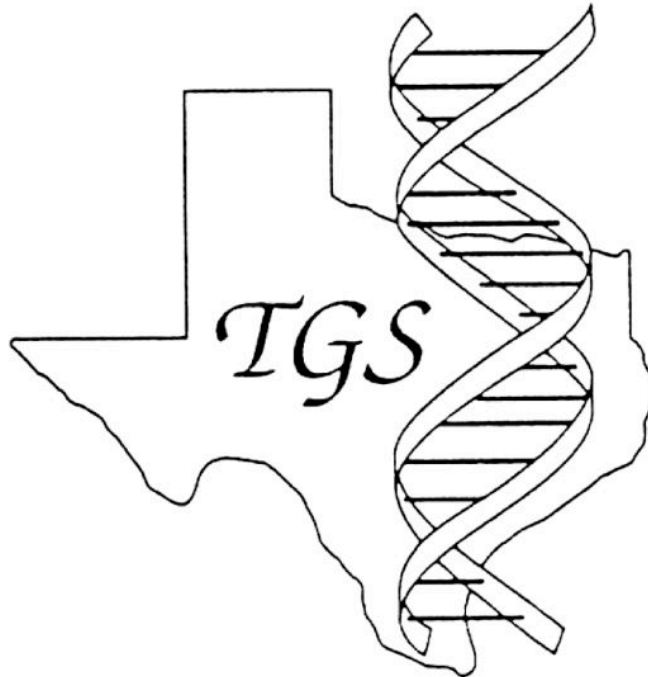


# HANDBOOK OF THE TEXAS GENETICS SOCIETY

*Duties of the Officers and Committees of the Society*



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## **TGS President**

The President shall take office on April 1 and shall serve one year.

### *Duties of the President*

1. Oversees all aspects of the Texas Genetics Society, including maintaining financial stability.
2. Schedules and conducts two board of directors meetings:
  - a. One Fall meeting each year
  - b. One Spring meeting held in conjunction with the annual Society meeting.
  - c. Board meetings are conducted using "Robert's Rules of Order".
3. Works with the President-Elect and the Local Organizing Committee members to ensure that the program for the Annual meeting is complete and organized in a timely manner.
4. Appoints members of the Awards committee.
  - a. This committee chooses the Barbara Bowman Distinguished Texas Geneticist Recipient.
  - b. The president chooses the person who will present the Barbara Bowman Distinguished Texas Geneticist Award at the annual meeting.
5. Nominates a recipient for the TGS Service Award.
  - a. Nominations are approved by the Board.
  - b. Presents the TGS Service Award at the annual meeting.
6. Sends thank you notes to TGS donors after the annual meeting.

## **President-Elect**

The President-Elect shall take office on April 1 and shall serve one year. The President-Elect succeeds the President on expiration of the term of the President. In the event the President cannot complete the term of office, the President-Elect succeeds to the presidency as soon as such a situation is determined by the Board of Directors to exist, and the President-Elect shall complete the term of the predecessor as well as the regular one-year term.

### *Duties of the President-Elect*

#### Prior to the Annual Meeting

1. Nominate a potential keynote speaker for the TGS annual meeting
2. After receiving approval from the TGS Board of Directors, invite keynote speaker. This is best done 11-12 months prior to the annual meeting.
3. Nominate potential invited speakers for the TGS annual meeting: 3-4 scientists, usually assistant professor level. This is intended to bring in new speakers to the society and possibly recruit new young PIs as members.
4. After receiving approval from the TGS Board of Directors, invite invited speakers. This is best done > 6 months prior to the annual meeting.
5. Make sure keynote and invited speakers' hotel rooms are reserved.
6. Assemble program for TGS annual meeting.
  - a. Includes reading abstracts, determining which submitted abstracts will be platform and which will be poster presentations.
  - b. Abstracts are typically arranged by general topic within the program, attempting to match submitted abstracts with invited speaker topics.
  - c. Specific locations for platform presentations, poster presentations, coffee breaks and the banquet should be coordinated with the Local Arrangements Committee.
7. Invite TGS members to serve on the student award committees. One committee for platform talks and one committee for posters. Typically each committee is composed of 3 members.
8. Invite TGS members to serve as moderators for each session of the annual meeting.
9. Print programs
10. Poster room board set up if necessary.

#### During the Annual Meeting

11. Inform student award committee members and moderators of their roles.
12. Assist with correcting any problems that arise ☺

After the Annual Meeting – you are now the TGS president!

