



SOCIETY *for the*
STUDY *of* EVOLUTION

Handbook for SSE Council and Committee Members

Originally compiled by Dale Clayton, January 1, 2009
Current version prepared by Cynthia Weinig, June, 2017

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Duties of the President Elect, President, and Past

President (1-year term in each position)

Overview and General Issues

The SSE is a vibrant professional society, connecting evolutionary biologists from around the world through our annual meeting, workshops, and journals (*Evolution* and *Evolution Letters*). To do so effectively in the face of the changing landscape of expectations from societies and journals, as well as threats to the study and teaching of evolution, the SSE Presidents play a leadership role for the Society. The Presidents should ensure that the Society is proactive about changing opportunities and responsive to the needs of its members, while always keeping in mind the mission of the society to promote “the study of organic evolution and the integration of various fields of science concerned with evolution.”

While the current President is the Chair of the Council during the year that he or she serves, the current President should work closely with the Past President and President Elect to steer the directions and activities of the Society in a strategic manner. Together, the three co-Presidents, as well as the Secretary and Executive VP, form the Executive Council. The Executive Council is responsible for approving appointments, letters, and other activities of the Society, while major decisions on funding, Council nominations, and new initiatives must be approved by the full Council.

To be most effective, the three Presidents must be alert to both slowly emerging trends and quickly unfolding events and policy developments. It is necessary to be strategic in identifying which issues to become engaged in, how to be most effective, and who else to network and work with to accomplish shared objectives. Indeed, being responsive and networking effectively are important traits for successful Presidents of the SSE.

The Presidents, particularly the current President, must maintain contact with:

- The **Secretary** and **Exec. VP**. The Presidents need to be in continual contact with the Secretary and EVP regarding important matters of the Society and its business. The Executive Council, consisting of these five individuals, also serve as the collective memory of the Society and its conscience (e.g., in recognizing those who deserve special recognition and awards).
- The **Editors-in-Chief** and publisher (currently **Wiley-Blackwell**). Issues with the journals requiring discussion arise regularly. The journals are the most enduring and visible products of the SSE and revenue from their publication supports most of the society’s activities. It is essential that the President be aware of issues that may affect the success of the journals, including the structure and function of the relationship between the SSE and the publisher. Both the Editor-in-Chief and the publisher must have access to the Executive Council for any potential issues that might arise.
- SSE Communications Manager
- SSE **committee chairs**
- SSE meeting partner societies (**ASN** and **SSB**), including their officers
- The European Society for Evolutionary Biology (**ESEB**). This includes getting to know and staying in close contact with their officers. <http://www.eseb.org/>

- The National Center for Science Education (**NCSE**) <http://www.ncseweb.org/>. NCSE works daily to take on those attacking the teaching of evolution around the country. It works with local teachers and school boards, among others.
- The American Institute of Biological Sciences (**AIBS**) www.aibs.org and the American Association for the Advancement of Science (**AAAS**) <https://www.aaas.org/>. The SSE is a member organization and has a representative on the AIBS Council. AIBS provides public outreach, lobbying and educational resources for life sciences researchers, including evolutionary biologists.

While affairs of the SSE have generally been informal and collegial in the past, friction or conflicts can arise. It is the particular duty of the current President to be alert to such issues and to respond quickly to avert conflict, if this can be managed, or to establish a more deliberate process if a serious situation develops that requires intervention. In such situations, having a close network of known and trusted colleagues can be crucial.

Specific Duties of the Current President

- Chairing the SSE Council meetings. The SSE Council typically meets three times each year. The main Council meeting occurs on the first day of the SSE annual Evolution meeting in June or July, and is followed by a shorter exit meeting on the last day of that meeting. The Council also holds a mid-year meeting (typically lasting a day) in January or February. It is the President's responsibility to chair these meetings and to set the agendas. Agendas for the mid-year and main summer meeting typically include both old and new business, committee reports, and discussion items. The President works closely with the Secretary to finalize and distribute the agendas and documents for these meetings in a timely manner, preferably at least a week in advance of the meeting. The agenda for the exit meeting is less extensive and is usually based on business conducted at the main meeting.
- Chairing the SSE Executive Council
- Giving the Presidential address at the annual meeting
- Working with the EVP to run the open membership meeting (a.k.a. the "business meeting") at the annual meeting
- Attending Joint Council meeting at the annual meeting with SSB and ASN, chairing of which rotates among the current President of the three societies.
- Serving on the Fisher Prize committee, which consists of the President, Past President and President Elect.
- Appointing one member to the nominating committee (see Article 5 of the Constitution)
- Every three years, appointing two members of the nominating committee to select the new Editor-in-Chief, and Chairing this committee (see Article 5 of the Constitution).
- Appointing chairs for all committees and asking them for regular updates and reports
- Appointing the members of the Hamilton Award committee, including the Chair
- Appointing members to the Diversity committee
- Appointing members to the Policy committee
- Appointing members to the Finance committee (see Article 4 of the Bylaws)
- Working with the communications manager to communicate to membership via regular email messages, posts on social media and newsletters

Specific Duties of the President Elect

- Serving on the SSE Executive Council and Council.
- As the newest of the Presidents, the President Elect brings new energy and ideas to the Executive Council. As such, the President Elect should pay special attention to opportunities and challenges that the Society may face and bring these to the Executive Council when appropriate.
- Attending Joint Council meetings at the annual meeting with SSB and ASN.
- Serving on the Fisher Prize committee, which consists of the President, Past President and President Elect.

Specific Duties of the Past President

- Serving on the SSE Executive Council and Council.
- As the President with the most experience, the Past President serves an important role in aligning activities with the wishes of the Council. As such, the Past President should pay special attention to carrying out the strategic plan of the Council and should chair visioning meetings at regular intervals (last in 2017).
- Attending Joint Council meetings at the annual meeting with SSB and ASN.
- Chairing the Fisher Prize committee, which consists of the President, Past President and President Elect.
- Announcing the SSE awards and introducing the President before his/her talk at the annual meetings.

