

# **ASSOCIATION OF SOUTHEASTERN BIOLOGISTS**

The ASB Leadership Guide  
For Officers and Committee Members



An evolving instrument for enhancing the performance of duty

Updated 3/28/2023

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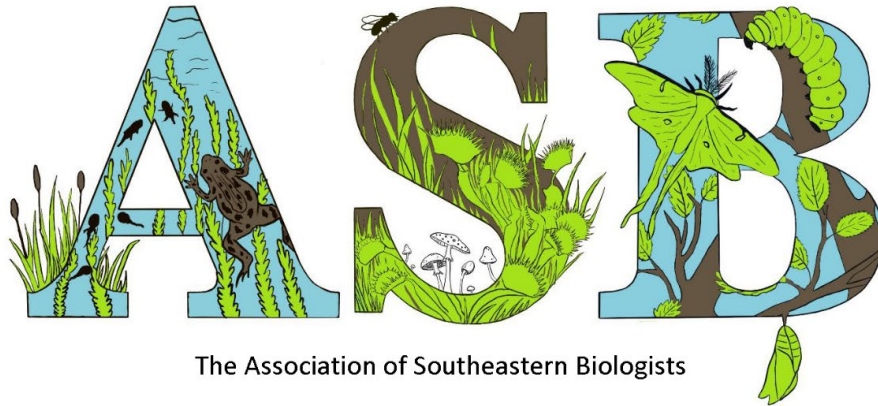
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## Introduction

The Association of Southeastern Biologists is incorporated as a non-profit scientific and educational organization whose purpose is to promote the advancement of Biology as a science by encouraging research, the imparting of knowledge, the application of knowledge to the solution of biological problems, and the preservation of biological resources.

This document is intended to serve as a guide to the leaders of the Association of Southeastern Biologists that describes the roles and responsibilities of members, leaders, affiliates, contractors, and other parties involved in carrying out the mission of the organization.

# Membership

All persons interested in the biological sciences are eligible for membership and can maintain membership as long as they do not violate the code of conduct and maintain dues payments.

## Benefits of membership

- Networking and mentoring opportunities with biologists across the southeast
- Eligibility for support, research, and career awards
- Eligibility for an ASB research grant
- Updates on abstract submissions, registration, award deadlines, job openings, and other events such as The Spring Wildflower Pilgrimage in the Great Smoky Mountains National Park
- Voting rights for officers and other decisions
- Reduced registration rate at ASB's annual meeting
- Full access to our official journals Southeastern Naturalist (SENA) and eBio, as well as a reduction in page charges for authors.

## Membership types

Professional	Any non-student member who has paid annual dues.
Student	Any currently-enrolled student who has paid annual student dues.
Emeritus	Individual who has been a regular member of the Association for 10 or more consecutive years and who has retired from professional duties may be elected to Emeritus membership by the Executive Committee.
Life	Individual who has paid a one-time lifetime dues fee established by the Association.
Patron	Individual or corporation who chooses to support the society beyond annual meeting registration costs. Patron membership includes a one-year membership, one annual meeting registration and two tickets to each of the three evening events at the annual meeting (the Plenary Mixer, the Social, and the Awards Banquet).

## Code of Conduct

The Association of Southeastern Biologists aims to be inclusive for all members; we are committed to providing a professional, friendly, safe, and welcoming environment for all, regardless of age, sex (including gender), race, ethnicity, sexual orientation, religion, ability, or other personal characteristics. The following Code of Conduct outlines our expectations for all those who participate in the Association, as well as the consequences for prohibited conduct and guidelines for reporting Code of Conduct violations.

The Association of Southeastern Biologists reserves the right to take any action it deems appropriate in response to prohibited conduct ranging from limiting involvement (removal from committees, leadership, and the Annual Meeting without refund) to membership termination and denial of participation in the

Association and attendance at future meetings and events. The Association reserves the right to notify home institutions, law enforcement, and hotel and venue management.

Payment of Membership Dues and Registration for the Annual Meeting is considered an agreement to abide by the ASB Code of Conduct.

# Officer Roles and Responsibilities

The Officers of the Association shall be the President, Vice President, President-Elect, Past President, Secretary, Treasurer, and Associate Treasurer. These officers shall perform the duties prescribed below, serve as chair of applicable committees, and perform additional duties assigned by the Executive Committee as needed.

Elected terms of office shall begin at the end of the Annual Meeting at which they are elected. An elected representative may be removed from their position by affirmative vote of two-thirds of the officers.

## Expectations of all Executive Committee Members:

- Attend all meetings of the executive committee, including regularly-scheduled EC meetings and the fall on-site meeting when possible; participate actively in Association decision-making.
- Attendance at the Annual Meeting of the Association is mandatory unless under extreme circumstances. Attendance at the post-meeting Executive Committee meeting is also expected.
- Maintain up-to-date contact information with other members of the executive committee and respond quickly to requests for information, opinions, and votes
- Contribute ideas, innovations, and strategies in the best interest of the association
- suggest and review venues, speakers, and featured institutions for the annual meeting
- Promote the annual meeting
- Fulfill their duties for the full length of their term unless under extreme circumstances
- Follow the Constitution and Bylaws of the Association
- Adhere to the Code of Conduct and promote adherence in other members of the association
- To ensure the smooth running of the Annual Meeting, EC members might be tasked to manage the ASB booth, facilitate registration and welcome attendees, propose, lead, or attend workshops and symposia, answer member questions, serve as a judge and/or moderator, run the gate at the social, interact with members at and help host the social, engage with and promote exhibitors, and other duties as needed
- Work to prepare incoming members of the EC

## Officer Selection and Duties

President	<p data-bbox="378 205 488 233">Selection</p> <ul data-bbox="428 241 1419 436" style="list-style-type: none"> <li data-bbox="428 241 1419 304">● Elected as president-elect by the membership; assumes presidency after one year as president-elect</li> <li data-bbox="428 306 711 336">● serves a 2-year term</li> <li data-bbox="428 338 1419 436">● If a president cannot complete their term, the President-Elect shall become President. If this occurs in a year without a President-Elect, the Vice President shall become President for the remainder of that term.</li> </ul> <p data-bbox="378 478 586 506">Duties in Practice</p> <ul data-bbox="428 514 1419 1612" style="list-style-type: none"> <li data-bbox="428 514 1419 577">● The President conducts the business of the association and chairs the executive committee</li> <li data-bbox="428 579 1419 678">● Convenes regular meetings of the executive committee and works with the Vice President, President-Elect, Meeting Planner, and others to create an agenda for the meetings</li> <li data-bbox="428 680 1419 779">● Ensures committee positions are filled and committees carry out their duties. Requests reports from committees annually. Invites all committee chairs to EC meetings.</li> <li data-bbox="428 781 1419 844">● Cultivates relationships with affiliate organizations, exhibitors, patrons, and other contributors to the association</li> <li data-bbox="428 846 1419 909">● manages the Association’s communications with members and the public. Communications include the ASB website, emails, and social media, etc.</li> <li data-bbox="428 911 1240 940">● Oversees the budget in collaboration with the Finance Committee</li> <li data-bbox="428 942 1419 1012">● Signs all contracts and documents (except those under the purview of the treasurer)</li> <li data-bbox="428 1014 1149 1043">● Reviews future and current venues for the annual meeting</li> <li data-bbox="428 1045 1419 1108">● Works with the program committee and meeting planner to schedule events at the annual meeting</li> <li data-bbox="428 1110 1419 1209">● Emcees the meeting, which includes opening and closing the meeting, introducing the plenary speaker, running the past-presidents’ breakfast and members meeting, and hosting the awards banquet.</li> <li data-bbox="428 1211 1419 1274">● Thanks all donors, sponsors, patrons, affiliates, and anyone who contributed to the meeting.</li> <li data-bbox="428 1276 1419 1339">● Maintains the ASB calendar which includes deadlines and other significant dates</li> <li data-bbox="428 1341 1175 1371">● Contributes a ‘View From Here’ article to the SEB annually</li> <li data-bbox="428 1373 1419 1442">● Makes decisions (in agreement with the executive committee whenever possible)</li> <li data-bbox="428 1444 997 1474">● Guides the future direction of the association</li> <li data-bbox="428 1476 1419 1539">● Encourages and engages members to participate in leadership positions in the Association</li> <li data-bbox="428 1541 1419 1612">● The President will keep the President-Elect advised of all transactions of the office and dutifully prepare them for their transition to President.</li> </ul>
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<p>Vice President</p>	<p>Selection</p> <ul style="list-style-type: none"> <li>● elected by the membership</li> <li>● serve a 1-year term</li> </ul> <p>Duties in Practice</p> <ul style="list-style-type: none"> <li>● Works with the President to conduct the business of the association and manages duties assigned by the president.</li> <li>● Keep the code of conduct up to date with the guidance of legal council and serve as a point of contact for violations of the code of conduct</li> <li>● Other typical duties include: <ul style="list-style-type: none"> <li>○ identifying and recruiting featured institutions, patrons, and exhibitors</li> <li>○ identifying, negotiating with, and hosting plenary speakers</li> <li>○ filling committee positions</li> <li>○ maintaining and updating the leadership guide</li> <li>○ running executive committee meetings in the absence of the president</li> </ul> </li> <li>● In years with a President-Elect, these duties may be divided between or shared with the President Elect</li> </ul>
<p>President Elect</p>	<p>Selection</p> <ul style="list-style-type: none"> <li>● Nominated in the first year of the President's term.</li> <li>● Elected</li> <li>● serves a 1-year term</li> <li>● At the conclusion of the President's 2-year term, the President-Elect shall become President.</li> </ul> <p>Duties in Practice</p> <ul style="list-style-type: none"> <li>● Keep in close contact with the President and Past President and in effect study the Presidency.</li> <li>● Engage and familiarize with all facets of the Association in preparation for taking over the Presidency at the end of the President's term.</li> <li>● Works with the President and Vice President to conduct the business of the association managing duties assigned by the president. Typical duties may be divided between or shared with the Vice President.</li> <li>● Typical duties are similar to the Vice President</li> </ul>

<p>Past President</p>	<p>Selection</p> <ul style="list-style-type: none"> <li>• after serving a two-year term, the president then serves as past-president</li> <li>• 2-year term</li> </ul> <p>Duties in Practice</p> <ul style="list-style-type: none"> <li>• Serve as advisor to the President on matters of past policy</li> <li>• Serves as chair of nominations committee and prepares ballots for the upcoming election to be deployed using a trustworthy private online voting software program, like SurveyMonkey.com.</li> <li>• Writes the formal Resolution of Appreciation (“the Whereases”) thanking all the individuals, committees, organizations, etc. responsible for the Annual Meeting. The Past-President reads the Resolution of Appreciation at the Members Meeting.</li> <li>• Facilitates revisions and updates to the ASB Leadership Guide</li> <li>• Chairs the Past-Presidents’ Council</li> <li>• As a matter of choice, may contribute articles to the SEB</li> <li>• Manages other duties deemed appropriate</li> </ul>
<p>Secretary</p>	<p>Selection</p> <ul style="list-style-type: none"> <li>• Elected</li> <li>• Serves a 3-year term</li> </ul> <p>Duties in Practice</p> <ul style="list-style-type: none"> <li>• Keeps records of the meetings of the Association and of the Executive Committee</li> <li>• Conducts routine business pertaining to the office</li> <li>• Schedules meetings of the Executive Committee.</li> <li>• Works with the president to prepare the agenda and any materials required for regular EC meetings, the member’s meeting, and other EC business at the annual meeting</li> <li>• Works with the Archives office to maintain a permanent record of the association’s business</li> <li>• Keeps a record of proposed changes to the Constitution and Bylaws</li> <li>• Facilitates communication of ASB business with the membership</li> <li>• Makes sure members of the EC have access to the Constitution and Bylaws and Leadership Guide, as well as access to other EC files, such as EC Minutes and Meeting agendas</li> <li>• Other duties may include <ul style="list-style-type: none"> <li>○ working with the publications committee to create content for social media, SEB and other publications</li> <li>○ take notes in workshops important to the association at the annual meeting</li> <li>○ take photographs or other recordings of the annual meeting</li> </ul> </li> </ul>

