

Officers and Chairs Operations Handbook



**Southern Region
American Society for Horticultural Science**

**Edition v091319
Jim Robbins Editor**

Officers and Chairs ‘Operations Handbook
Edition v. 041018
Southern Region of the American Society for Horticultural Science

Association Positions

- A. Officers
 - a. President
 - b. President-elect
 - c. Secretary-Treasurer
- B. Executive Committee
 - a. Executive Committee Chair
 - b. Executive Committee Vice-Chair
 - c. 4 Executive Committee Members (2 chosen each year)
- C. Nominating Committee
 - a. Nominating Committee Chair
 - b. 5 Nominating Committee Members
- D. Section Chairs
 - a. Education
 - b. Extension
 - c. Floriculture, Ornamentals & Turf
 - d. Fruit Crops
 - e. Postharvest/Biotechnology
 - f. Vegetable Crops
 - g. Poster Section
 - h. Edmond Undergraduate Collegiate Branch Competition
 - i. Childers & Barham Graduate Student Competition
- E. Working Group Chairs
 - a. Sweet Potato, Watermelon, and Cowpea
- F. Award Committees
 - a. Member Awards
 - b. ACB Awards
 - c. Student Paper and Poster Awards (addressed under Section Chairs)
 - d. Graduate Student Award

A. Officers

1. President:

Duties begin the year they are elected as President-Elect and progress through a series of duties for 4 years.

Yearly Sequence of Duties

Year 1 – President Elect	Elected in fall, no duties
Year 2 – President-Elect:	Chair and Moderate the Childers and Barham graduate student paper competitions. Arranges the judges (<i>usually a minimum of 3</i>).
	Member, Executive Committee
Year 3 – President	Presides over business meeting
Year 4 – Immediate Past President	Chair, Childers Outstanding Graduate Student Awards Committee
Year 5– Senior Retired President	Chair, Nominating/Elections Committee

2. Secretary-Treasurer

Maintains liaison between ASHS Executive Director and SAAS Secretary. Manages all financial aspects of the association. Serves as editor of the association newsletters. Serves as chair of the Program Committee. Keeps all records of the SR-ASHS. Collects dues from members. Conducts the affairs of the SR-ASHS with the aid and advice of the President and members of the Executive Committee.

Timetable:

- Mid-Sept.: Prepare Fall Newsletter Call for titles and award nominations.
- Mid-Late Sept. – Distributes Election Ballot, Chair tallies results.
- Early December: Prepare PreConference Newsletter, Registration and Hotel information
November – receives all titles and award recipients.
- December – Prepared final Program
- January – Arranges all award plaques and certificates.

B. Executive Committee

1. Executive Committee Chair

Presides over (runs) executive committee meetings. Works with SR-ASHS Secretary-Treasurer to develop agenda for Executive Committee meetings. Highest vote recipient of senior pair of elected Executive Committee members.

2. Executive Committee Vice-Chair

Attends executive committee meetings and substitutes for chair if chair is absent. Automatically the other member of the senior pair of elected Executive Committee members.

3. Executive Committee members

Attend executive committee meetings, discuss and vote on petitions brought before the Executive Committee.

C. Nominations Committee

Nominations Committee Chair (Senior Retired President):

Receive all nominations. Poll current officers and chairs for names.

Check the SR-ASHS website to see a list of past officers:

<http://srashs.org/OfficersChairsCommittees/OfficersChairsCommittees.html> . We typically elect only once for President or the same committee.

Verify that the nominee is an Active member by checking the Membership Directory at <http://srashs.org/MembershipDirectory/directory.html>. Officers MUST be active members. The Chair of the Nominations Committee notifies the recipients that are selected, and notifies the nominators as to whether or not their nominee was or was not selected.

Timetable:

- Sept. 15: fall newsletter to members announces accepting nominations
- Nov. 18: Sec.-Treas. distributes Election Ballot with due date Dec. 2. Ballots tallied by Chair of Nominations Comm.
- Dec. 12: The Chair notifies those that won and those that did not.
- Mid-Dec.: Election results announced in Pre-Conference Newsletter

Positions that require nominations:

- President-Elect (will preside over meeting in 3 years; e.g. election in fall 2016, presiding in 2019)
- Executive Committee (serves starting in 2 years; e.g. if elected fall 2016, for 2018 meeting) – two members each cycle
- Section Chairs-Elect (will coordinate Section in 2 years; e.g. if elected 2016, for 2018 meeting)
 - Education Section
 - Extension Section
 - Floriculture, Ornamentals & Turf Section
 - Fruit Crops Section
 - Vegetable Crops Section
 - Postharvest & Biotechnology Section
 - Poster Section
 - Collegiate Branch