The three Presidents also break ties when they arise in any Council vote, reaching a decision through discussion amongst themselves and a vote, if necessary (following the majority decision).

It is expected that these duties will be carried out promptly (e.g., responding to votes and email queries within three business days), communicating when necessary about any potential delays (e.g., due to travel).

Duties of the North American and non-North American Vice-Presidents (2-year terms)

- Participate in all council activities
- Evaluate candidates for the Dobzhansky Prize (with the Secretary)
- Serve on Rosemary Grant Student Research Awards committee; Chair the committee the second year of the term
- The Non-North American VP is Chair of the International Committee
- Serve on additional committees as needed

Duties of the Executive Vice-President (3-year term + 1 year *ex officio*)

The Executive VP has the most complicated and time-consuming job in the society. The EVP functions, along with the Secretary, as the institutional memory of the Society and is responsible for oversight of all business operations, financial management, payments and reimbursement, publishing contracts, and general Society and meeting functions. The EVP is the financial officer of SSE, which has no treasurer. The EVP works closely with the Joint Council of tri-societies (SSE, ASN, and SSB), as well as with the Joint Meeting Council, to ensure a smooth and successful annual meeting. The EVP has the opportunity to develop their own initiatives to improve and expand Society operations and services to members.

Specific Duties by Month:

January

- Attend 1.5-day mid-year meeting, location determined by President-elect (all council reimbursements are handled by Wiley)
- Submit a mid-year financial report to the Council, together with recommendations and perspective on the financial health and direction of the Society
- Pay Handling Editors of *Evolution* and *Evolution Letters* their stipends around January 15th
- Pay out recurring annual checks, including contribution to NCSE
- With turnover of EVP, coordinate transfer of all files, contacts, etc.
- With turnover of President, Secretary, EVP, and/or Communications Manager, facilitate transfer of access to dedicated SSE email accounts
- With turnover of Secretary, EVP and/or conference organizers, facilitate access to accounts, issuance of new bank signature cards and credit cards; this can be done through the business office for bank accounts and credit cards, and/or directly with Vanguard Investments for investment accounts
 - EVP, Executive Director and Financial Manager are signatories on the main bank accounts
 - EVP, chief meeting organizer(s) and professional conference planner are signatories on the conference accounts
 - Secretary and EVP carry SSE credit cards
 - Note that all requests for signing authority and credit cards are approved by the Secretary
 - EVP and professional conference planner have access to online statements for conference bank accounts
 - EVP has access to:
 - online statements for conference bank accounts
 - online statements for main bank accounts
 - QuickBooks online
 - online statements for investment accounts

February

- Follow-up on and/or delegate action items from mid-year meeting, as appropriate
- Coordinate opening of annual meeting registration with conference organizers (usually mid February)

- Coordinate with Vice Presidents for review of Rosemary Grant proposals (proposal due Feb 1)

March

- Coordinate with the Business Office on previous year's financial information in preparation for tax season
 - deal with uncashed checks
 - adjust accounting codes, as appropriate
 - ensure all tax information and forms (i.e., W9s) from previous year awardees and stipend recipients have been provided to the business office
 - provide information on investment accounts and meeting accounts (included in annual accounting but not managed by business office)
 - Coordinate with conference organizers to finalize reconciliation of previous year's meeting expenses and status of conference accounts in preparation for tax season
 - Work with the Communications Manager to announce call for annual meeting symposium proposals on the website and social media and in the journals and newsletter
 - Work with conference organizers on items related to upcoming annual meeting, as needed
 - Coordinate with communications manager, business office, and Rosemary Grant committee to announce awards
-

April

- Website management/design/updating with Secretary and Communications Manager.
- Select student/postdoc travel awardees by lottery (see below for procedure); send list to business office to arrange for notifications (sent by email) and for checks to be written and mailed to EVP for countersigning and distribution at the annual membership meeting
- Coordinate with Hamilton Symposium organizer to award travel stipends to Hamilton finalists and ensure that no finalists are also on the lottery stipend list (i.e., receiving two travel stipends)
- Coordinate with IC chair on selection of IC travel awardees (proposals due end of March)
- Main tasks are to check membership status with business office and approve total amount recommended for funding (~ \$20,000 per year)
- Coordinate with IC chair on recommendations of International Symposia and EIE awards (proposals due end of March)
- Main task is to convey the IC chair recommendation as well as EVP recommendation to Council for vote, then report the results of the Council vote to the IC chair

May

- Coordinate closely with the Joint Meeting Committee and the conference organizers to make sure everything is in place for the annual meeting
-

June

- Collect symposium proposals and circulate to Council a few weeks before the June Council meeting. Inform Secretary that Symposia proposals need to be added as an agenda item and discussed at the Council meeting. Lead the discussion and vote at the Council meeting to choose symposia. After the vote, inform all applicants whether their proposal was accepted or not. Symposium organizers get \$9,000 to cover expenses, to be divided among themselves and speakers to cover travel costs as they see fit. Registration fees are NOT waived for symposium organizers or speakers, although the \$9,000 can be used to cover reimbursement of registration fees if the organizers choose to do so. Reimbursement requests for symposia should be made by the symposium organizers (not individual speakers), who will determine how the budget is dispersed, and reimbursement requests forwarded to the EVP in the form of a spreadsheet with individual payee information and amounts (electronic receipts or scans required)
- Attend Joint Council as well as SSE council meetings.
- Submit and present financial report at council meeting. Send a copy to all Council members **prior to the annual meeting**, asking the Secretary to add the discussion of the report to the agenda
- Work with President to decide how to run the membership meeting; present a brief summary of society business there; in recent years, this has also been the venue for distributing travel award checks (both lottery awards and for Hamilton finalists)
- Coordinate with Wiley each year to negotiate changes and obtain council approval for subscription pricing and purchasing options for Evolution
- In the third year of the term, nominate the next Executive Vice-President; consult with others as needed.