Treasurer	<p>Selection</p> <ul style="list-style-type: none"> <li>● elected as associate treasurer</li> <li>● Serves a 3-year term</li> <li>● In the absence of the Treasurer, the Associate Treasurer and President shall assume the duty to authorize by signature any financial transactions belonging to the Treasurer's office.</li> </ul> <p>Duties in Practice</p> <ul style="list-style-type: none"> <li>● Maintains an organized and accessible budget with prospective and actualized dues received and funds expended, especially in regards to the annual meeting and other events connected with the association. This budget may be developed with the meeting planner and other members of the executive committee.</li> <li>● Reports on the budget and other activities of the office annually to the membership at the ASB Members Meeting.</li> <li>● Manages all accounts, receives and disburses all funds of the Association, and signs checks as approved by the Executive Committee</li> <li>● Confirm that applicants for awards, grants, etc. are members with up-to-date dues. Pays out awards to recipients immediately following the annual meeting.</li> <li>● Submits all required tax forms in a timely manner.</li> <li>● Works with an outside professional to ensure the accuracy of the ASB accounts</li> <li>● Keep a record of dues payments including a) membership status, b) determination of eligibility for emeritus status, and c) deletion if more than 1 year in arrears</li> <li>● The Treasurer works with the Finance Committee to assume responsibility for all Restricted Funds. These might include consideration of investments thereof, planning and directing the recruitment of funds from the membership and external sources etc., subject to EC approval.</li> <li>● The Treasurer will keep the Associate Treasurer advised of all transactions of the office and dutifully prepare them for their transition to Treasurer.</li> </ul>
Associate Treasurer	<p>Selection</p> <ul style="list-style-type: none"> <li>● elected</li> <li>● Serves a 3-year term</li> <li>● assumes the role of Treasurer at the end of their 3-year term.</li> </ul> <p>Duties in Practice</p> <ul style="list-style-type: none"> <li>● Supports the office of the Treasurer</li> <li>● Serves as co-signatory on all accounts</li> <li>● Chairs the Finance Committee and provides oversight regarding the actions of the Treasurer</li> <li>● Prepares themselves for transition to the Treasurer</li> </ul>

Members-At-Large	<p>Selection</p> <ul style="list-style-type: none"> <li>• elected two per year</li> <li>• Serve staggered three-year terms</li> </ul> <p>Duties in Practice</p> <ul style="list-style-type: none"> <li>• Represents the interests of the members</li> <li>• Fills roles as assigned by the Executive Committee.</li> <li>• Typical roles include <ul style="list-style-type: none"> <li>○ building and evaluating lists of potential speakers, featured institutions, meeting and social venues</li> <li>○ scheduling and/or leading events at the meeting</li> <li>○ creating content for social media, the ASB website, and other publications</li> <li>○ serving as liaisons to committees, affiliates, featured institutions, and local contributors as needed</li> <li>○ one MAL serves as chair of the Exhibitor Committee</li> <li>○ One MAL serves as Awards Coordinator</li> <li>○ filling vacant committee, moderator, and judge roles if needed</li> <li>○ preparing/ordering plaques for the ASB Student and Research Awards and Career Awards</li> </ul> </li> </ul>
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## Elections for Executive Officers

Each Officer of the Executive Committee is elected via a secret ballot of all active members. Each year, at least two members-at-large are elected as well as other officers as needed. As Chair of the Nominations Committee, the Past-President is typically charged with collecting nominations for open positions, building and distributing the ballot, and analyzing the results. Timeline:

- The first call for nominations is made in the fall. Each nominee is asked whether they accept or deny and if accepting, they provide the chair with a picture and biography.
- In January, the pictures and biographies are made available to the membership via the website. At this time, the last call for nominees is made.
- Nominations close in February.
- Ballots are distributed 5 weeks prior to the Annual Meeting. Since many attendees to the meeting become members during registration, new members may be sent the ballot regularly prior to the meeting.
- The election closes the 2nd day of the Annual Meeting at 9AM. Elected officers are announced at the Awards Banquet.
- In the case of a tie, the winner will be determined in a random draw by the most recent past-president.

# Committees

## Expectations of Committees

- Fulfill the duties and responsibilities of the committee.
- Respond to communications from the EC and other committees in a timely fashion.
- Meet (virtually) regularly away from the annual meeting as needed to accomplish the goals of the committee.
- Attend the Members Meeting during the ASB Annual Meeting. Members may also join the regularly-occurring EC meetings if needed, or schedule meetings with Executive Officers.
- Chairs must write a report summarizing the activities of the committee for the year and send it to the Executive Committee.
- Chairs should send letters to members acknowledging their service for their promotional portfolios.
- Maintain continuity to the next year by recruiting and training new members in the ways of the committee.
- For most committees, members serve 3-year terms and become the chair of the committee in their 3rd year. Members should prepare to serve as the chair in the third year on the committee, or help find a suitable replacement.

## ASB Culture and Outreach Committees

The Culture and Outreach Committees are critical to helping ASB complete its mission of promoting the biological sciences throughout the southeast. Each committee has specific annual duties (such as choosing an award winner), but also contributes to the annual meeting or outreach in the community in at least one other way annually. Committees contribute by developing a workshop or symposium, recruiting speakers, initiating petition drives, writing grants and publications, etc. Cross-committee collaboration is encouraged. If initiatives require financial support, the committee may provide a justified budget to the EC in time for consideration.

### Committee Structure:

Each ASB Culture and Outreach Committee consists of at least 3 members who serve staggered 3-year terms. One member serves as the chair in their 3rd year.

Committee	Description
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Committee on Human Diversity	<p>The Committee on Human Diversity promotes career opportunities in the biological sciences for individuals who self-identify as women, minorities, and persons with disabilities by implementing programs to eliminate barriers that restrict the access of underrepresented groups to biological careers.</p> <p>Each year, the committee reviews applicants for and awards the Lafayette Frederick Underrepresented Minorities Scholarship as well as several Support Awards for First-Generation Undergraduate Student Members of ASB. The CHD typically hosts a luncheon at the Annual Meeting. This luncheon may include invited speakers or specific topics of discussion. The committee may contribute to the annual meeting by developing workshops or symposia or by bringing in speakers. The committee may also develop outreach initiatives through workshops,, grants, or publications.</p> <p>Recent efforts include publications that explore ASB’s past, present, and future efforts to increase diversity at the meeting and in the biological sciences at large. Current efforts include the initial stages of a grant to continue efforts to increase DEI.</p>
Education Committee	<p>The Education Committee explores ways and means the Association can contribute to improving biological education at all levels.</p> <p>Each year, the Education Committee works with the National Association of Biology Teachers to identify an outstanding secondary education teacher in the state in which the annual meeting occurs to receive the Lucrecia Herr Outstanding Biology Teacher Award. The winner of the Herr Award is invited to the Annual Meeting and the committee helps plan their travel and hosts the winner at the meeting.</p> <p>The education committee typically hosts a luncheon at the Annual Meeting. This luncheon may include invited speakers or specific topics of discussion.</p> <p>The committee should also implement either a symposia and/or workshop at the annual meeting to educate the membership about new pedagogy, technology and/or critical issues in biological education. The committee should also explore ways to enhance connections with K-12 biology educators to support their development and/or commitment to biology education and their students.</p> <p>Recent and current efforts include increasing awareness of and participation in the annual meeting among High School educators and students.</p>

<p>Global Change Committee</p>	<p>The Conservation Committee accumulates facts about environmental issues and where it deems appropriate, and disseminates such information to the membership. The committee can also bring resolutions addressing issues of significance to the Executive Committee for presentation to the membership through the Resolutions Committee.</p> <p>The Global Change Committee is tasked with keeping members abreast of the most pressing conservation initiatives. It may propose resolutions to the EC to be signed by the President or promote petitions to support resolutions, legislation, etc. among the membership. The committee should seek out effective works in conservation by ASB members and highlight these efforts through our publications, communications, and at the meeting. The committee should also develop a workshop, symposium (or mini-symposium) or field trip that promotes conservation efforts.</p> <p>Recent efforts include signing the The Kew Declaration on Reforestation for Biodiversity, Carbon Capture and Livelihoods</p>
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Publications Committee	<p>The Publications Committee provides oversight of the Association's publications including the association's bulletin <i>Southeastern Biologist</i>, our official journals <i>SENA</i> and <i>eBio</i>, and social media platforms. The committee considers requests for special publication activities, and recommends any alteration of publication policy to the Executive Committee for approval and subsequent approval by the membership.</p> <p>Subcommittees/Positions:</p> <ul style="list-style-type: none"> <li>● Chair <ul style="list-style-type: none"> <li>○ Ensures the responsibilities of the committee are completed and steps in where needed</li> </ul> </li> <li>● Web editors(s) <ul style="list-style-type: none"> <li>○ Maintains the ASB website (<a href="http://sebiologists.org">sebiologists.org</a>) by updating information, creating content (posts and internal webpages), and managing issues.</li> </ul> </li> <li>● Social media <ul style="list-style-type: none"> <li>○ Creates a public presence for ASB on commonly-used social media platforms that reflects ASB's mission and tone.</li> <li>○ Content for social media should come from the actions of the officers and members or from the scientific and education community at large.</li> <li>○ Content should be regularly shared as to keep followers engaged and to be selected by platform algorithms.</li> </ul> </li> <li>● SEB <ul style="list-style-type: none"> <li>○ This subcommittee is charged with maintaining the ASB bulletin <i>Southeastern Biologists</i>, which at a minimum must publish the abstracts from the latest meeting in a timely fashion.</li> </ul> </li> <li>● Liaison to Eagle Hill <ul style="list-style-type: none"> <li>○ Members of this subcommittee communicate the interests of ASB members in relation to our official journals published by Eagle Hill (<i>eBIO</i> and <i>SENA</i>).</li> </ul> </li> </ul>
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## Awards Committees

ASB offers many AWARDS to recognize excellence in research, to honor service to ASB and the biological sciences, and to help members attend the Annual Meeting. The Awards Committees perform the distinguished duty of evaluating nominations/applications for awards, deciding the worthy recipients, and in some cases presenting the award at the Awards Banquet at the end of our Annual Meeting.