D. Section Chairs (except for Poster Section, Edmond Undergrad, and Childers and Barham Graduate)

Including:

- Education
- Extension
- Floriculture, Ornamentals & Turf
- Fruit Crops
- Postharvest/Biotechnology
- Vegetable Crops

Responsibility of chairs:

Solicit Papers: It is also the responsibility of the Section Chair to assure that sufficient paper titles are received to hold a session. A minimum of 4-6 paper titles is needed. It may be necessary to solicit paper titles from members. There are several ways to solicit titles:

- Email leaders in the field and encourage them and their students to submit titles (one month, two weeks and a week before the deadline). Contact student coordinators at different Departments.
- Send reminders to the presenters of the past several conferences. Email addresses of authors can be found in the past Conference Programs at:
<http://srashs.org/MeetingPrograms/MeetingPrograms.html>
- The Membership Directory has limited information on members that would like to receive information on the various sections. Go to the Membership Directory at srashs.org, download the Excel format, and sort the column for your Section.3.

Submit Paper Titles: It is the duty of the Section Chairs to collect all submitted paper titles, put them in the proper Word format and submit them to the Secretary-Treasurer by the deadline in the Fall Newsletter.

Collect and Submit Abstracts: Presenters should submit their title to the Section Chair by the deadline in the Newsletter. Or, if you collect the titles, they can be published under your Working Group section of the Conference Program. All Chairs collect abstracts at the meeting or give the presenters a few days to submit abstracts to the Chair by email. The Executive Committee established a new policy that abstracts will only be published if the title appears in the conference program. The Chairs send abstracts to ASHS headquarters at the email address and by the deadline specified in the “Note to Chairs” in pre-conference newsletter usually Feb 15 to March 1. Please copy SR-Secretary/Treasurer. Check that all abstracts are formatted properly. In order for an abstract to be published, it must:

- The abstract title must appear in the Conference Program.
- The paper must have been presented orally or as a poster at the meeting. “No shows” are not published.
- One of the authors must be registered for the conference.
- The abstract must be formatted properly.

Meetings: Section Chairs manage their own meetings. The **Section Chairs are responsible for bringing a laptop computer and projector for their Sections.** If this is a problem, contact the Secretary-Treasurer immediately.

Timetable:

- Sept. 15: fall newsletter to members announces
 - Nov. 4: DEADLINE authors: email formatted titles as .doc or .rtf files to Section Chairs
 - Nov. 18: Section Chairs: email to the Secretary-Treasurer a complete list of all titles, via email, properly formatted, and as one .doc or .rtf file.
 - Nov. 29: Section Chairs proof Program galley
 - Conference (early Feb.): Section Chairs collect abstracts
 - March 1: Section Chairs send abstracts to ASHS headquarters & copy SR-Secretary/Treasurer.
- Critical reminders:

Inform **all your participants that one of the authors must be registered for the conference.** Therefore, check your authors versus the attached registration list and confirm that at least one of the authors for every abstract was registered at the conference. Sends abstracts directly to the ASHS contact and copies the Secretary-Treasurer. Does not send abstract to ASHS headquarters that were not presented.

Poster Section Chair

Responsibility of chairs:

Receive Posters: The poster chair will receive titles for posters by the deadline in the Fall Newsletter. Posters meant for the student competition should be recorded and a list made. The time requirements of judging posters (10-15 mins per poster) should be taken into account when accepting titles from students for the competition. You may add the few that come in after that date if the maximum has not been reached (based on number of poster boards available) and if the program has not been published. The poster chair should communicate with the Secretary-Treasurer if questions arise.

Title Format: As titles are being submitted, make sure they are formatted as indicated in the template published in the Fall newsletter and in the example below:

Improvement, Propagation and Use of Taxodium in Southeastern China.

D. Creech¹ and Yin Yunlong². ¹SFA Mast Arboretum, PO Box 13000, Stephen F. Austin State University, Nacogdoches, TX 75962-3000; ²Nanjing Botanical Garden, PO Box 1435, Nanjing, 210014, China. (dcreech@sfasu.edu)

Submit Titles: After all the titles are received; they should be submitted in a single word document as an attachment to the Secretary-Treasurer of the SR-ASHS by the deadline in the Fall Newsletter.