July

- Process all reimbursement requests arising from the annual meeting
 - collect and keep on file all receipts for all costs that are reimbursed to anyone
 - reimbursements are issued either as checks in US funds or wire transfers to individual bank accounts; either type can be issued to individuals or institutions at the request of the recipient; Wire transfers incur a bank fee that is deducted from the reimbursement
 - specify the category of reimbursements for each one as they are requested from the business office (e.g., council travel, awardee travel, GSAC expenses, International Committee travel, sponsored symposia, Education committee, etc.)
- Send checks to award recipients (Fisher, Dobzhansky, film festival, Gould)
 - collect W9 tax forms for anyone receiving an award exceeding \$500
 - send W9's to the business office (or ask awardees to send them directly if preferred)
- Coordinate with the conference organizers to reconcile budgeting for the annual meeting
- Pay Secretary stipend around July 1, and ask that the Secretary request payment of EVP stipend; check whether they want the money to go to their institutions or to be made out to them personally before writing checks (W9s are

only required if issued to the individual; splitting of the stipend between the individual and institution is acceptable)

- Follow-up on and/or delegate action items from mid-year meeting, as appropriate
- Coordinate with accountants (Brown Smith Wallace) to approve and file previous fiscal year financial statements.

August

September

October

- Submit annual report to Colorado Department of State to renew 501c3 status

November

- Coordinate with Vice Presidents and Communications Manager to advertise Rosemary Grant Awards competition and other award competitions and open online submissions (Nov 1)

December

- Negotiate with DRYAD and approve usage and subscription fees for data archiving for *Evolution* and *Evolution Letters*

Broad Duties:

1. Chief responsibility is for the finances and financial health of the Society, keeping council apprised of what is going on and consulting with council on major decisions and changes, and for expenses over ca. \$5,000.

- Monitor investment accounts (this is not handled by the business office). Check in with Vanguard Investments a few times each year to discuss strategy and allocation.
- Coordinate with the business office to:
 - set aside funds, monitor and approve any and all payments by check, wire transfer or credit card
 - keep accurate and current records in spreadsheet of income and expenses, and keep in contact with bank and investment firm regarding finances and financial records.

- Manage routine expenses (e.g., bank or accounting fees); those under \$5,000 can be spent without needing to consult with council
- Avoid writing checks to yourself. Be alert to any conflicts of interest in any financial decisions. Consult with someone with formal training in identifying conflicts of interest as needed.
- Approve payment of all bills and monitor deposits of all income for the society (**EXCEPT** for payments to the Executive Vice President, which are made by the Secretary; other bills can be handled by the Secretary by mutual agreement –e.g. student travel fellowships).
- The current Executive Vice President should have signing authority on all accounts held by the society. Any changes to signing authority are made with the approval of the Secretary.
- Pay travel expenses for Council members to meetings; symposium participants; pay other expenses as reasonable (i.e. for President to travel to AIBS meeting, for supplies and other expenses). This is a fair bit of work for the month or two after the meeting, but not much work for the rest of the year.
- Serve as the main liaison with publisher; the Secretary also interfaces with the publisher fairly regularly, as do the Editors-in-Chief. Oddly enough, your contact with the Editors will be very limited.

2. Annual meeting planning and preparation. The Executive Vice-President works with Joint Meeting Council to make sure everything is in place for the meeting, including scheduling of Council meetings at the start and end of the meeting, symposia, social events, workshops,, President's address, award announcements, membership business meeting, etc. Review previous meeting programs to make sure all events get scheduled.

- Make sure annual meetings are scheduled (venues and housing booked) 3-5 years out, in coordination with the Joint Meeting Committee and the other societies.
- The SSE Executive Vice President is the sole signatory on all meeting contracts. All contracts, however minor they may seem, must be approved by the Society's lawyer prior to signing. The Executive Vice President is the liaison with the lawyer for all matters, including those related to the meeting. Most of the Society's interaction with the lawyer relates to the meeting, so the retainer for the lawyer is paid for by the conference budget.

3. Website management/design/updating with Secretary and Communications Manager.

4. Serve as institutional memory, assist the President as needed, inform and consult with the president and secretary as needed on matters of importance to the Society; make suggestions and push for changes in direction as you feel is important (or not). A close relationship and frequent contact should be maintained with the Secretary.

5. Other activities may be initiated. For instance, an evolution poetry contest was initiated and run by the Executive Vice-President for two years. The contest was extremely popular, with a website component, awards, and poetry readings at the banquet at the annual meeting. Prizes can be donated from publishers or moderately priced prizes can be purchased. The poetry got a write up in Science, which was great PR for the Society and for evolutionary biology. The EVP office also supported the Evolution Film Festival, which has become an annual event at the meeting. Activities and initiatives that fall below the \$5000 budget limit do not technically require Council approval, though in practice the EVP should consult Council whenever there is a question about initiating a new or ongoing financial commitment.

6. Nominate the next Executive Vice-President in June of the third year of term; consult with others as needed.

7. Every 5 years, negotiate and obtain council approval of a contract with Wiley (or other publisher, if Council so chooses) for publishing *Evolution* and *Evolution Letters*.

8. Every 10 years, renew the society's trademark use of Society for the Study of Evolution

9. Make sure the Society is running smoothly.

Duties of the Secretary (3-year term)

The Secretary (together with the Executive VP) is responsible for day-to-day operations of the society, and s/he should be a good communicator. Among other things, the secretary is responsible for running the elections and the Dobzhansky Prize competition.

Specific Duties by Month:

January

- 1st Update Handbook for Council Members and send to council (Officers, publisher information as needed, committee membership), update on SSE Website.
 - 1st Work with President on committee appointments, especially the nominating committee.
Send second announcement of Rosemary Grant Competition
 - TBD Work on the Mid-year meeting agenda, attendance, etc in collaboration with the President and EVP.
 - 31st Fisher award deadline.
-

February

- 1st Communicate with the chair of the nominating committee, including providing committee chair with the committee guidelines, and solicit nominations from membership with a deadline of March 15th. Remind the chair that we have to provide a list of duties to potential nominees, and need a slate of nominees by the beginning of June so the Council can ratify the slate at the annual meeting; the Council will need the nominees' CVs for the ratification. This means that the committee has to start in February, as not everyone contacted will want to be nominated and run.
 - 1st Work with Presidents on Fisher Award – decision by end of March.
 - 1st Rosemary Grant Deadline
 - 15th Dobzhansky award deadline
-

March

- 1st Make sure local organizers put the SSE and joint Council meetings on the schedule for the June meeting (opening and exit meetings) (The SSE executive committee, including Presidents, EVP and Secretary participate in the Joint Council meeting).
 - 15th Decide on Dobzhansky winner by this date, Inform winner by April 1st, Send letters to applicants not selected.
-

April

- 15th Work with Business Office to coordinate student travel supplements.
-

May

- 1st Call for Council meeting agenda items.
Distribute minutes of previous year's meeting to the Council.
Coordinate with other societies regarding Joint Meeting (not in charge of joint meeting again until 2019).