Members of the Awards Committees are expected to review the nominations/applications prior to the meeting (when applicable), meet (virtually) before or during the meeting to discuss the candidates, and provide the winners' names, institutions, and other required information to the EC in time for awards to be completed and presented. Members are also asked to promote the awards among the members of ASB and encourage applications. Committee members may also serve as judges of Research Awards at the Annual Meeting.

Committee Structure:

Each ASB Awards Committee consists of at least 3 members who serve staggered 3-year terms. One member serves as the chair in their 3rd year. The exception is the Affiliate Awards Committee which consists of a representative from each Affiliate.

Awards Committees are overseen by the **ASB Awards Coordinator**, who ensures each committee is filled and its duties are performed in a timely manner, distributes applications for awards, and serves as a liaison between awards committees and the Executive Committee.

Committee	Description
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<p>ASB Poster and Presentation Awards Committee</p>	<p>This committee coordinates judging and winner selection for ASB awards at the annual meeting for student poster and oral presentations for the following categories: Cell and Molecular Biology, Aquatic Biology, Animal Biology, and Microbiology. Specifically, the committee:</p> <ul style="list-style-type: none"> <li>• Annually reviews the judging rubrics to be used at the annual meeting to assess student presentations considered for awards and makes any necessary edits</li> <li>• Solicits and organizes judges from the ASB membership for student presentations at the annual meeting</li> <li>• Coordinates the assignment of presentations to judges at the annual meeting</li> <li>• Organize judging results and select winners for ASB student poster and oral presentation awards at the annual meeting</li> </ul> <p>The ASB Poster and Presentation Awards Committee is responsible for coordinating judging and determining the winners of the ASB Research Awards for outstanding poster and oral presentations at the annual meeting. Applicants are self-selected during abstract submission. The committee is responsible for</p> <ul style="list-style-type: none"> <li>• Reviewing and editing the judging rubric</li> <li>• Recruiting sufficient judges from the ASB professional membership</li> <li>• Scheduling judge assignments at the annual meeting. Each presentation should be judged by 3 judges not affiliated with the presenter.</li> <li>• Collecting and organizing judging results</li> <li>• Working with the Affiliate Awards Committee to name the top-scoring presenters and providing information about the winners to the ASB president in time for the Awards Banquet</li> </ul>
<p>Affiliate Awards Coordinating Committee</p>	<p>This committee is composed of a chair, who is a member of ASB, and representatives from ASB Affiliates, including BSA, SABS, NCBG, and ESA. These Affiliates have their own awards for student poster and oral presentations at the annual ASB meeting, and they utilize the judging rubric designed and implemented by the ASB Poster and Presentation Awards Committee to evaluate presentations considered for Affiliate awards. The chair and Affiliates meet during the annual meeting to discuss judging results and select winners for Affiliate awards.</p>
<p>Graduate Student Support Award Committee</p>	<p>Graduate Student Support Awards provide funds for graduate students to attend the Annual Meetings of ASB. The Graduate Student Support Awards Committee evaluates applications for the award, determines the winner(s), and provides the winners' contact information to the EC prior to the Annual Meeting. The number of winners each year is determined by the number of qualified applicants and available funds.</p>

Meritorious Teaching Award Committee	The Meritorious Teaching Award is one of the most prestigious awards an ASB member can achieve. It honors excellence in teaching at the undergraduate and/or graduate level in biology in the U.S. Southeast. The Meritorious Teaching Award Committee solicits nominees, guides the nominator as they build a nomination package, reviews the applications, and decides a winner. In some years, a winner may not be selected. The chair of the committee presents the award, as well as the recommendation letters from the nomination package, to the winner at the Awards Banquet at the Annual Meeting.
Research Award Committee	<p>The duties of this committee are to evaluate senior research award applicants. This is done by looking at applications where a senior researcher presented at a recent meeting and that presentation has led to a publication (either published or a complete manuscript ready to submit). The only other duties are helping to get the word out to potential applicants in the ASB community.</p> <p>The duty of The Research Award Committee are to evaluate applicants for the ASB Research Award. Applicants to this award must be professional members of the ASB, present at the Annual Meeting, and include a publication or complete manuscript ready-to-be-published. The committee must then evaluate applicants based on their manuscript as well as other factors. The chair of the committee presents the award to the winner at the Awards Banquet at the Annual Meeting.</p>
Student Research Award Committee	The duty of The Student Research Award Committee are to evaluate applicants for the ASB Student Research Award. Applicants to this award must be student members of the ASB, present at the Annual Meeting, and include a publication or complete manuscript ready-to-be-published. The committee must then evaluate applicants based on their manuscript as well as other factors. The chair of the committee presents the award to the winner at the Awards Banquet at the Annual Meeting.

## Governance and Meeting Planning Committees

Members of these committees make the Annual Meeting possible through diligent planning, decision-making, and oversight. They manage and oversee all aspects of the association to ensure it carries out its mission.

Committee	Description	Membership
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Executive Committee	See previous section for descriptions of duties and expectations.	
Archives	<p>The Archives office serves as the custodian of the permanent records (or archives) housed in the Hargrett Library of the University of Georgia and, with the approval of the Executive Committee, makes appropriate arrangements for the collection, care, and maintenance of such records.</p> <p>select and prepare appropriate materials from the files of the association for inclusion in the permanent records</p> <p>The following should be archived annually:</p> <ul style="list-style-type: none"> <li>● Constitution and Bylaws</li> <li>● Meeting Minutes</li> <li>● Treasurer's Report</li> <li>● SEB</li> <li>● Treasurer's Report</li> <li>● Committee Reports</li> <li>● Yearly summary (written by Pres or Archivist)</li> </ul>	<p>The Archives Office consists of an Archivist, Associate Archivist, and assistant Archivist each serving a 2-year term. At the close of the Archivist's term, the Associate Archivist assumes that position, and the Assistant becomes the Associate Archivist. The President and Executive Committee can reappoint the former Archivist to the position of Assistant Archivist or appoint someone from the membership to fill that position.</p>
Finance Committee	<p>The finance committee oversees the budget of the association, maintains records of revenue and expenses, and reports to the membership annually. It also plans and directs the recruitment of funds and manages restricted funds, investments, and bequests and gifts in accordance with the Constitution and Bylaws.</p> <p>Specific duties may involve: considering membership fees, funds for scholarships and grants, recruiting donations and endowments, and prudent investment of funds. The Finance Committee reports any financial inconsistencies, misappropriation or misuse of funds to the EC.</p> <p>The Finance Committee works closely with the President and the Meeting Planner on all matters concerning finances and should stay informed about financial decisions.</p>	<p>The committee shall consist of the ASB Associate Treasurer (Chair), Treasurer, Past President, President-Elect (and/or VP), and a member of the Executive Committee.</p>

Program Committee	<p>The Program Committee helps determine almost every aspect of the annual meeting of the ASB. It maintains the call for abstracts, collates the abstracts, and develops the Program for the current year's meeting. This committee works closely with organizers of symposia, workshops, and field trips to develop programs for our members. This committee also helps ensure that presentations up for awards are properly judged.</p>	<p>The Program committee shall consist of at least three (3) members appointed for terms of three (3) years, with one a member appointed annually. The Chair is a non-voting appointed member of the Executive Committee and serves 2-4 years. A past chair can rotate back on to the committee.</p>
Nominating Committee	<p>The Nominating Committee requests suggestions from the membership and with those suggestions prepares a multiple slate of nominees for each office to be filled.</p> <p>The Nominating Committee prepares ballots for the upcoming election to be deployed using a trustworthy secure online voting software program.</p>	<p>The committee shall consist of three members, one of whom is a recent past president who shall serve as the Chair.</p>
Exhibitors Committee	<p>The Exhibitor's Committee helps to recruit and schedule exhibitors at our annual meeting. Exhibitors serve to enhance our meeting experience by showcasing vendors, graduate schools, and associations throughout the exhibit hall. The Exhibitor's Committee works with the Meeting Planner to develop pricing and advertising strategies to attract exhibitors and potential employers to the exhibit hall.</p> <p>In practice, members of this committee contact all potential exhibitors using multiple platforms, provide a description of the impact of our meeting, share the desire of our attendees to interact with them, and list the benefits that arise from exhibiting. It might be best to lean on individuals who have relationships with ASB or members of the committee, such as past attendees or graduates, who work at these companies and institutions. The committee should begin this work well in advance of the meeting (such as in the fall).</p>	<p>A Member-at-Large will serve as chair, with two other members from the association.</p>

Past President's Council	The Past President's Council meets with the President, Vice President, President-Elect, and other members of the EC once a year at the Annual Meeting to celebrate their service at the Past-President's Breakfast.	The Past-Presidents' Council consists of all individuals who previously served as President of the Association.
Silent Auction Committee	ASB hosts a Silent Auction during the Annual Meeting which serves to raise funds to help students attend the meeting. The Silent Auction also enhances the meeting experience for our attendees. The Silent Auction Committee solicits donations to the silent auction from members, arranges the auction at the meeting, and conducts transactions with the winning bidders.	The committee shall consist of three members serving staggered three-year terms.

## Spring Wildflower Pilgrimage

The Spring Wildflower Pilgrimage is a 72 year old annual event in the Great Smoky Mountains National Park where enthusiasts from around the country (Pilgrims) go on walks led by professional biologists, ecologists, conservation workers, and land managers (Leaders) to explore the region's rich natural and cultural resources.

### **SPRING WILDFLOWER PILGRIMAGE RELATIONSHIP WITH THE ASSOCIATION OF SOUTHEASTERN BIOLOGISTS**

*Drafted by the Spring Wildflower Pilgrimage Organizing Committee December 2022*

*Approved by the ASB Executive Committee Feb 13, 2023*

## ARTICLE I - Organization

**Section 1.** The name of this committee shall be the Spring Wildflower Pilgrimage Organizing Committee, heretofore known as the Committee.

**Section 2.** This shall be a standing committee with power of the Association of Southeastern Biologists (heretofore referred to as the Association) to complete all necessary tasks to plan and implement the annual Spring Wildflower Pilgrimage in the Great Smoky Mountains National Park, heretofore known as the Pilgrimage.

## ARTICLE II - Object

**Section 1.** The object of this committee shall be to fulfill the mission of the Pilgrimage, which is a nonprofit event intended to bring people together to fellowship, form connections, bonds, and friendships through a common interest focused on spreading curiosity, knowledge, appreciation, and education of natural history, biology, ecology, conservation, and land management.

## ARTICLE III - Representatives

**Section 1. Appointed Positions and Duties** The Committee shall consist of one Director, the Association Meeting Planner, and four Members-at-Large. One Member-at-Large, selected by the other Members-at-Large will also serve as Associate Director. The Association Treasurer and Associate Treasurer will be *ex officio* members. The Director and Members-at-Large do not have to be members of the Association Executive Committee. The Director will report to the Association Executive Committee. A representative of the committee will represent the Committee in regular meetings of the Association Executive Committee and at the Association Members Meeting. Voting members shall include the Director and the Members-at-Large (including the Associate Director) and decisions made by simple majority.

