications Committee

The Publications Committee shall have responsibility for overseeing all publication functions of the Society, such as *Photochemistry and Photobiology*, Newsletter, Abstracts of Annual Meetings, Membership Directory, and any other publications of the Society, print or electronic. The Editor of *Photochemistry and Photobiology* is an *ex officio* member of this Committee.

Specific tasks for the Committee that derive from this general charge are:

Journal

1. Scientific Aspects
    1. Definition of goals and scope of the Journal
    2. Instructions to authors
2. Publication Aspects
    1. Format of Journal; physical aspects (paper quality, type style, etc.)
3. Finances (in consultation with the Treasurer)
    1. Recommend approval of the library rate by Council.
    2. Recommend to Council the page charge rate, and other matters pertaining to page charges.
    3. Ensure that the number of pages published in the Journal is consistent with the contract with the Publisher. The publication of additional pages must be approved by Council.

    4. Oversee Editor and Associate Editor expenses
4. Editor
    1. Nominate the Editor for approval by Council
    2. Receive and approve Editor's report prior to submission to Council.
    3. Approve the appointment of Associate Editors (on recommendation by Editor).

5. Publisher
    1. Negotiate, in cooperation with the Office of the Secretariat, the contract with the publisher for submission to Council; oversee that the Society and the Publisher adhere to the contract.
    2. Report annually to Council concerning the "State of the Journal."

Newsletter

1. Nominate the Editor for approval by Council.
2. Approve general content and format.
3. Oversee finances in consultation with the Treasurer.
4. Oversee timing of publication.

Communications

1. Web Site

Functions of the Office of the Secretariat relative to the Publications Committee:

Journal

1. Communicate subscription list to Publisher on a timely basis.
2. Finances:
    - Pay subscription bill.
    - Solicit and receive page charges, communicating status to Publications Committee.
    - Receive and transmit Publisher's statement.
    - Maintains liaison with Publisher on business aspects of the Journal.

Grants and Awards Committee

(See: www.pol-us.net/ASP_Home/award0.html for previous award winners)

The responsibilities of the Grants and Awards Committee are to administer grants and award programs established by Council, and to make and receive suggestions for new grants and award programs from the membership at large or from Council, and to make recommendations to Council concerning their adoption and/or funding, and to see that proper publicity concerning existing programs is published on a regular basis in the Newsletter. The following awards have been authorized:

Associate Member Travel Awards: $500 each

The Committee will recommend Associate Members for travel grants based on merit, reviewing and ranking the abstracts designated for travel awards. They will indicate a cut off point below which no award will be given. The amount of the award will be to cover travel to the meeting up to but not to exceed $500. The amount budgeted is $10,000.

The ASP Research Award: $1000 plus travel (total $1500), and a Plaque

The Grants and Awards Committee is charged with the selection of the recipient of the ASP Research Award, from nominations made by the Committee and by ASP members. The following general criteria set by the Committee for the Research Award are intended to give flexibility in choosing the best candidate:

1. The candidate must be nominated by, at a minimum, another member of the ASP and have made a major research contribution to the field of Photobiology. No self nomination will be accepted
2. Has at least 10 years of post-graduate (Ph.D. or M.D.) research.
3. For equivalent candidates, preference is given to the one who has contributed the most to the ASP.
4. The nomination package will stand for three years, with an opportunity to be updated yearly by the nominator. At the end of the three years, a new nomination package must be submitted.

New Investigator Award: $1000 plus travel (total $1500), and a Plaque

This competition is open to any investigator who has recently entered the discipline. This is typically a young investigator (under 36), but all investigators should be considered, even a senior scientist who is new to the area. Criteria 3-5 of the Research Award also apply to the New Investigator Award.

Lifetime Achievement Award

In 1990, ASP instituted the Lifetime Achievement Award. The award should only be given when a suitable candidate is agreed upon by Council (i.e. it is not necessary to award it every year), and should be presented as a surprise to the awardee at the annual business meeting of the Society. A "suitable" candidate is one who has devoted substantial time and effort on behalf of ASP over a long period of time (i.e. greater than 10 years). The award should consist of:

1. A framed hand-drawn certificate (those given to date have been made by Ms. Lynn Galluzzo, 1411 45th Ave., Greely, CO 80634: (303) 353-0614.
2. A suitable gift in the neighborhood of $300: examples; sundial to Kendric Smith, kaleidoscope to John Jagger, etc.
3. A plaque of the type to hang in a den or office with the awardee's name, the name of the award, the year, and the words "From the Membership", and the ASP logo.

The Past President has the responsibility of nominating individuals to Council at the Fall Council meeting, and, if Council agrees, arrange for the certificate, gift and plaque, to be ready for the Annual Meeting.