Solicit CVs from nominees.

June

Take minutes at SSE Council meetings and Joint Council meetings every 3rd year. Circulate minutes to the Council following the meeting.
Council ratifies slate at the annual meeting.
Introduce Dobzhansky award winner at talk and present prize at banquet.
President's note to membership should include summary of Council business.

July

1st Work with Communications Manager to announce Dobzhansky and Fisher Prize winners on the SSE website and social media.

August

1st Prepare ballot with names, and request "why vote for me" statements.
Proofread the ballots
Ballot in journal doesn't include CVs, but CVs are included in web-based election materials.
Poll Council for location and dates of the mid-year meeting

September

Send candidate statements to journals by September 10th, for the October issue.

October

10th Call for nominations for Dobzhansky, Fisher, and Gould awards, to run in November issue, announce Rosemary Grant Competition in the Nov. issue.
20th Submit election materials to the Business Office and the Communications Manager; send email to members and ask them to vote in November (could combine with award announcements, could be sent by President).
30th Call for award nominations in other venues:

- Evoldir and Ecolog list servers
- membership email list
- add to SSE website
- SSE social media

November

1st Run election for a two- to four-week period, beginning November 1st.

December

- Get election results from the Business Office; after the President calls successful candidates, notify those who are not successful candidates.
- Send Constitution/Bylaws and info about mid-year meeting to election winners.
- Send winner names to journals by Dec 10th.
- Ask Council to approve the new class of Assoc. Editors for the journal.
- Final call for nominations for Dobzhansky and Fisher awards.

- Work with President and EVP to organize mid-year meeting in January
 - Get Dobzhansky and Fisher award announcements on list servers (EvolDir & Ecolog): EvolDir – Brian Golding / golding@mcmaster.ca ECOLOG-L-request@listserv.umd.edu

Broad Duties:

- With the President, EVP, Communications Manager, and business office, coordinate communication with the membership.
- Maintain communication between journal offices and society. In general, make sure journals have announcements, etc. in a timely manner.
- Following nomination of an Editor-in-Chief by the Editor-in-Chief Nominating Committee, the Secretary must call for a secret ballot to the council to actually elect the Editor-in-Chief.
- Assist the President. In general, the Exec-VP and the Secretary tend to provide most of the information/support for the President. Thus, if the President is contacted regarding society business, s/he will generally contact the Exec-VP and the Secretary as they will have the longest “memories” in the society. This is a variable job – some Presidents are proactive, others are very hands-off. It is best to coordinate with the Exec-VP when there is society business involved.
- Be flexible. The Secretary tends to be the person people approach to get answers. Members often e-mail asking for confirmation of their membership status. You can send those to Heather Cacanindin of the business office. Commercial interests may contact the Secretary to gain access to the Society (e.g., offering services). Bill Dahl at the business office can help with renting our membership list for paper mailings. Such requests must be approved by the Secretary.
- Handle copyright requests:
 1. Wiley-Blackwell administers permissions for SSE regardless of year of publication. We are signatory to the industry-wide STM Agreement that regulates fees for reuse of published materials and terms of re-use, but rights for reuse are granted back to authors on an exception basis (see #3).
 2. If someone asks you for permission to use materials published in *Evolution*, they can always be referred to the journal’s permissions page. To do so, please point people to this url: <http://wileyonlinelibrary.com/journal/evo>. Once there, they can click on Permissions in the About this Journal menu on the left hand side of the page. The Permissions page has everything a requester needs, but should someone come back to you with a problem, please refer them to the Secretary.
 3. Be aware that authors do not need permission to reuse their own figures in new works, as long as they cite *Evolution* as the source of those figures, and use no more than 15% of the original article.
 4. We do not permit anyone, including the author, to post a published article on an open website. Piracy and phishing are very real threats to journal content these days, and crawlers have no trouble locating material posted outside the journal website. However, authors may post the accepted post-review manuscript 12 months after initial publication, with a link to the article of record.

Duties of the Council Class members (3-year term)

Attend the mid-year meeting (one full Saturday in Jan or Feb)

Review Rosemary Grant Award applications (Feb-Mar), (1st and 2nd year council members)

Serve on the Gould Prize nominating committee (Jan-Feb), (3rd year council members)

Attend the annual society conference, including Council meetings before and after the conference (June)

Communicate as needed on society business throughout the year, including but not limited to:

- approving each new class of Associate Editors (AEs) for *Evolution*
- approving each new Editor-in-Chief for *Evolution*
- approving each slate of nominees for open council positions
- evaluating conference symposium proposals
- providing input to Council on budget issues, Handbook and By-Law amendments or revisions, conference logistics, etc.

It is expected that these duties will be carried out promptly (e.g., responding to votes and email queries within three business days), communicating when necessary about any potential delays (e.g., due to travel).

Compensation for Council and Committee Members

Reimbursements

Expenses for the annual meeting, including registration, are paid up-front by individuals or their host institutions. After the annual meeting, participants email scanned receipts to the EVP, who will send reimbursement checks. If checks are to be made out to individuals, social security (or passport) numbers are also required. Travel and lodging expenses for the mid-year meeting are reimbursed by the publisher.