Poster Format: After all the titles have been submitted, it is prudent to inform presenters of the correct format for posters and abstract submission. See the Poster Judging Criteria on the Southern Region section of the ASHS web site for the proper poster format (ashs.org/regional/history.html). Poster presenters should also be notified that it is important for them to be present at the poster during the specified time or they will not be included in the competition.

Conference Instructions:

- Poster presentations that are intended for the undergraduate and graduate poster competition should be recorded as such and that list provided to the poster competition judges.
- At the conference, the poster chair should put the titles on the poster boards to allow presenters easy locating of their spot in the poster room. The simplest strategy is to print the document in large font size and pin the titles to each designated spot.
- Poster Chair should bring extra-double sided sticky tape for those who have forgotten pins, thumbtacks, or double-sided sticky tape. While thumbtacks will work, most new heavy vinyl-quality posters do not flatten out easily and often pull away.
- Once all the posters are in place, the poster Chair should make notes on what papers are not present. Non-presented posters are not eligible to have abstracts published - even if they are sent in by the due date in February.

Judging Committee: The poster Chair is responsible for setting up a Judging Committee of six judges, three to judge the undergraduate and three for the graduate poster competition. The judges should interview the students at the posters during the times that poster authors are assigned to be at the posters. If the students are not at the posters, that poster should not be considered for the competition. Poster specifications and judging criteria are available at <http://srashs.org/Awards/NCIA%20Poster/PosterJudgingCriteria.pdf>. Each poster get **48 x 48** to work with. Poster chair instructions are available at:

<http://srashs.org/Forms/Poster%20Competiton/Poster%20Chair%20Instructions.pdf> and instructions for judges are available at

<http://srashs.org/Forms/Poster%20Competiton/Poster%20Judging%20Instructions.pdf> .

Timetable:

- Sept. 15: fall newsletter to members announces
 - Nov. 4: DEADLINE authors: email formatted titles as .doc or .rtf files to Section Chairs
 - Nov. 18: Section Chairs: email to the Secretary-Treasurer a complete list of all titles, via email, properly formatted, and as one .doc or .rtf file.
 - Nov. 29: Section Chairs proof Program galley
 - Conference (early Feb.): Section Chairs collect abstracts
 - March 1: Section Chairs send abstracts to ASHS headquarters & copy SR-Secretary/Treasurer.
- **Critical reminders:**
 - Inform **all your participants that one of the authors must be registered for the conference.** Therefore, check your authors versus the attached registration list and confirm that at least one of the authors for every abstract was registered at the conference. . Sends abstracts directly to the ASHS contact and copies the Secretary-Treasurer. Does not send abstract to ASHS headquarters that were not presented.
- **Awards:**
 - **National Cowpea Improvement Association Poster Awards:** One award is given for the best undergraduate student poster and one for the best graduate student poster. The awards are certificates and \$100 is awarded for 1 undergraduate and 1 graduate poster.

Edmond Undergraduate Collegiate Branch Competition Section Chair

Childers & Barham Graduate Student Competition Section Chair

Responsibility of chairs:

Solicit Papers: It is the responsibility of the Section Chair to assure that sufficient paper titles are received to hold a session. A minimum of 4-6 paper titles is needed. It may be necessary to solicit paper titles from members. There are several ways to solicit titles:

- Email leaders in the field and encourage them and their students to submit titles (one month, two weeks and a week before the deadline). Contact student coordinators at different Departments.
- Send reminders to the presenters of the past several conferences. Email addresses of authors can be found in the past Conference Programs at: <http://srashs.org/MeetingPrograms/MeetingPrograms.html>

- The Membership Directory has limited information on members that would like to receive information on the various sections. Go to the Membership Directory at srashs.org, download the Excel format, and sort the column for your Section.3.

Paper Titles: It is the duty of the Section Chairs to collect all submitted paper titles, put them in the proper Word format and submit them to the Secretary-Treasurer by the deadline in the Fall Newsletter.

Abstracts: All Chairs collect abstracts at the meeting or give the presenters a few days to submit abstracts to the Chair by email. The Executive Committee established a new policy that abstracts will only be published if the title appears in the conference program. They can submit their title to the Section Chair by the deadline in the Newsletter. Or, if you collect the titles, we can publish the titles under your Working Group section of the Conference Program. Check that all abstracts are formatted properly. The Chairs send abstracts to ASHS headquarters at the email address and by the deadline specified in the “Note to Chairs” in pre-conference newsletter usually Feb 15 to March. Please copy SR-Secretary/Treasurer. In order for an abstract to be published:

- The abstract title must appear in the Conference Program.
- The paper must have been presented orally at the meeting. “No shows” are not published.
- One of the authors must be registered for the conference.
- The abstract must be formatted properly.