**A. Director** shall be a position nominated and voted on by the Committee. It is an appointment without term limit, but to be assessed every five years by the Members-at-Large.

**B. Meeting Planner** shall be a paid position, filling roles as contracted by the committee Director.

**C. Treasurer** shall be the Association Associate Treasurer and shall serve a 3-year term and shall receive and disburse all funds of the Pilgrimage as approved by the Committee, keep records of funds received and expended, and report the activities of the Committee annually to the Association membership at the Business Meeting.

**D. Members-at-Large** There are four members-at-large, each serving three year terms, with an opportunity to renew their appointments in perpetuity, filling roles as assigned by the committee Director. Following each annual event, a member-at-large will be nominated and voted on to also serve as the Associate Director for the coming year.

**Section 2. Removal from Appointment** The Director may be removed from their position by affirmative vote of three-fourths of the Committee. If a Director is unable to complete their duties, the Associate Director/Member-at-Large shall become Director until a permanent appointment can be made. Members-at-Large may be removed from their positions by the Director with affirmation from the voting body. Vacancies on the Committee will be appointed as needed by the Director with affirmation from the voting body.

## ARTICLE IV - Committee Finances

**Section 1. Fiscal Year** Following the Association, the fiscal year for the Committee is July 1 through June 30.

**Section 2. Assets** The Committee shall have assets in the form of donations and income from planned events and shall have the authority to allocate those funds as needed to meet the mission of the Pilgrimage within the 501(c)(3) framework of the Association.

**Section 3. Financial Reports** The Director and the Association Associate Treasurer shall provide and present a report on the finances of the Committee annually at the Association Members Meeting for approval.

## ARTICLE V - Dissolution

**Section 1. Dissolution of Relationship with Association** In the event of the dissolution of the relationship between the Pilgrimage and the Association, the following conditions shall be met:

A. Either the Association EC or the Committee may call a vote to dissolve the relationship between the Association and the Pilgrimage; dissolution is subject to a final vote by the EC or the Committee.

B. The initiating party shall provide notification of dissolution of the relationship no less than two years prior to the date of dissolution.

**Section 2. Distribution of Assets** Committee assets at time of dissolution remain the property of the Committee to be used to meet the mission of the Pilgrimage.

# Contract Employees

ASB Contracts with many third parties for particular hardware, software, and services.

## Individual Contractors

Meeting Planner	<p>ASB contracts with a professional Meeting Planner to support the EC in planning the meeting, source meeting venues, make onsite arrangements, and run registration.</p> <p>The Meeting Planner's current contract pertains to three aspects of the job:</p> <p>A. Sourcing</p> <ul style="list-style-type: none"><li>• The Meeting Planner scouts for potential meeting cities with venues that meet the needs of the Annual Meeting. Potential cities can be suggested by the EC.</li><li>• The Meeting Planner distributes Requests for Proposals (RFPs) to preferred properties. Properties provide details on costs for the meeting and outline contract terms. The final location is chosen by the EC.</li><li>• A site visit at the finalist location is conducted by the President or President Elect with the Meeting Planner to confirm that the property will meet the needs of the ASB Annual Meeting.</li><li>• Contract with the approved location is signed.</li><li>• The Meeting Planner's contract does not charge for this service but stipulates that the association cannot sign contracts with venues negotiated by the Meeting Planner without the Meeting Planner.</li></ul> <p>B. Planning</p> <ul style="list-style-type: none"><li>• The Meeting Planner arranges food and beverages, audio visual, meeting room seating, decorating, poster boards, required paperwork, etc. with the primary venue.</li><li>• The Meeting Planner scouts, arranges site visits, and negotiates contracts for the social.</li><li>• The Meeting Planner attends as many regular (virtual) EC meetings as possible, as well as meetings pertaining to the Annual Meeting, such as those with affiliates, the program committee, and software programmers, etc.</li><li>• The Meeting Planner's Contract includes a set salary (based on estimated hourly wage) for time spent planning the meeting.</li></ul> <p>C. Registration and Onsite Support</p> <ul style="list-style-type: none"><li>• The Meeting Planner builds the registration platform in our registration and membership software and manages membership, registration, and exhibitor registration therein.</li><li>• The Meeting Planner operates the registration desk during the annual meeting and manages badge printout, attendee check in, group registration, onsite registration, and adding events.</li></ul>
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	<ul style="list-style-type: none"> <li>• The Meeting Planner is the onsite point of contact for the hotel and conference center staff. The Meeting Planner oversees all meeting rooms, audio visual, food and beverage, and the exhibit hall.</li> <li>• The Meeting Planner's contract includes a per-registrant fee to cover time spent on registration.</li> </ul>
Meeting staff	For larger meetings (based on early bird registration), an additional 1 to 2 people may be required to assist onsite. The Meeting Planner usually hires trusted individuals that are skilled in meeting planning and are capable of navigating the layers of hospitality venues and staff.
Ombuds	<p>ASB contracts with a legal team to serve as our Ombuds who mostly oversee the code of conduct. ASB's code of conduct is designed to ensure a safe space and respect among attendees at the Annual Meeting. This team reviews our policies, makes suggestions, and responds to notices of violations. Violations can be reported to the Vice President or directly to the Ombuds. If a violation is reported, the Ombuds will speak with the people involved and decide if further investigation is warranted. Investigations can range from questioning a few people to more thorough work. The Ombuds then report their findings to the EC, which decides on appropriate action.</p> <p>Note: In addition to any consequences deemed appropriate by the EC, violations at ASB events could trigger Title IX at an attendee's school.</p>
CPA	ASB does not currently contract with a CPA, but it has been suggested that hiring a CPA to file taxes and review our finances would be beneficial.
Legal advice/representation	ASB has, on rare occasions, required the services of legal counsel, often in an advisory role. These contracts are determined by the EC as needed.

## Onsite Contracts for the Annual Meeting

Hotel bloc	ASB contracts with one or two headquarter hotels to procure a discounted rate at the nearest hotel (often the headquarter hotel is connected to, works closely with, or manages the meeting venue). This contract states that we will reserve a certain number of room-nights during the meeting period (our reserved <i>room bloc</i> ). Since hotels hold rooms for ASB, they are not available for normal paths of revenue; therefore, if we fail to meet a predetermined quota (typically 80% of the originally held rooms), we are responsible for the cost of the unrented rooms. The total number of room nights we use is calculated after the meeting. If rooms are given back to the hotel (not rented by our users and released from our room bloc) and the hotel rents them to customers not affiliated with ASB, they do not count against
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	<p>our room bloc because hotels are not legally allowed to charge two parties for the same room.</p> <p>Members are not often aware of this obligation. Many choose to reserve at cheaper hotels or will reserve extra rooms/nights in advance, but relinquish at the last minute making them unavailable to ASB registrants in appropriate time, so they go elsewhere for rooms. When unrented and released, rooms reduce our total room nights used toward the minimum. Therefore, messaging to members is critical. Suggested wording:</p> <p><i>Headquarter Hotels provide you the most comfortable, safe, and convenient location to stay during the meeting. Convention centers and meeting rooms are often connected directly with the host hotels, so no further travel plans are required. ASB has negotiated special rates with these hotels, so staying here saves you money and time, and it helps ASB meet its contractual obligations. Thanks for booking with our Headquarter Hotels!</i></p> <p><i>Please keep rooms with double beds available for groups requiring separate beds (if you do not need separate beds, ask for a king). To help us accurately track available rooms, please adjust your reservations if your plans change.</i></p> <p>The hotel room bloc is negotiated by the Meeting Planner. There is potential to renegotiate if attendance is unexpectedly low or high.</p>
Conference Center	<p>ASB contracts with a conference center for space to hold the meeting. ASB has unique needs in that we require two rather large spaces for the Exhibit Hall and Plenary/Banquet Room, ~6 meeting rooms holding 100-200 people, and 2-3 smaller rooms for office space and luncheons. We are too large for many venues and too small for others. We move locations annually, making us less competitive. Bigger cities that are popular tourist destinations may be attractive to attendees, but are often too expensive in terms of the price of hotel rooms per night. We look for venues with the right space, the right price, appealing attractions, and nearby restaurants and social venues. We try to stay near the center of our attendee's distribution (East TN/West NC) with a few jaunts to the periphery.</p> <p>Due to the size of the ASB Annual Meeting, it is preferred that Annual Meeting locations are secured 3 years out. The second period of the year is the most ideal time for search and contracting due to fiscal year incentives on the property level. Onsite needs are negotiated by the Meeting Planner and vary depending on the venue, number of registrants, and expenses of the meeting.</p> <p>Our contract with the venue is not a direct fee. We do not rent space at a conference center, instead we pay for audio-visual, food and beverage, and hotel blocs.</p> <p>The Meeting Planner scouts venue locations with suggestions from the EC. The President (and others) visit the top choices.</p> <p>The Fall EC meeting provides a chance to plan the specific layout of the conference, such as where the Exhibit Hall and talks will be. The Meeting Planner can then develop a preliminary plan and negotiate A-V for the meeting.</p>


	<p>It is recommended to hold this meeting early in the Fall and ensure the President, Vice-President/President-elect, Past President can attend as well as the Program Committee Chair and members</p>
Audio-Visual and room arrangement	<p>We reserve a set number of rooms prior to the meeting. Any room with Audio-Visual (microphones, computers, screens, etc.) requires extra fees (for which venues charge a lot). Therefore, it is best to consolidate rooms as much as is comfortable. For example, having a one-hour workshop and luncheon simultaneously in two rooms is twice the price of having them in one room over consecutive hours.</p> <p>Seating in rooms can be arranged according to our needs, but it is best not to expect venue staff to be able to change the rooms quickly between events. Try to limit the number of rooms needing rearranging.</p> <ul style="list-style-type: none"> <li>● <b>Theater seating-</b> Chairs are arranged side-by-side and in rows, all facing one direction. This maximizes the number of people in the room, however our members often avoid the center of large rows. Theater is good for presentations (the plenary, oral presentations, symposia, and the member's meeting).</li> <li>● <b>Rounds-</b> Chairs are arranged around 6ft round tables with about 6-8 chairs per table. This lowers the number of people in the room and are not facing one direction. Good for luncheons and workshops.</li> <li>● <b>Crescent rounds-</b> Chairs are arranged on one side of round tables and face one direction. Good for a luncheon with a presentation. Not regularly used by ASB.</li> <li>● <b>School room-</b> Chairs are arranged in pairs behind square tables and face one direction. Not regularly used by ASB.</li> <li>● <b>Conference room-</b> Chairs are arranged on the outside of a long table or tables arranged in a U-shape or rectangle. Good for the executive committee meeting.</li> </ul> <p>The Meeting Planner and Program Committee work together to determine the needs of the meeting and the layout in the venue. They develop the Meeting-at-a-Glance, which is used to develop the schedule for the staff at the venue and the audio-visual needs. The plan can be adjusted if the number of attendees is higher or lower. Contracting for rooms that will not be used adds unnecessary expense.</p>
Food and beverage	<p>A major part of the contract with the hotel/conference center is the food and beverage. ASB is obligated for a minimum dollar amount of F&amp;B (often \$20,000-\$40,000). Any meals taken during the meeting, such as the banquet, appetizers, luncheons, coffee breaks, etc. contribute to the F&amp;B minimum. Once the minimum is met, we accrue fees above the obligation. Keep in mind that venues charge extraordinary amounts for food (e.g., \$75 for a gallon of coffee) and are not providing restaurant-style service (i.e., we do not get individual choices and constant refills). Having the social off-site is great for attendee experience, but does not count toward the F&amp;B minimum.</p>
Decorating fees	<p>ASB hires a company to fit the tables in the exhibit hall with drapery (skirting) and to place curtains behind the booths for private storage and better atmosphere.</p> <p>The Meeting Planner arranges for a decorating company, often local, to provide and set up the drapery.</p>