ASP Photon Award

The ASP Photon Award was established by several Past Presidents to honor members who have made exceptional contributions and who have served the Society above and beyond the call of duty. These contributions include service on Council, or as an Officer of the Society, contributions to the Society's publication efforts, or any other service to the ASP deemed exemplary by the members of the Council. The award, a statue of the sun god RA, is to be made from the time to time on an ad hoc basis as suitable recipients appear. The Past President has the responsibility of nominating individuals to Council at the Fall/ Winter Council meeting.

Journal Editor

1. Managing the Editorial Office

The Editor is responsible for both administrative and scientific aspects of the Journal. New manuscripts are submitted to the editor, and assigned to the appropriate Associate Editors for editorial review with the help of outside referees. The Editor decides whether to accept or reject the reviewed manuscripts for publication after examining the recommendations of the Associate Editors. The Editor is responsible for maintaining the high scientific quality of the Journal, and for ensuring that the scientific papers published represent the various subspecialties of the science of photobiology.

The Editor is also responsible for maintaining the Editorial Office in terms of communication with the Publisher, authors, and the Office of the Secretariat. The Editor's responsibility includes management of the finances associated with the running of the Editorial Office, and the editorial expenses of the Associate Editors.

The Editor is responsible for the timely administration of the Journal in keeping with the contract between the Society and the Publisher (e.g. page limitations), and the directives of Council.

2. Relationship with the Publications Committee

Overall financial matters, including contractual negotiations with the Publisher are the responsibility of the Secretariat and the Publications Committee, of which the Editor is an ex officio member.

The Editor shall inform the Publications Committee for appropriate consideration any proposed editorial policy changes or major policy or procedural changes proposed by the Publisher. The Editor shall submit a first draft of the annual Editorial Report to the Publications Committee for a preliminary review and, sometime before the annual meeting, a final draft to the members of the Council, Office of the Secretariat, and Publisher. The Minutes of the Editorial Board Meetings are to be filed with the Editor, Secretary, Treasurer, Publications Committee, and the Office of the Secretariat.

3. **Associate Editors of *Photochemistry and Photobiology***

Associate Editors of the Journal shall be appointed by the Editor for a term of four (4) years, subject to the approval of the Publications Committee.

4. Relationship with the Office of the Secretariat

The Editor shall maintain effective communication with the Office of the Secretariat by providing the necessary data for billing page charges, periodic financial ledgers, and other relevant matters.

Newsletter Editor

The ASP Newsletter is the major line of communication between the Officers and Councilors of the Society and its members. The Editor of the ASP Newsletter is responsible for the timely publication of the ASP Newsletter, and for making it responsive to the interests and needs of the Society. The Editor of the ASP Newsletter shall be nominated by the Publications Committee, and approved by Council.

Executive Secretary

The duties of the Executive Secretary are listed as follows:

1. Maintains the legal address and telephone numbers of the Society, pays all bills and deposits all receipts to the bank accounts of the Society on a timely basis.
2. Maintains books and records of financial transactions.
3. Provides records of all financial transactions to the Treasurer on a current basis, arranges the annual financial audit by independent auditor.
4. Provides copies of the signed audit report to the Council; prepares the annual tax return.

5. Provides appropriate safeguards to insure the financial integrity of the Society.
6. Insures that affairs of the Society are carried out in conformance with applicable statutes.
7. Arranges for liability insurance for the Society and its officers.
8. Maintains the files and permanent historical records of the Society.
9. Provides liaison to legal counsel; provides mailing, reproduction and computer services for the Society.
10. Maintains the membership list as a computerized data base, prepares and mails annual dues to members and follows up with delinquent members.
11. Carries out correspondence pertaining to membership and other Society affairs on a timely basis.
12. Provides liaison to the Publisher in all business aspects of the Journal.
13. Provides updated mailing labels to Journal dispatch office on a monthly basis.
14. Prepares and mails, at the instructions of the nominating committee, the annual ballot.
15. Answers questions pertaining to Society affairs or refers them to Officers or members as appropriate.
16. Provides technical and clerical assistance and advice to members of the Executive Committee and Council to assist them in performance of their duties.
17. Provides clerical services at Executive Committee, Council, and Business meetings to assist the Secretary in the preparation of Minutes.
18. Arranges for sites and accommodations and assists President and Council in preparation of agendas for such meetings.
19. Provides clerical assistance and advice to Officers and Committee chairs.
20. Negotiates and executes contracts authorized by Council, provides advice to Society Officers regarding legal and other requirements and other factors affecting Society operations.
21. Assists and advises President-elect and Site-Selection Committee in choosing Annual Meeting site for Council approval.
22. Negotiates with sites and prepares contracts with hotels, assists in preparation of meeting budget and insures that this budget is adhered to, publicizes the Annual Meetings of the Society.
23. Assists Program Committee with mailings to members and preparation of the program.
24. Assembles abstracts for Annual Meeting and prepares abstract issue of the Journal.
25. Handles details of registration, both pre-meeting and on-site.
26. Provides management of meeting on-site and necessary services and rooms.
27. Arranges for exhibitors.