For the annual meeting, SSE covers coach-class travel, lodging, registration, and banquet/super social ticket for the President, President-Elect, Past President, Executive VP, North American and Non-North American Vice Presidents, Secretary, Education Committee Chair, Editor-in-Chiefs, and Communications Manager. Per diem expenses are not reimbursed.

For other council members: SSE covers registration, banquet/super social ticket, coach-class travel and up to \$500 to cover accommodation expenses. Per diem expenses are not reimbursed.

For the Hamilton Committee Chair: SSE covers registration, banquet/super social ticket, coach-class travel and up to \$500 to cover accommodation expenses. Per diem expenses are not reimbursed.

For the GSAC chair and past chair: SSE covers registration, banquet/super social ticket, coach-class travel and up to \$500 to cover accommodation expenses. Per diem expenses are not reimbursed.

For other GSAC reps attending the annual meeting: SSE covers registration and up to \$500 to cover travel and accommodation expenses. Per diem expenses are not reimbursed.

Executive Vice President

Currently receives a stipend of \$15,000 per year.

Secretary

Currently receives a stipend of \$12,000 per year.

Editors

Effective July 1, 2016, yearly allocation to the *Evolution* EIC will be \$30,000, and yearly allocations to the two handling editors will be \$15,000 each. \$10,000 will be used to refund registration fees for all the associate editors of *Evolution* who attend the yearly conference (starting in 2017), and SSE will make up any shortfall (i.e., if more than ~23 AEs attend in one year).

The timing for yearly allocations will be:

EIC: paid each July 1 beginning 2016

HEs: paid each January 15 beginning 2017

SSE Graduate Student Advisory Council

The main goal of the SSE Graduate Student Advisory Council (GSAC) is to represent the interests of SSE's graduate student membership to the SSE Council and vice versa. Graduate students represent 40% of SSE's membership, and as such, have a vested interest in SSE's overall direction and planned initiatives. GSAC members network with SSE student members, liaise between Council and graduate student membership, and facilitate interactions between SSE faculty and graduate student members. The GSAC will provide a sense of community, and a source of information, for graduate students and postdocs in evolutionary biology during their graduate career and upon making career transitions.

GSAC Structure

- The GSAC will consist of 6 members, with two new members added each year.
- Each member will serve a two-year term, beginning and ending January 1.
- A senior GSAC member will serve as GSAC Chair.
- The GSAC should hold their own meetings, whether in person or through Skype or similar electronic communication, as often as they deem necessary.

GSAC member application and selection process

- A call for GSAC applications will be emailed to graduate student membership, and posted on the SSE student Facebook page, no later than March 1 of each year.
- To be considered for GSAC membership, applicants will submit an application to the SSE Secretary by April 30 of each year.
- Application components will include a maximum one-page statement of interest and a CV, to be emailed to the SSE Secretary. Applications will be transferred to the GSAC for their consideration.
- The GSAC will choose new members. With several criteria in mind (listed below in "GSAC member requirements"), new members will be selected based on enthusiasm, experience, and novel ideas proposed in their statements of interest.
- GSAC members cannot serve consecutive terms. However, former GSAC members shall be eligible to serve a second term one year after the expiration of their previous term.

GSAC member requirements

- GSAC members must be graduate students or postdocs.
- GSAC members must be graduate students at time of application, at least one year into their PhD program.
- GSAC members should be outgoing, organized, and have demonstrated leadership skills.
- GSAC members must be able to communicate with graduate students from diverse locations and diverse backgrounds.
- GSAC members will make a reasonable effort to attend both summer meetings during their terms.
- GSAC members will make every effort to represent diversity in the following categories:
 - institution rank/size
 - locality (North American/non-North American)
 - ethnicity/gender
 - research focus/career stage

Guidelines for GSAC interaction with SSE Council

- SSE Council will select one student from each cohort to attend SSE Council mid-year and summer meetings, for a total of two student attendees. Expenses for the annual meeting will be paid up-front by individuals and reimbursed after the annual meeting by the EVP. SSE will reimburse coach-class travel, lodging, registration, and banquet ticket. Travel and lodging expenses for the midyear meeting are reimbursed by the journals publisher.
- SSE Council will cover the meeting registration fee for all GSAC members attending the summer meeting.
- The most senior GSAC member who is chosen to attend meetings will serve as GSAC Chair, and act as the locus of communication between SSE Council and the GSAC.
- To facilitate GSAC participation and understanding of SSE's long-term objectives, all GSAC members will receive meeting documents from SSE Council meetings.

Guidelines for GSAC interaction with SSE student members

- GSAC members should always bear in mind that they represent SSE to the SSE membership.
- GSAC members must be open and available for communication with SSE membership.
- GSAC members should convey SSE news to SSE student members in a timely manner.
- GSAC members should provide, maintain and encourage activity in electronic and in-person forums that facilitate communication among SSE student members and prospective SSE members.
- SSE student member newsletters will be sent through the SSE Membership Coordinator (currently Heather Cacanindin).

Regular newsletters, drafted by the GSAC Chair and edited by the GSAC, should be sent to SSE student members. Content should include, for example, upcoming award application or conference deadlines, SSE news items, reminders to vote in SSE Council elections, and social or professional opportunities. It is recommended that the GSAC develop a regular student member newsletter schedule. Newsletters should be sent at least quarterly, at the following times:

- 1) **Winter:** immediately following the mid-year meeting, announcing news items or new initiatives undertaken by SSE Council during the course of the mid-year meeting, and reminding students of upcoming award application deadlines;
- 2) **Spring:** upcoming conference registration deadlines and social/professional opportunities;
- 3) **Summer:** prior to the June Evolution meeting, reminding students of the SSE Student-Mentor mixer, workshops, and other opportunities during the meeting;
- 4) **Fall:** thanking students for a great Evolution meeting, any survey results, new initiatives, news items, professional/social opportunities, encouragement to vote in upcoming SSE officer elections.