Poster boards	Poster boards are 8 ft long boards, usually carpeted, to which the posters are pinned (2 to each side) using pushpins. Posters, including BBB posters, should be evenly divided between presentation days to minimize the number of poster boards required at one time.
Security	<p>Some exhibitors bring very valuable items to their booths, such as microscopes, so a full-time security officer is necessary to watch the Exhibit Hall, especially overnight. Security might also be used to ensure those receiving benefits from the meeting are paid registrants.</p> <p>The Meeting Planner arranges for a company, often local, to provide and set up the poster boards. Among the many items brought to the meeting are straight pins for the posters. Volunteers are tasked with placing the pins and poster numbers on the boards the night before poster presentations. The Program Committee is responsible for scheduling posters so that they are evenly divided between days. Having all posters numbered consecutively, but presenters of odd-numbered posters present in the morning and even-numbered posters in the afternoon, fills the hall with posters, but reduces crowding. Having more posters on one day or another, requires more boards than necessary. The Meeting Planner arranges the security detail.</p>
Social venue	<p>The Social provides an opportunity for attendees to enjoy their time outside of strictly-scientific endeavors and socialize as an entire group. It is one of the major reasons attendees return to ASB. We try to pick a venue that is nearby, unique to the local culture, and exciting. The Social Venue should be able to accommodate 500-700 attendees (dependent on, but not necessarily proportional to, the number of registrants).</p> <p>Outdoor venues are appealing to many of the attendees, but may require contingency plans for inclement weather, which has included rain, cold wind, and tornadoes. They may also require barricades and additional security.</p> <p>Venues may include food in the initial contract. We often provide tickets for 2 drinks per Social attendee. Alcohol sales require special licensing, bartenders, and identification. The amount of drinks 'sold' can be tabulated after the event. Some venues may require separate arrangements for food (such as food trucks), entertainment (see below), and transportation. Venues beyond walking distance require ASB to provide transportation (especially important for members unable to walk long distances) which creates additional cost.</p> <p>ASB sells tickets to the Social at a price greatly subsidized for attendees. In other words, the true cost per person is possibly twice the cost of the ticket. Many institutions do not pay for the Social, so the price can affect students' ability to attend. Many choose not to buy a ticket until onsite, possibly changing their minds due to word of mouth at the meeting.</p> <p>Consider the Social a big draw for the meeting as well as a fundamental networking opportunity and advertise it profusely.</p> <p>The Meeting Planner arranges for site visits of 3-4 options for the social during the fall EC meeting. The EC ranks the choices and votes on the finalist. The Meeting Planner then</p>

	negotiates the contract with the venue. If onsite, the social might count toward the hotel's food and beverage minimum.
Entertainment for the Social	<p>Entertainment at the social often includes music. Students seem to appreciate dancing on a dance floor with a DJ. Karaoke has been a big hit. Some venues with multiple spaces may allow modern music for dancing as well as more mellow/acoustic music for eating and chatting. It is good to have options for attendees.</p> <p>Often the social includes games, inflatables, or other events that may need to be purchased separately.</p> <p>The Meeting Planner works with the venue to find local musicians/DJs. Large entertainment items, such as inflatables might be provided by the venue or an outside company. Smaller games, such as cornhole, can be purchased online and delivered to the venue.</p>
Plenary speakers	<p>ASB opens with an hour-long Welcome and a Plenary Speaker. The Welcome is delivered by the President who welcomes attendees, recognizes sponsors, makes announcements for the meeting, and introduces the speaker. The speaker is then given about 45-50 minutes for the speech and questions.</p> <p>The EC has made efforts to increase the notoriety and diversity of the speakers (in terms of demographics as well as research topics) to draw more attendees to the opening day and the meeting as a whole. The EC suggests speakers from lists of notable researchers, authors, etc. It is best to review previous speeches when available.</p> <p>Many speakers are able to attend the Plenary Reception to mingle with attendees and/or do a book signing. Arrangements can be made for a local bookstore to sell copies of the speaker's book.</p> <p>Speaker contracts usually include the speech itself, travel, and accommodations. Sometimes it is easier for the speaker to make all travel arrangements and then be reimbursed by ASB. This way, they can choose how they want to travel.</p> <p>A member of the EC should be available to greet the speaker at the airport or hotel and make sure they are checked into the hotel. They can also serve as the speaker's guide to the Plenary and Reception.</p> <p>Increasing the quality of speakers comes at increased price, so regularly use the speaker in advertisement for the meeting.</p> <p>The Vice President is charged with reviewing nominees for the plenary speaker, contacting their agent, and negotiating speaker fees and travel. The search is best performed early (summer or fall the year before the meeting) as popular speakers will be booked quickly.</p>

## Items Purchased for the Annual Meeting

<p>Award plaques</p>	<p>Most ASB Awards do not offer any materials to be given during the Awards Banquet other than payment, although we have printed certificates on occasion. Four awards come with a personalized plaque. The plaques are commissioned in advance of the meeting, so are limited to the awards whose winners are known in advance: Meritorious Teacher Award, Research Award, Student Research Award, and if given, the Lifetime Achievement Award.</p> <p>Traditionally, awards come as a 9x12 inch Wood Award w Black Plate Etched, with a monochrome ASB logo surrounded in wreath and the following information:</p> <p style="text-align: center;">The Association of Southeastern Biologists Name of Award</p> <p style="text-align: center;">Presented to Name of Winner Winner's Institution</p> <p style="text-align: center;">X Annual Meeting Date of Awards Banquet</p> <div style="display: flex; align-items: center;">   </div> <p>For most years, plaques were made by a brick and mortar store in North Carolina and hand delivered by a member to the meeting. We recently shifted to an online vendor to avoid burdening someone with the task.</p>
<p>T-Shirt Printing</p>	<p>Each meeting has a unique t-shirt available for members to purchase. Typically, the design has been a small ASB logo on the front and a meeting-specific design that includes the location and date across the back. A t-shirt design contest allows</p>

	<p>students to submit their design for a chance to win free registration. The EC chooses the winner, but they have the option to suggest minor changes.</p> <p>ASB contracts a t-shirt printing company to print the t-shirts. A nominal quantity of t-shirts must be ordered well in advance of the meeting to solidify the design and begin the process. The ability to purchase a t-shirt in advance ends with early bird registration, at which point, the EC orders the remainder t-shirts. The first order must be delivered by the EC to the meeting, but the second order can be delivered straight to the conference center.</p> <p>Price per shirt may be density-dependent. T-shirts with more colors may cost more. ASB charges a little more than the cost of the shirt, but does not make a lot of profit from t-shirt sales.</p> <p>ASB 2023 T-shirt, designed by Elijah Wells, Campbell University, NC.</p>  <p>The image shows two views of a light-colored t-shirt. The front view (left) features a circular logo with 'ASB' in the center, surrounded by the text 'SOCIETY OF THE ATLANTIC BIRD' and '1974'. The back view (right) features large, stylized letters 'ASB' where the letters are filled with various bird illustrations. Below the letters, it says 'Winston Salem, NC 2023'.</p> <p>FRONT BACK</p> <p>ASB has used Custom Ink to finalize the design and print the shirts. Designs above 3 colors may incur additional costs.</p> <p>Custom Ink allows for a Fundraising Event after shirts have been ordered. If a minimum number of shirts are ordered during the campaign, the shirts are printed and sold to those who ordered them. If the minimum is not reached, the shirts are not printed and no money is exchanged. It is suggested to have this option available during the meeting, if possible.</p>
Swag	<p>ASB often provides some sort of inexpensive giveaway (swag) at the meeting. Swag makes attendees feel welcome, encourages them to visit the ASB booth in the Exhibit Hall, and serves to promote our logo.</p> <p>Swag has recently included pens, stickers, and lapel pins. In an effort to reduce the items left over from meetings and to avoid complicated sales, we have stopped selling basic t-shirts, mugs, hats, etc. at the booth.</p>

## Software

Software	Description	Current Contract
Registration and membership software	<p>ASB contracts with a software company for event-management, marketing, and attendee registration. This software collects information from members and meeting registrants, manages payments, and allows communication with an email list. It is a secure space to collect personal and payment information.</p> <p>The President uses this platform to build emails that contain a section of regular links (e.g., to the main webpage, volunteer page etc.), as well as the unique body of the letter. The software standardizes the appearance of the text, images, and links and automatically adjust to accommodate a variety of hardware (whether someone is viewing it on a computer, tablet, or phone).</p> <p>It is best to limit the number of people with access to this software.</p>	CVENT
Abstract submission software and meeting platform	<p>ASB contracts with a software company to collect proposals and abstracts for the Annual Meeting. This software can be used to communicate with presenters to ensure proper completion of abstracts, to send acceptance letters, and provide further instruction.</p> <p>The information submitted by presenters is then checked for completion and is assigned times and rooms by the Program Committee. The software company arranges abstracts according to the schedule made by the Program Committee and develops the meeting webpage and app directly from the information submitted with abstracts. Presenters can edit their information at any time.</p> <p>The meeting page and app are used by attendees to navigate the meeting. This is the meeting program. They can see the order of events, view abstracts, and contact presenters through the app. It is best to provide attendees with a pdf version of the schedule in advance of the meeting for those who like to print their own.</p> <p>The software is also used to schedule judges based on their preferred topics and by avoiding conflicts (judges should not be assigned to judge their own students). It also collects scores on judged presentations via an online rubric.</p> <p>The Program Committee and Awards Coordinator should have access to the ‘staff’ side of this software to make small changes and gather information.</p>	Confex
Website platform	<p>ASB contracts with a web-hosting service to build, maintain, and display our main website: sebiologists.org.</p> <p>We are currently using Weebly.com which uses a widget-based site builder that operates in the web browser. All the site elements are drag-and-drop and it automatically generates a mobile version of each website. Storage is</p>	Weebly