### **TGS Secretary-Treasurer**

The term of the Secretary-Treasurer shall be three years. The Secretary-Treasurer shall take office on April 1. If the Secretary-Treasurer is unable to complete this term of office, the Board of Directors shall designate a person to fill the office until a successor can be elected at the next regular election.

#### *Duties of the TGS Secretary-Treasurer*

1. Maintain accounts
2. Prepare minutes for the Business Meeting and the Board Meetings
3. Maintain website
4. Work with local arrangements to establish contract and provide with all tax exempt forms
5. Decide on deadlines with President and President-elect and post to website
6. Send out meeting announcement 2-3 months before the annual meeting
7. Send out ballots for the election before the annual meeting
8. Have Barbara Bowman and service awards made and framed
9. Send reminder for deadlines a week before the deadlines
10. Collect registration information
11. Collect abstract and convert to word document. Send to President-elect with a summary table of abstract information
12. Print name badges
13. Collect fees and man registration table
14. Pay all expenses for the meeting including hotel, speaker costs and awards
15. Print and send certificates for student awards
16. Remind other officers of duties when necessary
17. Log onto IRS website before May15 to maintain tax exempt status. File e-card 990N.

## **Board of Directors**

### Article V.

Section 1. The Board of Directors shall consist of the officers of the Society, the two most recent past presidents of the Society, and six other directors elected from the active members of the Society.

Section 2. Two of the directors chosen from the active members shall be elected each year to serve a three year term. Elected directors may serve no more than two consecutive terms, but a director who has served two consecutive terms is eligible for re-election three years after expiration of the previous term.

Section 3. The President of the Society is the presiding officer of the Board of Directors.

Section 4. The Board of Directors shall have charge of the funds of the Society, shall authorize expenditures, formulate program policies, elect new members, fill such vacancies among the officers and directors as may occur between annual meetings, and conduct such other business as may be desirable. The Board of Directors may act for the Society between annual meetings on all matters not reserved for the membership by the Constitution or By-Laws.

Section 5. The Board of Directors shall meet at the time of the Annual Meeting of the Society. Special meetings may be called by the President or by six members of the Board of Directors. Between annual meetings, the Board of Directors may vote and transact business by mail or telephone. Section 6. A quorum for transacting business shall be six members of the Board of Directors.

## **Nominating Committee**

### Article VI.

Section 1. The nominating committee shall consist of one person appointed by the president and two persons elected at the annual meeting from nominations from the floor. If there are more than two nominees, members shall be entitled to vote for the two persons of their choice. The two with the largest number of votes shall be declared elected. The president will designate the chairman of the nominating committee.

Section 2. The nominating committee shall submit to the full membership of the Society through the Secretary-Treasurer on or before February 1 of the following year a mail ballot for officers and directors. The slate of officers shall consist of a single nominee for the Office of President-Elect, a single nominee for the Office of Secretary-Treasurer if an election is required for that office, and four candidates for the Board of Directors. Members may vote by write-in for other persons than those shown on the ballot.

Section 3. The nominee for the office of President-Elect shall be elected if she or he receives a majority of the votes cast. The President-Elect may not be elected to successive terms.

Section 4. The two candidates for the Board of Directors who receive the most votes shall be declared elected. For the initial election, persons elected to less than a full three-year term are eligible for election to two additional consecutive three year terms.

Section 5. The Secretary-Treasurer, with one other member of the Society of his or her own choosing, shall count the ballots prior to the annual meeting and shall report the results to the Board of Directors and to the membership of the Society at the time of the annual meeting. Newly elected officers and directors shall take office on April 1.

**Award Committee – TGS Distinguished Texas Geneticist**

Nomination of TGS Distinguished Texas Geneticist



### **Student Award Committee**

Composed of a minimum of 3 faculty level members of the TGS, preferably 6 members with 3 evaluating oral presentations and 3 evaluating poster presentations. Committee members are selected by the TGS President-Elect.

#### Evaluation of Student Oral Presentations

Selection of outstanding post doctoral scientist, graduate student, undergraduate student and technician.

#### Evaluation of Student Poster Presentations

Selection of outstanding post doctoral scientist, graduate student, undergraduate student and technician.

**Local Arrangements Committee**

- Select a date for Annual Meeting in March or April
- Make all local arrangements
- Reserve hotel and conference facility for Annual Meeting
- Arrange for venue for Fall Board Meeting
- Prepare posters announcing meeting
- Arrange for AV support
- Arrange for poster boards
- Organize Thursday evening reception
- Organize Friday banquet

**Program Committee**

See President-elect, p.