Suggested roles for GSAC members

- Two GSAC members, one from each cohort, will represent student interests during attendance of SSE Council meetings (both mid-year and June). These

- students will also be responsible for organizing and operating the Evolution meeting SSE Student-Mentor Mixer.
- GSAC members should be willing participate in SSE Teaching or Professional Development workshops, as fits with their interests and abilities to attend these events.
 - The GSAC Chair's duties include: drafting and facilitating communication between the GSAC and SSE graduate student/postdoc membership; facilitating communication between the GSAC and SSE Council; drafting proposals for yearly meetings; organizing new GSAC initiatives; and attending SSE Council meetings.
 - Two GSAC members, one from each cohort, will assist in reading Rosemary Grant Award applications. Prior to application submission, these students are responsible for notifying the SSE North American Vice President of their intention to contribute.
 - Two GSAC members will be responsible for maintenance and contribution to GSAC Twitter and Facebook accounts.
 - The GSAC will work with one representative on Council, as well as the student representatives of SSB and ASN, to institute and operate the Women in Science events at the yearly Evolution meeting.
 - Other GSAC roles may be defined as determined by either SSE Council or the GSAC itself.

2017 SSE Committee Memberships

*Committee designated in Constitution or Bylaws

#Ad hoc committee appointed by Pres. and approved by council

***Nominating Committee**

Constitution, Article 5

Judith Mank (Chair)
Norman Johnson
Marc Johnson

***Finance Committee**

Bylaws, Article 4

(past & current Exec VPs, and two others)
Andrea Case (Chair)
Butch Brodie
Kim Hughes
Elizabeth Lacey

Rosemary Grant Committee

(North American VP, Non-North American VP, 1st & 2nd year council members, 3 members of GSAC)

Isabel Gordo (Chair)
Jenny Boughman
Becky Fuller
Susan Alberts
Trisha Wittkopp
Daniel Matute
3 members of GSAC

Diverse Careers Committee

Lex Flagel (Chair)
Judi Brown Clarke
Eddie Gonzalez
Karl Grieshop, TRAINEE
Aide Macias Munoz, TRAINEE
Sarah Seiter
Liz Silva
Lenny Teytelman
Grace A Wyngaard
Mohamed Noor (ex officio)

Policy Committee

Sarah Otto
Cynthia Weinig
Jenny Boughman
Amanda Moehring
Courtney Fitzpatrick

***Dobzhansky Prize Committee**

Bylaws, Article 4

Secretary (chair) and Vice Presidents
Cynthia Weinig
Isabel Gordo
Jenny Boughman

***Fisher Prize Committee**

Bylaws, Article 4

Presidents (current, past, elect)
Sally Otto
Kim Hughes
Hopi Hoekstra

Gould Committee

(Two members of the Education Committee and the two 3rd year council members)

Michael Anatolin (Chair)
Joe Graves
Kelly Dyer
Kristi Montooth

#Hamilton Award Committee

Joel McGlothlin (Chair)
Lynda Delph
Janna Fierst
Katy Heath
Daniel Matute
Jacob Russell

Graduate Student Advisory Council

Megan Kobiela (Chair)
Daren Card
Melissa Kemp
Aide Macias Munoz
Jodie Wiggins

Diversity Committee

Daniel Matute
Maurine Neiman
Kelly Dyer
Catherine Rushworth
Eve Humphrey
Brandon Ogbunugafor
Maria Orive

#International Affairs Committee

USA/Canada: Daphne Fairbairn (USA), Andrew Hendry (Canada).

Europe: Axel Meyer (Germany), Nina Wedell (Chair; UK).

Australia/New Zealand: Andrew Cockburn (Australia), Graham Wallis (New Zealand).

Africa: Matthew Conrad (South Africa), Isa-Rita Russo (South Africa).

South America: Enrique Lessa (Uruguay)

Asia: Suhua Shi (China)

#SSE Education Committee SSE Education & Outreach Committee

Louise S. Mead (2008) (Chair)

Thomas R. Meagher (1997)

Michael Antolin (2001)

E Dale Broder (2013)

Scott Edwards (2000)

George Gilchrist (2009) (ASN Representative)

Joseph L. Graves Jr. (2000)

Kristin Jenkins (2006)

Rebecca Kimball (2008) (SSB Representative)

Rich Kliman (2014)

Juliet Noor (2014)

Mohamed Noor (2013)

Steve Palumbi (2002)

Robert T. Pennock (2000)

Sam Scheiner (2001)

Jim Smith (2012)

Jory P Weintraub (2013)

Lorne Wolfe (2007)

Descriptions of Ad Hoc Committees

Education and Outreach Committee

Goals of the Education and Outreach Committee:

- Identify effective ways for SSE to improve the quality of evolution education
- Serve as liaison to education organizations and institutions on the subject of evolution
- Provide opportunities for the SSE membership to consider educational issues
- Implement educational activities as approved by the SSE Council
- Provide leadership to the membership of SSE on educational issues

Duties of the Education and Outreach Committee Chair:

Conduct Education and Outreach Committee business

- Set agenda and chair business meeting (usually Monday breakfast at June meeting)
- Communication during the year (e.g. votes, subcommittee work, etc)
- Oversee committee membership (e.g. confirm new reps from ASN, SSB every 2 years)

Coordinate E & O Committee activities (serve ex-officio on sub-committees)

- Annual meeting events (Education Symposium, Public Outreach Lecture, K-12 Teacher Workshop, etc.)
- Education & Outreach events (NABT evolution education workshop, SACNAS, etc.)
- JH Huxley Award (presentation at NABT annual meeting)

- Education and Outreach Grants
- Gould Award (see below)
- Work with the Communications Manager to update education pages of SSE website (education materials, public policy statements, podcasts of Gould Award talks, etc.)

Assist the Council.