	<p>unlimited, but the service restricts individual file sizes. Pages within the space are relatively easy to build or copy/edit using the basic widgets. Additional widgets can be downloaded or purchased. Pressing 'Publish' makes any changes visible to the public. Be careful of having two people work on the site at the same time as publishing will incorporate both parties' changes.</p>	
Video conferencing platform	ASB contracts with a videotelephony software program that allows elected officers to conduct meetings remotely through video conferences.	Zoom
Survey tool	<p>ASB contracts with an external survey software program to conduct surveys or polls of the membership. Although most communication and forms are now held within the main website (sebiologists.org), it is best to have a secure platform for nominations, voting, and collecting opinions (especially in the post-meeting survey).</p> <p>We are currently using surveymonkey which simplifies building a survey, sending it to our members, and gathering and analyzing the data. This function may be moved to one of the other paid platforms if deemed appropriate in an effort to reduce expenses.</p>	Survey Monkey
Email	<p>ASB uses a public email service for communication with members and for responses from inquiries and submissions on our main website. Replies to the mass emails from the registration/membership software are directed here.</p> <p>Gmail is free, user-friendly, and allows a personalized email address.</p>	Google
Cloud storage	<p>ASB subscribes to a cloud storage program to house all files related to the association, including meeting minutes, contracts, logos, budgets, etc. This allows all EC members instantaneous access to all the shared files so they may download, update, or upload to them as needed. The Minutes of the regular meetings of the EC are taken in real time during the meeting using a word processing file within the cloud.</p> <p>ASB currently uses Google Drive, a popular site that is well-stocked with free alternatives to major software brands. Unfortunately, it is usually accessed through gmail accounts rather than professional emails and it uses storage space from each user with access to the site. Some large files, such as meeting pictures could be stored elsewhere to alleviate this problem.</p>	Google Drive

# Meetings

## Executive Committee Meetings

### Regular EC Meetings

The Executive Committee must meet regularly to carry out the business of the association and design the Annual Meeting. Regular EC meetings are conducted by the President following an agenda set by the President, Meeting Planner, and other leaders. The Secretary keeps the minutes. Regular EC meetings take place using a virtual meeting platform (such as Zoom). The Secretary requests information about the availability of EC members and schedules these meetings in a way that accommodates the most members. The Secretary sends links and/or calendar invites to each EC member. Typically, the EC meets monthly in the summer, twice a month in the fall, and once a week in the spring. The agenda/minutes are kept in an online document editor so that all attendees may see the agenda and contribute to the notes in real time. Members outside the EC, such as Chairs of Committees, Affiliate Liaisons, etc. are invited to attend. All items in the Typical Timeline at the end of this document must be accomplished in a timely manner. The regular meetings are where these items, as well as other pertinent actions are discussed, assigned, and voted on. Regular meetings follow Roberts Rules and the ASB Code of Conduct.

### Pre-meeting

The Executive Committee often meets on the first day of the Annual Meeting (before the plenary) to ensure that all EC members are present at the conference, to discuss action items, and to prepare the meeting. Since the EC meets regularly throughout the year, much of the Annual Meeting planning has been accomplished before the meeting, so the EC can serve to help run registration, manage the ASB booth (where attendees can pick up pre-ordered t-shirts and swag, and ask questions), set up poster boards, train moderators and judges, and guide attendees.

### Post-meeting

The Executive Committee has an extended breakfast meeting on the last day of the Annual Meeting to debrief about the meeting, to introduce new EC members, and bid a farewell to leaving members. Any outstanding business can be taken care of here, especially scheduling the summer to tackle business not related to the Annual Meeting.

## Fall EC Meeting

During the Fall EC Meeting, the Executive Committee, Meeting Planner, Program Chair, Select Chairs of Committees, and Local Representatives stay at the headquarters hotel of the upcoming meeting and visit the conference center. The purpose of the Fall EC Meeting is for the association leadership to inspect the host hotel, plan the venue layout and room selection, review offsite social options, and conduct ASB business. During the meeting, the Program Chair and Meeting Planner should work closely to determine space needs and flow of the meeting. The Fall EC meeting also serves as a bonding time for the EC and provides them first-hand knowledge of the venue and surrounding businesses that they may carry to members. This meeting works well earlier in the fall (such as August or September) so that plans are established and venues can be advertised throughout the fall semester. Room reservations are made by the Meeting Planner and are paid for by the association. Because the EC demands many commitments, not all EC members are able to attend the Fall EC meeting, so votes on the social venue and other critical decisions

may take place during a following regular EC meeting. However, this is an excellent time to discuss ‘big-picture’ plans for the association, for sub-committees to complete tasks, and to train in-coming leaders.

## Regular Committee Meetings

Committees are encouraged to meet regularly and as needed to complete their duties.

## Annual Meeting

Almost every year since our founding, biologists across the southeast and beyond have met at the annual meeting of the Association of Southeastern Biologists to share their science, network with colleagues, and reunite with friends. Our meetings provide a friendly atmosphere for undergraduates, graduate students, and professionals to present their work, meet their peers, and learn from our exhibitors. The annual meeting takes place in a different city in the southeast each year.

Attendee registration is the primary source of revenue for the ASB. In return, attendee fees pay for an organized, secure, and accessible meeting in major cities across the southeast. Additional resources contribute to the Enrichment Fund, which provides support for members.

## Host Hotel and Conference Center

ASB partners with a host hotel connected to or nearby the conference center where the meeting takes place. Staying at the host hotel offers the most interactive meeting experience, usually without need for additional transportation.

ASB contracts with a conference center for space to hold the meeting. ASB has unique needs in that we require two rather large spaces for the Exhibit Hall and Plenary/Banquet Room, ~6 meeting rooms holding 100-200 people, and 2-3 smaller rooms for office space and luncheons. We are too large for many venues and too small for others. We move locations annually, making us less competitive. Bigger cities that are popular tourist destinations may be attractive to attendees, but are often too expensive in terms of the price of hotel rooms per night. We look for venues with the right space, the right price, appealing attractions, and nearby restaurants and social venues. We try to stay near the center of our attendee’s distribution (East TN/West NC) with a few jaunts to the periphery.

## Presentations

All presentations take place on Thursday and Friday, except the Plenary, which is on Wednesday.\* A meeting app (free to attendees via their app store) and/or the corresponding website (linked from [sebiologists.org](http://sebiologists.org)) lists the presentations and abstracts. Attendees can save their favorites, communicate with presenters, and build a schedule. \*occasionally dates are shifted and the meeting starts on Thursday with presentations on Friday and Saturday

Plenary	The Plenary, on Wednesday* evening, consists of a presentation by a specially-invited speaker. The plenary is followed by a reception with light hors d'oeuvres and offers a chance to mingle with friends and chance to interact with the speaker. Be sure to include the plenary on Wednesday evening in your travel plans!
Oral Paper Presentations	<ul style="list-style-type: none"> <li>• Talks are arranged in sessions by topic, each with its own room, projector, and lectern.</li> <li>• Talks are given in 15-minute increments (12 minutes for talks 3 for questions).</li> <li>• Registrants are free to move among session rooms between talks.</li> </ul>
Poster Presentations	<ul style="list-style-type: none"> <li>• Posters are displayed in the Exhibit Hall.</li> <li>• Presenters must print their poster before the meeting and hang their posters the morning of their presentation. Presenters should remove their posters in the afternoon; therefore, each poster is displayed for one full day.</li> <li>• Posters should be printed to fit within a 46" (Width) x 44" (Height) space.</li> <li>• Poster presenters stand by their posters for 90 minutes during one of the four poster sessions. Poster sessions are in the morning and afternoon on Thursday and Friday.</li> <li>• Digital option for posters: To facilitate discussion during the in-person poster sessions, presenters may upload an interactive electronic pdf of their poster to the meeting website for members to view throughout the meeting. Presenters up for awards are required to submit an electronic poster.</li> </ul>
Symposia	Each symposium is a specially-arranged set of talks focused on a given theme and put together by a member-organizer. For the most part, symposia are open to everyone.
Lightning Talks	Lightning talks offer presenters a less formal, quick opportunity to share new ideas and hypotheses, discuss novel experimental approaches, or present truly preliminary results. Lightning Talks take place in the Exhibit Hall
Tribeta Presentations	The Annual Meeting of ASB is also home to the District I and District II meetings of Beta Beta Beta (TriBeta). Tribeta is a national honor society for students, particularly undergraduates, dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research. All registrants to ASB are welcome to the presentations of Tribeta. Learn more about Tribeta here: ( <a href="https://www.tribeta.org/">https://www.tribeta.org/</a> )

## Exhibit Hall

The Exhibit Hall is a large space containing many of the meeting's activities, including:

Registration	Registration may be in the Exhibit Hall or in an area adjacent to it. This booth is run by the Meeting Planner and her staff. Attendees should start here to sign in and pick up their name badge.
The ASB Booth	Meet representatives from ASB leadership here, find information about the meeting and association, pick up T-shirts and swag.
Presentations	Poster sessions and Lightning talks
Snack Breaks	
Charging Stations and Lounging Areas	Provide attendees a place to relax and fellowship.
The Silent Auction	A fundraiser for student support. See Events below.
Exhibitor Booths	Exhibitors are sponsors of ASB who contribute to our vibrant Exhibit Hall. Please visit the exhibitors to explore new technologies, learn about opportunities for further schooling or careers, shop for books and other items, and to show your appreciation for their support of ASB.

## Events

There are several events throughout the meeting that provide a deeper dive into a topic, offer a space for our affiliates to gather, a trip off site, and more!

Breakfasts and Luncheons	Sometimes a group will meet in a smaller space to discuss a topic of interest and to share a meal. Boxed meals may be provided by the group or for an individual fee. You may need to register to attend and certain breakfasts and luncheons are only for members of the group.
Workshops	Workshops allow attendees to participate in hands-on demonstrations of best practices in research and teaching. All attendees are welcome to attend workshops, but preregistration may be required.
Panel Discussions	ASB's program often includes panels that provide focused discussion on a topic by a group of experts. Past panel topics included applying for grants, getting into graduate school, and increasing inclusivity in academia. All registrants are welcome to attend panels.
Field Trips	Field trips offer registrants the chance to visit a local ecosystem or laboratory guided by a local expert. Don't miss the chance to see endemic species, a unique ecosystem, or visit a prestigious lab or collection. To allow registrants to join a field trip without missing presentations, field trips are scheduled on Wednesday and Saturday, before and after the presentation days, so make sure you arrive early or stick around to take advantage of these unique opportunities. We ask that you register with a nominal fee before attending a field trip to make sure we have an accurate headcount.
Silent Auction	The silent auction is an important fundraiser for the Enrichment Fund which provides support to help members attend the meeting. Please bring items you think might be of interest to attendees of our meeting. Items do not have to be related to the biological sciences, but this is a guaranteed shared interest among attendees. The items will be displayed in the Exhibit Hall during the meeting where anyone can place a bid. Bids close Friday afternoon, then the highest bidder pays for the item at the ASB booth and takes it home. Plan ahead and set aside items for the auction throughout the year, but don't forget to bring them to the meeting!
BSA-SE/SABS Student Reception	This event is cosponsored by the Southeastern Section of the Botanical Society of America and the Southern Appalachian Botanical Society. All students who are interested in the Plant Sciences are welcome to meet with peers and professionals at this fun mixer.
ASB Business Meeting	The ASB Business meeting is the annual opportunity for members to meet in-person with ASB leadership. During the meeting, we discuss the state of the association and the treasurer's report, decide on resolutions for the year, review proposed changes to the bylaws/constitution, and make other important decisions. All members are asked to attend the business meeting.