Meeting Instructions: Section Chairs manage their own meetings and are responsible for bringing a laptop computer and projector for their Section meeting. If this is a problem, contact the Secretary-Treasurer immediately. It is suggested that the Section Chair come to the meeting prepared to post the order of presentations outside the room, based upon the random drawing of numbers at the beginning of the session. If the session will run through lunch, check with the SR-ASHS Secretary Treasurer to make arrangements for lunch delivery to the judges.

Judging: The Collegiate Branch Chair arranges judging the Edmund Undergraduate oral presentations; and the President-Elect arranges judging the Childers Masters and Barham PhD graduate oral presentations. Judging instructions, guidelines and forms are available at <http://srashs.org/Forms/forms.html>. The Section Chairs should bring score sheets for the judges.

Timetable:

- Sept. 15: fall newsletter to members announces
 - Nov. 4: DEADLINE authors: email formatted titles as .doc or .rtf files to Section Chairs
 - Nov. 18: Section Chairs: email to the Secretary-Treasurer a complete list of all titles, via email, properly formatted, and as one .doc or .rtf file.
 - Nov. 29: Section Chairs proof Program galley
 - Conference (early Feb.): Section Chairs collect abstracts
 - March 1: Section Chairs send abstracts to ASHS headquarters & copy SR-Secretary/Treasurer.
- Critical reminders:
 - Inform all your participants that one of the authors must be registered for the conference. Therefore, check your authors versus the attached registration list and confirm that at least one of the authors for every abstract is registered for the conference. Sends abstracts

directly to the ASHS contact and copies the Secretary-Treasurer. Does not send abstract to ASHS headquarters that were not presented.

- Awards:

- **J.B. Edmond Undergraduate Student Paper:**

- Awards are given to 1st, 2nd and 3rd place winners reporting original research by undergraduate students. The awards are certificates and checks (as determined by the Executive Committee based on available funds, currently for \$300, \$200 and \$100 for 1st, 2nd and 3rd place, respectively). The award is funded by the J.B. Edmond Undergraduate Student Paper Endowment.

- **Norman F. Childers M.S. Graduate Student Paper:**

- Awards are given to 1st, 2nd and 3rd place winners reporting original research by M.S. students. The awards are certificates and checks (as determined by the Executive Committee based on available funds, currently for \$500, \$300, and \$200 for 1st, 2nd and 3rd place, respectively). The award is sponsored by Norman F. Childers Endowment.

- **Warren S. Barham Ph.D. Graduate Student Paper: A**

- Awards are given to 1st, 2nd and 3rd place winners reporting original research by Ph.D. students. The awards are certificates and checks (as determined by the Executive Committee based on available funds, currently for \$500, \$300, and \$200 for 1st, 2nd and 3rd place, respectively). The award is sponsored by Warren S. Barham Endowment.

E. Working Group Chairs

Including:

- Cowpea
- Sweet Potato
- Watermelon

Responsibility of chairs:

Paper Titles: The Section Chairs may submit all properly formatted paper titles directly to the ASHS contact and copies the Secretary-Treasurer. Does not send abstract to ASHS headquarters that were not presented. Include a request to include them as a sub-section of the Vegetable Section. Titles must be received by December 16 in order for them to appear in the program. Working Group Chairs should email the complete list of titles to the Secretary-Treasurer properly formatted and as one .doc or .rtf file. All participants in the Working Groups must register for the SR-ASHS meeting.

Meeting Instructions: Working Groups Chairs manage their own meetings. The Newsletter instructs interested individuals to contact you if they have questions.

- Critical reminders:

- The Executive Committee has established a policy that abstracts will only be published if the title appears in the conference program. Titles may be submitted to their Section Chair by the deadline given in the Fall Newsletter. Or, if the Working Group Chair collects the titles and submits to the Secretary-Treasurer by the deadline given in the Fall Newsletter, they can published under your Working Group section of the Conference Program.
 - Please inform all your participants that they must register for the conference. The Executive Committee and the general membership expressed their views that everyone

who attends the conference should register for the conference and therefore assist with the financial burden of maintaining the society in good fiscal condition.

F. Award Committees

Including:

- Member Awards
- ACB Awards
- Student Paper and Poster Awards (addressed under Section Chairs)
- Graduate Student Award

Award Information: The background, description, eligibility, and nomination packet information for all awards may be found on the SR-ASHS website (srashs.org/Awards/Awards.html).