- Serve ex-officio on the SSE Council (attend Council June and mid-year meetings)
- Assist President & Executive Secretary on education/outreach/public policy issues (e.g. help draft letters or public statements regarding legislation affecting evolution education)

January

- Attend mid-year SSE Council meeting
-

March

- 1st
- Make sure local organizers put the education symposium, public outreach lecture and other education events on Schedule for the June meeting
-

May

- Contact E & O Committee members to set committee time and agenda

June

- Attend SSE Council meetings ex-officio
 - Chair Education & Outreach Committee meeting
 - Arrange for videotaping of Ed. Symposium
 - Introduce E & O Committee events (Ed. Symposium, Public Outreach lecture, etc.) or arrange for another committee member to do so
 - Call for nominations for Gould Award
-

September

15th Gould Award decision and logistics (see below)

Stephen Jay Gould Award Committee for Improving the Understanding of Evolution

With this annual award the Society for the Study of Evolution will recognize, promote and reward individuals who have increased public understanding of evolutionary biology and its place in modern science. The award would include a cash prize (\$5K) and the expectation is that the recipient would present the Public Outreach Seminar at the Evolution Meeting (expenses for travel/lodging and registration would be covered by SSE).

The goal of this award is to promote increased visibility and understanding of evolutionary science in the general public. To this end, the award will recognize the efforts of an individual who has made significant contributions to communicating an understanding of evolution in the spirit of the activities pursued by Stephen Jay Gould. These contributions could involve writing, research, journalism, public speaking, or other forms of communication that raise public awareness of evolutionary biology and its importance in biological understanding, education, public policy and everyday life. The pool of potential awardees will be composed of research scientists and academics (including those in the fields of history, philosophy and sociology of science), as well as K-16 teachers and popular-science authors. While emphasis will be placed on making the evolutionary science accessible to the general public, contributions that bring current evolution research to undergraduate and secondary school biology teaching will also be considered. Focusing the criteria in this way recognizes the importance of understanding evolution to attaining scientific literacy and the important role that the current generation of students will play in the future development of evolutionary biology.

The selection committee will select an individual who has made a significant contribution to the public understanding of evolution using the following criteria:

- Writing and/or public speaking that makes the theory of evolution and the findings from research in evolutionary biology more accessible to the general public
- Activities related to defending evolutionary biology research and teaching from attacks by anti-evolutionists
- Showing innovation and dedication to teaching evolution in a way that can be a model for others
- Creating evolution education materials or other resources that have advanced the teaching and learning of evolution

The selection process:

1. An open nomination period from the annual meeting until Sept. 1

2. Nominations are forwarded to the award committee—Composed of two members from the Education committee and two from SSE Council (the two Council members in the second year of their term)—who add their own recommendations and then collect application materials from nominees, discuss and decide on a recipient by Oct 1.
3. Booking the outreach seminar, preparing the award announcement, making arrangements to invite the public to the outreach seminar, etc., should be completed within 5 months of the annual meeting.

Duties of the Gould Committee:

(1) Arrange for videotaping. Have the camera stay tightly focused on the speaker (Waist up if at the podium. Full body if walking around on stage. Don't include projected slides; these will be edited in afterwards directly from the speaker's slide deck.)

(2) If possible, arrange for an audio tape recorded from the speaker's lavalier microphone.

(3) Arrange to get the original video and audio tapes.

(4) Have a photograph taken on stage of the winner holding the award and, if possible, standing together with the SSE president and the chair of the Gould Award committee.

(5) Let the speaker know in advance that the talk will be videotaped and put on the SSE Education Committee YouTube site, so they should try to avoid use of any images that are copyrighted and would not be allowed under fair use.

(6) Fill in, print out, and be sure that the speaker signs the SSE media release form, which grants copyright to the SSE Education Committee.

(7) Get a copy of the speaker's Powerpoint or Keynote slide deck. These will be edited into the videotape.

(8) Send all tapes and files to Rob Pennock (pennock5@msu.edu) for editing.

Diversity Committee (ad hoc, formed February 2017)

Mandate: The Diversity Committee will act to promote inclusivity in the Society of the Study of Evolution, regardless of race, age, gender, gender identity or expression, sexual orientation, marital or parental status, disability, ethnicity, nationality, veteran status or religious preference. The Committee will identify and support activities that increase inclusion, reduce obstacles, and promote career progression for underrepresented groups within the Society.

Chair: The Committee will be chaired by a member of Council. The Chair position will normally last for the remainder of that Council member's term.

Composition: The Chair will appoint additional committee members from the general membership of the Society, each of whom will serve a three-year renewable term on the Committee. The Chair will seek approval of these nominations and term renewals from the Executive.

Meetings: The Committee will present a brief report on its activities to Council at the annual and mid-year Council meetings. The Committee will normally meet during the Society's Annual Meeting and will communicate throughout the year.

Funding: Membership and Committee activities are strictly voluntary. Requests for funding to conduct the Committee's business must be made to the Society's governing Council.

Additional Activities: In order to complete its tasks, the Committee may organize or support the organization of targeted activities, such as networking luncheons, panel discussions, mentoring teams, and workshops. The Committee will be in charge of sponsoring and/or organizing activities at the annual meetings that promote and enhance the diversity of the scientific community.

Education and Outreach Committee (ad hoc)

Mandate: The Education and Outreach Committee will serve to:

- Identify effective ways for SSE to improve the quality of evolution education
- Serve as liaison to education organizations and institutions on the subject of evolution
- Provide opportunities for the SSE membership to consider educational issues
- Implement educational activities as approved by the SSE Council
- Provide leadership to the membership of SSE on educational issues

Chair: The Committee will be chaired by an SSE member with Education and Outreach expertise. The Chair position will normally last for three consecutive years and may be renewed.

Composition: The Chair will appoint additional committee members from the general membership of the Society, each of whom will serve a three-year renewable term on the Committee. The Chair will seek approval of these nominations and term renewals from the Executive.

Meetings: The Committee will present a brief report on its activities to Council at the annual and mid-year Council meetings. The Committee will normally meet during the Society's Annual Meeting and will communicate throughout the year.

Funding: Membership and Committee activities are strictly voluntary. Requests for funding to conduct the Committee's business must be made to the Society's governing Council.