Thursday* Night Social	The Thursday Night Social is the party of the year! Join the ASB members and leadership as we let loose at a unique local venue with food, music, and fun! Be sure to register for this event, because you won't want to miss it! Tickets are required for this event.
Friday* Night Awards Banquet	The Friday Night Social is a formal dinner at which we honor those receiving awards. It also serves as the official closing of the meeting. Get ready to dress up and celebrate the excellent achievements of our members. Registration is required for this event.

\*occasionally dates are shifted and the meeting starts on Thursday with a Thursday Plenary, Friday Social, and Saturday Awards Banquet.

## Featured Institutions

Traditionally, Featured Institutions played a major role in the annual meeting as they served as the meeting venue and supplied room and board for attendees at the meeting. ASB has since moved to a larger venue with professional host hotels. The role of Featured Institution then became a local representative that helped arrange some events and provided student volunteers to help run registration.

However, Featured Institutions could be more of a transactional sponsorship:

Institutions providing TWO or more of the following for a given meeting are denoted as Featured Institutions:

1. Volunteers (limited opportunities)
2. Donations (\$1000- can be negotiated in lieu of additional contributions in other forms)
3. 15+ presentations
4. Organize and lead a field trip (symposium or workshop???) (more than one?)
5. Fund an award
6. Significant contribution of item(s) to silent auction
7. One of the other sponsorship opportunities
8. Provide transportation to field trips
9. Swag with ASB's logo

Featured Institutions receive

1. Logo placement and advertisement on the website
2. acknowledgement throughout the meeting
3. one free registration
4. registration for volunteers working x hours
5. booth, etc... (should this be listed here or the list above?)

Extra donation for Provost speech at opening ceremony

# Exhibitors and other Sponsorship opportunities

## Exhibitors

The Exhibit Hall is a focal point of the meeting with poster sessions, lighting talks, the silent auction, and other events taking place there. ASB also sells booth space for companies, institutions, or organizations to interact directly with all of our attendees throughout the meeting. Exhibitors enhance the meeting space and allow attendees to view the latest in lab technology, pedagogical equipment, field stations, and graduate programs.

### EXHIBITOR PACKAGES:

- Corporate Exhibitor Package \$1200: Corporate Exhibitors are defined here as companies with more than 10 employees. Package includes registration for 2 attendees and standard booth equipment. Regular registration fees apply for any attendees beyond those included here.
- Small Business Exhibitor Package \$500: Small Business Exhibitors are defined here as companies with 10 or fewer employees. Package includes registration for 1 attendee and standard booth equipment. Regular registration fees apply for any attendees beyond those included here.
- Non-profit Exhibitor Package \$350: Non-Profit Exhibitors include state and federal agencies, academic institutions, and traditional NPOs. Package include registration for 1 attendee and standard booth equipment. Regular registration fees apply for any attendees beyond those included here.

## Patron

Patron membership is for individuals who choose to support the society beyond annual meeting registration costs. Patron membership includes a one-year membership, one annual meeting registration, and two tickets to each of the three evening events at the annual meeting.

## Sponsor Research and Travel

The public can support ASB's mission directly by sponsoring scientific research through our ASB GRANT or help a student present their work by sponsoring one of our SUPPORT AWARDS. Students around the region are doing great science, but many do not have the means to register for the meeting or pay for travel and accommodations. \$20 could pay for a student to receive the benefits of membership, like registration discounts. \$150 would pay for a student's registration. Any amount helps.

## Donate Items to the Silent Auction

The silent auction is an important fundraiser for the Enrichment Fund which provides support to help members attend the meeting. Attendees bring items they think might be of interest to attendees of our meeting. Items do not have to be related to the biological sciences, but this is a guaranteed shared interest among attendees. The items will be displayed in the Exhibit Hall during the meeting where anyone can place a bid. Bids close the last day of presentations, then the highest bidder pays for the item at the ASB booth and takes it home. Encourage members to plan ahead and set aside items for the auction throughout the year, but remind them to bring it to the meeting!

## Sponsor an Event at the Annual Meeting

Coffee Break - Single Sponsor (\$2500)	Everyone loves a coffee break! There are four opportunities to sponsor a coffee break: two on each presentation day. These events will be held in the Exhibit Hall where everyone gathers for posters and other events. Corporate logos will be printed on signage visible at the break station and throughout the Exhibitor Showcase. Note: four single sponsorship opportunities.
Major Event Sponsor (Reception or Dinner please inquire \$6k to \$10k)	<p>We have three non-presentation events that provide attendees a chance to sit back and relax, meet important people in the field, honor excellent work, and enjoy the meeting: The Welcome Plenary and Reception, Social, and Awards Banquet. These events are a great draw for attendees because they allow us to experience scientists beyond the science. Get more people into science by helping us maintain high-quality speakers, exciting off-site venues, and excellent food and beverage.</p> <p>Monetary contribution sponsoring food and beverage for specified event. ASB to provide sponsor multiple branding opportunities for specific event and recognition throughout annual meeting. Branding to include multiple signs, app recognition, premier recognition at opening and closing sessions and additional options pending on final event and sponsorship contribution. If you are considering sponsoring ASB CONTACT US.</p>

## Additional Sponsorship Items

Feature Image   ASB Website Sponsor Page   ASB Meeting APP (\$1000)	ASB to provide sponsor premier location on website sponsor page (annual renewal required). ASB will also feature logo on Annual Meeting App. Exposure offered year-round and to attendees during peak traffic periods during Annual Meeting. Logo provides embedded hyperlink to sponsor site.
30 - minute Commercial Workshop - Fireside Chat (\$1000)	Strategically located in exhibit hall to maximize exposure during peak traffic periods. ASB to provide centralized theater to present topics to ASB attendees. Live announcements made in hall marketing your presentation. Note: limited to 8 time slots during annual meeting.
Lanyard Sponsorship - Company Logo on all Attendee Lanyards (\$4000)	Premier Single Sponsorship opportunity. Name badge lanyard worn prominently by all attendees throughout conference.
Attendee Bag - Company Logo Displayed on Attendee Bag (\$6000)	Premier Single Sponsorship opportunity. Conference bag with company logo prominently displayed and carried by all attendees throughout conference.

# Grants and Awards

To support our mission to encourage research and the imparting of knowledge and to help members gain access to the networking opportunities and experience of the annual meeting, the Association of Southeastern Biologists provides several grants and awards to members.

## ASB Grants

The ASB promotes research through three grants given for novel and meaningful research in the biological sciences. Grants consist of \$500 plus free registration to the next annual meeting and a ticket to the awards banquet given to each of **one undergraduate student, one graduate student, and one professional**.

Proposals are evaluated for significance of ideas, soundness of hypotheses, originality, methodology, clarity, and contribution to the field. At the discretion of the Research Grant Committee, the grant may be withheld or it may be split in the case of a tie. Recipients must present their research at the next annual meeting, attend the Awards Banquet to be recognized, and acknowledge ASB in and inform ASB of any presentations and publications resulting from the funds. Only members of the ASB are eligible.

## Application requirements

1. Contact Information (name, email, institution and department, phone number)
2. Academic Status or Rank
3. Title of Project
4. Research Question
5. Hypothesis
6. Description of Project (500 words max)
7. Citations
8. Budget
9. Basic Timeline of the project
10. Current and Potential Sources of Funding for the Project
11. Curriculum Vitae
12. Letter of Support (students only)

## Basic rubric upon which applications are evaluated

Scientific Merit (50%).	<ol style="list-style-type: none"><li>1. Well-stated question and testable hypothesis</li><li>2. Experimental methods well-designed for testing the stated hypothesis</li><li>3. Improves our knowledge in the area/topic of the proposed research</li></ol>
Broader Impacts (50%).	<ol style="list-style-type: none"><li>4. Extent to which the project will benefit from funding</li><li>5. Potential to increase diversity of participants in research activities</li><li>6. For the Student Grants: Articulates manner in which research grant advances student's professional goals</li></ol> <p>For the Professional Grant: Involvement of educational and outreach components beyond the scientific results themselves</p>

## Expected Timeline of Grants

Year 1	<ul style="list-style-type: none"><li>• Early Fall - Call for applications</li><li>• Late Fall - Submissions close</li><li>• Winter - Committee evaluates submissions</li></ul>
Year 2	<ul style="list-style-type: none"><li>• Spring - Awardees are notified before the meeting and announced at the Awards Banquet</li><li>• Summer/Fall/Winter - Perform research and submit abstract</li></ul>
Year 3	<ul style="list-style-type: none"><li>• Spring - Awardees receive free registration to present at the Annual Meeting and attend the Awards Banquet</li></ul>

## Awards

We offer a number of monetary awards to honor excellence in research, teaching, and service, as well as many awards to support student attendance at the annual meeting of our Association and its affiliates. More details of award criteria and previous awardees can be found at the links below.

### ASB Support Awards

ASB support awards provide funds to help students attend the annual meeting and its events.

<p>The Lafayette Frederick Underrepresented Minorities Scholarship (\$1200)</p>	<p>The Frederick Award, sponsored by the ASB Committee on Human Diversity, honors long-time ASB member, Past President, and John Herr Lifetime Achievement Award winner Dr. Lafayette Frederick. The annual scholarship provides one outstanding undergraduate student membership to the association, registration to the annual meeting, mentorship onsite from a faculty member in a discipline related to the interests of the student, and attendance to many networking opportunities such as the Plenary Social, the Diversity Luncheon, the Thursday Night Social, and the Friday Night Banquet. This scholarship also covers travel and lodging to the annual meeting.</p> <p>Each applicant must fulfill all the requirements listed below:</p> <ul style="list-style-type: none"> <li>• Minimum of a 2.7 GPA on a 4.0 scale</li> <li>• Major in a Natural Sciences field</li> <li>• Belong to one of the following underrepresented groups in STEM: Black or African American (native or non-native), Hispanic, Native American heritage, or Asian, including Southeast Asians and Pacific Islanders as well as students with disabilities.</li> <li>• Application must be submitted prior to the deadline (see ASB Calendar)</li> <li>• Applications can be submitted prior to receiving an abstract acceptance letter</li> </ul>
<p>Support Awards for First-Generation Undergraduate Student Members of ASB</p>	<p>First Gen Support Awards, sponsored by the ASB Committee on Human Diversity, partially defray the expenses of undergraduate first generation college students that will attend the Association of Southeastern Biologists Annual Meeting. The awards provide funds to support student membership, registration to the meeting, travel and lodging, and attendance at meeting events. The Southeastern Chapter of the Ecological Society of America sponsors one of these awards for a student with interests in ecology. The number of awardees in a given year is dependent on available funds.</p> <p>Each applicant must fulfill all the requirements listed below:</p> <ul style="list-style-type: none"> <li>• The recipient is a current member of ASB.</li> <li>• The recipient must present at the Annual Meeting, failure to attend will result in forfeiture of the award.</li> <li>• The recipient must be currently enrolled as an undergraduate student at a US college or university</li> <li>• The recipient must be a first generation college student, meaning that neither parent has received a four-year college degree.</li> <li>• Application must be submitted prior to the deadline (see ASB Calendar)</li> <li>• Applications can be submitted prior to receiving an abstract acceptance letter</li> </ul>

Support Award for Graduate Student Members of ASB	<p>Support awards defray expenses for graduate student members who attend and present at the ASB meeting. The award will provide complementary early-bird registration for the 2022 meeting and student membership for the upcoming year. The number of awardees in a given year is dependent on available funds. Applicants will be notified of the Committee's decision via email. The recipients of the award will be given a voucher for registration. Checks will be available at the meeting or sent in the mail.</p> <p>Each applicant must fulfill all the requirements listed below:</p> <ul style="list-style-type: none"> <li>• The applicant is a current member of ASB.</li> <li>• The applicant must be currently enrolled as a graduate student in the department where s/he conducted the research that will be presented.</li> <li>• Applications are competitive and must be received by the deadline (see ASB Calendar).</li> <li>• The recipient must present (poster or oral presentation) at the Annual Meeting. Failure to be present will result in the forfeiture of the award.</li> <li>• Applications can be submitted prior to receiving an abstract acceptance letter</li> </ul>
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### Affiliate Support Awards

Southern Appalachian Botanical Society – Student Conference Support Award (\$500)	This financial assistance award is available to undergraduate and graduate students presenting a paper or poster with a botanical focus at the annual ASB/SABS meeting. Award criteria and the application form may be found at <a href="https://sabs.us/awards">sabs.us/awards</a> .
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### ASB Research Awards

Research and Presentation Awards recognize excellent research presented at the ASB Annual Meeting.