Member Awards:

- J. Creighton Miller, Jr. Distinguished Educator Award
 - Committee Chair and 2 members
- Julian C. Miller, Sr. Distinguished Research Award
 - Committee Chair and 2 members
- Krezdorn Excellence in Doctoral Research and Writing
 - Committee Chair and 2 members
- Henry M. Covington Extension Award
 - Committee Chair and 2 members
- John E. Hutchinson Extension Award for Young Professionals
 - Committee Chair and 2 members
- Paul Smeal Leadership and Administration Award
 - Committee is made up of the past three recipients with the most recent being the Chair
- Blue Ribbon Extension Communications Award
 - Committee Chair and 2 members

Responsibility of Chairs:

- Chairs receive all nominations. You may also have to solicit nominations using your network.
- Make sure the recipients meet all the qualifications/eligibility set forth in the award eligibility information found on the Awards page of the SR-ASHS website (<http://srashs.org/Awards/Awards.html>). Also, check the Previous Award Recipients list for all career awards to make sure they have not previously received the award. Former recipients of all awards can be found on the Awards page of the SR-ASHS website (<http://srashs.org/Awards/Awards.html>).
- Verify that the recipient is an Active member. This can be in the Membership Directory at <http://srashs.org/MembershipDirectory/directory.html>. To be considered 'active' for an award is defined as having paid dues at least 3 of the last 5 years.
- The Chair of the Awards Committee notifies the recipients that are selected and notifies the nominators as to whether or not their nominee was or was not selected.

TENTATIVE Timetable:

- Sept. 15: fall newsletter to members announces award and deadlines
- October 15: chair contacts committee members alerting them of process
- November 1: deadline for award submissions to chair
- December 1: complete polling of committee members
- November 2 - Nominations submitted to Award Chair
- December 12 - Award Chair submits recipients to Secretary-Treasurer & the Chair of the Awards Committee notifies the recipients that have been selected, and notifies the nominators as to whether or not their nominee was or was not selected.
- **Critical reminders:**
 - Remind SR-ASHS committee chairs, section leaders, and committee chairs to consider a nomination from their unit or state, or from across the region.
 - All communications and nominations for the award should be confidential to the committee and leadership of the SR-ASHS.

ACB Awards:

- Outstanding Club Award
- Hammet Memorial Outstanding ACB Club Member Award
 - Committee Chair (ACB Advisor) and at least two faculty identified by the ACB Advisor

Responsibility of Chair:

- Chair receives all nominations. You may also have to solicit nominations using your network. Forms for submissions are on the SR-ASHS website under Awards.

Timetable:

- November 4: Nomination packet submitted to the Chair/ACB Faculty Advisor
- December 12 - Chair submits recipients to Secretary-Treasurer.

Graduate Student Award:

- Norman F. Childers Outstanding Graduate Student Award
 - Committee Chair (Immediate Past SR-ASHS President) & 2 members (SR-ASHS President and SR-ASHS President-Elect)

Responsibility of Chair:

- Chairs receive all nominations. You may also have to solicit nominations using your network.
- Make sure the recipients meet all the qualifications/eligibility set forth in the award eligibility information found on the Awards page of the SR-ASHS website (<http://srashs.org/Awards/Awards.html>). Also, check the Previous Award Recipients list for all career awards to make sure they have not previously received the award. Former recipients of all awards can be found on the Awards page of the SR-ASHS website (<http://srashs.org/Awards/Awards.html>).
- Verify that the recipient is an Active member. This can be in the Membership Directory at <http://srashs.org/MembershipDirectory/directory.html>. To be considered 'active' for an award is defined as having paid dues at least 3 of the last 5 years.
- The Chair of the Awards Committee notifies the recipients that are selected and notifies the nominators as to whether or not their nominee was or was not selected.

Timetable:

- Sept. 15: fall newsletter to members announces award and deadlines
 - October 15: chair contacts committee members alerting them of process
 - November 1: deadline for award submissions to chair
 - December 1: complete poling of committee members
 - November 2 - nominations submitted to Award Chair
 - December 12 - Award Chair submits recipients to Secretary-Treasurer & the Chair of the Awards Committee notifies the recipients that have been selected, and notifies the nominators as to whether or not their nominee was or was not selected.
- Critical reminders:
 - Remind SR-ASHS committee chairs, section leaders, and committee chairs to consider a nomination from their unit or state, or from across the region.
 - All communications and nominations for the award should be confidential to the committee and leadership of the SR-ASHS.