Additional Activities: Coordinate various Education and Outreach activities associated with SSE, including

- Annual meeting events (Education Symposium, Public Outreach Lecture, K-12 Teacher Workshop, etc.)
- Education & Outreach events (NABT evolution education workshop, SACNAS, etc.)
- TH Huxley Award (presentation at NABT annual meeting)
- Education and Outreach Grants
- Gould Award
- Working with the Communications Manager to develop and revise education pages of SSE web site

FINANCE COMMITTEE

Finance Committee (standing, formed by Article 4 of the Constitution)

Mandate: The Finance Committee shall be responsible for monitoring all aspects of the Society that affect financing. Proposed major changes in expenditures and/or income should be reviewed by the Finance Committee, following which the committee will make specific recommendations to the Council for its approval.

Chair: The Committee will be chaired by the Executive Vice-President throughout his/her term.

Composition: The Finance Committee shall consist of the Executive Vice-President, the past Executive Vice President, and two additional members of the Society elected for two-year terms. The additional members shall be nominated by the President and elected by the Council at the annual meeting of the Society. In the circumstance that the past Executive Vice-President is unavailable to serve, a third nomination will be sought by the President.

Meetings: The Committee will submit its concerns or its approval of budgetary issues to Council at the annual and mid-year council meetings. The Committee will communicate as needed throughout the year.

Funding: Membership and Committee activities are strictly voluntary. The Committee should have no financial impact on the Society.

Additional Activities: This committee will review the audit (performed externally by a professional auditing service) and make a recommendation to Council to approve/disapprove the audit in time for the annual meeting, will review the investment strategy taken by the Executive Vice President, will review changes to the budget recommended by Council, and will provide guidance on financial matters as they arise. In cases where the Committee recommends against an item approved by Council, the Committee's reasons will be transmitted to Council for revote and/or revision. A revote on the budgetary item then requires a two-thirds majority vote by Council to override the Finance Committee and be approved.

International Affairs Committee

Goals of the International Affairs Committee:

- Foster relationships and coordinate initiatives between SSE and other non USA-based evolutionary oriented societies
- Foster contacts between young scientists from different countries

Duties of the International Affairs Committee Chair:

- To establish a committee which will formulate proposals to be submitted to the SSE council
 - This committee should include the non-North American vice president and can be made up of as many people as deemed adequate by the chair.
- To convene a meeting of the international committee at the SSE meeting
- To present the initiative suggested by the committee to the SSE council
- To write an annual report of the committee activities
- To chair the committee to evaluate the applications for international travel awards

Hamilton Award Committee

The Hamilton Award was initiated in 2008. This is an award for an outstanding student presentation at the Evolution meeting. Students apply to have their talks evaluated for the award and these abstracts are screened by the Hamilton Award evaluation committee. A subset of abstracts is selected for evaluation at the meeting. A minimum of three judges evaluate each talk with a standard ballot. The Awards Committee then processes all the ballots, compiles the scores for each student presentation, and then decides on a winner to be announced at the SSE banquet.

The Hamilton Award Committee has the following responsibilities:

- Evaluate the submitted abstracts of presentations and select a subset for evaluation at the annual meeting.
- Recruit judges for evaluation of the presentations
- Coordinate with the meeting organizers to acquire the schedule of student presentations
- Take information from the meeting schedule and compile a spreadsheet of student presentations with their times, session, and location (not trivial)
- Finalize the score sheet and instructions for the judges

- Assign judges to talks, accommodating time conflicts and conflicts of interest (not trivial)
- Check the final judging assignments and presenter schedule, and list errata
- Meet with judges at the beginning of meeting to discuss judging procedures
- Tally scores and participate in final award selection
- Make presentation at the banquet

Further information about the application and judging processes can be found at <http://www.evolutionsociety.org/index.php?module=content&type=user&func=view&pid=15>

Policy Committee (ad hoc, formed February 2017)

Mandate: The Policy Committee will advise the Executive and Council on issues of science and public policy. In particular, the Committee will monitor changes to policies and laws that impact evolution as a field, the support and integrity of scientific research, and/or the research of SSE members. The Committee will liaise with other appropriate international, national, and organizations with similar goals with respect to advancing evolutionary science, and provide advice to the Executive and Council about activities that are worth pursuing in keeping with the Society's mission. Release of reports, policy documents, and public statements must be vetted through the Society's Executive.

Chair: The Committee will be chaired by a member of Council. The Chair position will normally last for the remainder of that Council member's term.

Composition: The Chair will appoint additional committee members from the general membership of the Society, each of whom will serve a three-year renewable term on the Committee. The Chair will seek approval of these nominations and term renewals from the Executive.

Meetings: The Committee will present a brief report on its activities to Council at the annual and mid-year Council meetings. The Committee will normally meet in person at the Society's Annual Meeting and will communicate throughout the year.

Funding: Membership and Committee activities are strictly voluntary. Requests for funding to conduct the Committee's business must be made to the Society's governing Council.

Additional Activities: In order to complete its tasks, the Committee may choose to sponsor workshops and symposia, to interact with the AIBS, AAAS, and other organizations involved in science policy, and to host/attend other events as the Committee deems necessary and appropriate.

Rosemary Grant Award Committee

The Rosemary Grant Award for Graduate Student Research was initiated in 2010. The Secretary has on file the call for applications, which should be sent out in November, and again in January, with a deadline of February 1. The business office creates a spreadsheet of applicants. Each Vice President will chair the committee in the second year of their term. The committee includes both Vice Presidents and Council members in the first and second years of their terms. Two graduate student members may also serve on the committee. The committee Chair assigns proposals such that at least two members read each one. Committee members should swap proposals in the case of conflicts of interest (e.g. same institution, collaborator lab).

1. Criteria

The scoring is based on 15 pts, with equal weighting for the different categories. Below, 1 is low and 5 is high, where the numbers can be thought of as poor, fair, good, very good and excellent.

- Overall quality of proposal preparation, including motivation: 1-5.
- Experimental design: 1-5.

- Significance (likelihood of publication in *Evolution*): 1-5.

2. Review process

The committee Chair will establish a process for submission of scores and discussion of applications with the goal of identifying award winners by March 1. Typically, 20-25 projects will be awarded in a given year. Awards will be announced at the banquet at the SSE annual meeting.

WEB PAGE DESCRIBING AWARD:

<http://www.evolutionociety.org/index.php?module=content&type=user&func=view&pid=16>