Each Application must include:

- An abstract in the same format as submitted for the ASB call for papers, including author names, titles, and contact information
- An electronic copy of a journal-ready manuscript or publication (in press, or published after the previous ASB annual meeting, but not prior)
- A biographical sketch of the applicant. In the case of multi-author papers (>2) the biographical sketch should include a statement summarizing the applicant's specific contributions to the paper.

ASB Student Research Award (\$1000)	The ASB Research Award is presented to a student member for outstanding research. A written manuscript or publication (published after the previous ASB annual meeting, but not prior) and an oral presentation at the annual meeting are required. Applicant must be a graduate or undergraduate student at the time of presentation, or graduated within 6 months prior to the presentation.
ASB Research Award (\$1000)	The ASB Research Award is presented to an ASB professional member (students are not eligible for this award) for outstanding research. A written manuscript or publication and an oral presentation at the annual meeting are required. The manuscript must be completed after the previous ASB annual meeting, but not prior. The presentation must be given at either the previous or upcoming annual meeting.

## ASB Presentation Awards

ASB Presentation Awards are presented to students who give an outstanding presentation at the annual meeting. Both an Oral Presentation Award and a Poster Presentation Award are given for each of several categories designed to reflect the breadth of biological disciplines at ASB. One award of \$300 will be made in each of the categories at the closing banquet at the annual meeting. Applications are made during the abstract submission process (See the meeting page call for abstracts). When submitting an abstract, applicants select one category for which to be evaluated.

Categories of ASB Oral and Poster Presentation Awards:

<p>Cell and Molecular Biology</p> <p>Aquatic Biology</p> <p>Animal Biology</p> <p>Herpetology (in memory of Dr. Floyd Scott)</p> <p>Microbiology</p>	<p>Each applicant must fulfill all the requirements listed below:</p> <ul style="list-style-type: none"> <li>• Applicant must be a graduate or undergraduate student at the time of presentation, or graduated within 6 months prior to the presentation.</li> <li>• Applicant must be a current member of the ASB</li> <li>• Applicant must present at the Annual Meeting</li> <li>• All winners of these awards are announced at the Closing Banquet, so your presence is greatly appreciated.</li> </ul> <p>Each Application must include:</p> <ul style="list-style-type: none"> <li>• An abstract submitted during the ASB call for papers, including author names, titles, and contact information</li> <li>• Select the intended award during abstract submission. You must select no more than one category to be considered for an award.</li> <li>• A 100-word justification describing why your work fits the category selected</li> <li>• An ePoster submitted before the week of the meeting (see acceptance letter for further instructions)</li> <li>• An outstanding presentation at the Annual Meeting</li> </ul> <p>Each presentation is judged by 2 or more volunteer judges at the meeting. Be prepared to answer questions during or after your presentation. Presenters of posters might need to stick around beyond the typical poster session to allow all judges time to visit all posters.</p>
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## Affiliate Research and Presentation Awards

The following awards are presented to students with outstanding presentations given at the annual meeting. These awards are sponsored by ASB Affiliates (listed alphabetically below) and are subject to the rules and requirements of each affiliate association. Applications are made during the abstract submission process (See the meeting page call for abstracts). When submitting an abstract, applicants select each award for which they intend to be evaluated.

<p>North Carolina Botanical Garden Award (\$300)</p>	<p>Presented to a member for an outstanding presentation that best advances our understanding of the biology and conservation of southeastern plants and/or their ecosystems.</p>
<p>Southeast Chapter of the Ecological Society of America</p> <ul style="list-style-type: none"> <li>• Eugene P. Odum Award (\$500) for outstanding oral presentation</li> <li>• Elsie Quarterman-Catherine Keever Award (\$500) for outstanding poster presentation</li> </ul>	<p>Presented to students giving outstanding presentations in the field of ecological research. Students may apply for only one of the two SE ESA awards (Odum or Quarterman-Keever) but not both. Students should make sure that their research is complete and of sufficient depth to qualify for these awards. Abstracts failing to meet these requirements will not be considered.</p>
<p>Southern Appalachian Botanical Society</p> <ul style="list-style-type: none"> <li>• Richard and Minnie Windler Award</li> <li>• Earl Core Student Research Award (\$750)</li> <li>• Outstanding Student Oral Presentation Award (\$300)</li> <li>• Outstanding Student Poster Presentation Award (\$300)</li> </ul>	<p>The Southern Appalachian Botanical Society (SABS) presents several awards in recognition of outstanding research or contributions to Appalachian botany.</p> <p>This Award is designated for the best systematics paper published during the preceding year within our journal <i>Castanea</i>. It was established by Dr. Don Windler as a memorial to his parents. The first award was presented to Martha Carolina Easley and Walter S. Judd for their article published in volume 55 of <i>Castanea</i> (1990). In 2014 a second award for best ecology paper was added. For further details, visit <a href="https://sabs.us/richard-and-minnie-windler-award/">https://sabs.us/richard-and-minnie-windler-award/</a></p> <p>Presented annually to support student research projects (graduate and undergraduate) in plant taxonomy, systematics, and ecology. Award criteria and the application form may be found at <a href="https://sabs.us/awards">sabs.us/awards</a>.</p> <p>Presented annually to a student with the best oral presentation on research in the field of botany/plant science. *Students may apply for one or the other award (Oral or Poster Presentation) from SABS, but not both. Apply when you submit your presentation abstract for the ASB meeting.</p> <p>Presented annually to a student with the best poster presentation on research in the field of botany/plant science. *Students may apply for one or the other award (Oral or Poster Presentation) from SABS, but not both. Apply when you submit your presentation abstract for the ASB meeting.</p>

<p>Southeastern Section of the Botanical Society of America</p> <ul style="list-style-type: none"> <li>● Outstanding Student Oral Presentation Award</li> <li>● Outstanding Student Poster Presentation Award</li> </ul>	<p>The Southeastern Section of the Botanical Society of America (SE BSA) awards students with the best oral presentation and poster presentation in the field of botany/plant science. Students may apply for one or the other award (Oral or Poster Presentation) from SE BSA, but not both. Learn more about SE BSA awards.</p>
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## ASB Career Awards

The ASB Career Awards honor individuals who have made incredible contributions to ASB, education, and the biological sciences.

<p>ASB John Herr Lifetime Achievement Award</p>	<p>This prestigious award was established by the Association of Southeastern Biologists in 2007 to recognize unusually significant contributions by its members to the life of the Association and to biology in the southeastern US. The award was first presented to its namesake, Distinguished Professor Emeritus John Herr (Department of Biological Sciences, University of South Carolina), by President Kim Marie Tolson in Columbia, South Carolina on April 20, 2007, on the occasion of the 68th Annual Meeting of the Association. This award is to be presented at an Annual Meeting of the Association to no more than one recipient, but there is no requirement that it be given every year.</p> <p>A nominator wishing to submit a candidate for this award to the Association must prepare a nomination package on behalf of the candidate to the President of the Association by June 15th to be in competition for the award presented at the next Annual Meeting. If you are considering a nomination, please complete the intent form.</p> <p>A recipient of this award must have contributed in ways that set them apart from other members of the Association. In particular, the recipient must have:</p> <ul style="list-style-type: none"> <li>• Demonstrated unusual and long-standing devotion to the Association through consistent efforts to improve and advance ASB, going beyond the standard duties of committee members and officers. The recipient must have demonstrated a willingness to serve the organization when asked for additional service.</li> <li>• Been a member in good standing of the Association for a minimum of ten years.</li> <li>• Served as an elected or appointed officer of the Association.</li> <li>• Contributed in a significant way to the Association's purpose of promoting the advancement of biology as a science in the southeastern US, through research, education, solution of biological problems, conservation, public awareness of biological issues, and/or public service.</li> <li>• Have other accomplishments indicative of unusual dedication and service to the Association.</li> </ul> <p>Once the nomination package is received, the President will appoint a committee consisting of three individuals, at least one of whom will be a Past President and the other two officers or former officers of the Association. That committee will consider all active packages and will report a nomination of a single award recipient (if any) to the President of the Association, who will present it to the Executive Committee (EC). Upon a majority vote in favor of the nomination from the EC members present at such a meeting, the President will appoint an individual (typically the most recent Past President) to prepare a plaque and citation to be presented by the President to the recipient at the awards banquet during the upcoming Annual Meeting.</p> <p>Other nomination packages may be held over for consideration, for a maximum of two additional years, after which time unsuccessful packages will be returned to their nominators.</p>
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<p>ASB Meritorious Teaching Award</p>	<p>The Association of Southeastern Biologists Meritorious Teaching Award is one of the highest honors for excellence in teaching at the undergraduate and/or graduate level in biology in the U.S. Southeast. Since 1953, ASB has recognized one of its members for outstanding teaching most years at the ASB Annual Banquet, the closing event of each spring meeting. The winner of the award receives \$1500. The Meritorious Teaching Award Committee seeks nominations from the ASB membership and selects the winner. The Meritorious Teaching Committee urges the membership to consider qualified candidates at their institutions or at other ASB associated institutions for nomination and to assume the responsibility of coordinating and submitting materials for candidates' nominations.</p> <p>Eligible candidates will</p> <ul style="list-style-type: none"> <li>• Have been an ASB member for at least 10 years.</li> <li>• Taught biology for at least 10 years in any college or university represented in the Association. There is no restriction on the size of the institution, nor must the institution have a graduate program.</li> </ul> <p>The nominator may be a current or former student or a colleague. Possible candidates may not nominate themselves. The nominator should assemble a portfolio which includes:</p> <ul style="list-style-type: none"> <li>• A letter nominating the candidate with the nominator's personal support of the nomination.</li> <li>• Several additional letters supporting the nomination from colleagues, administrators, current and former students. The number of letters is not a priority; however, the documentation needs to be abundant and diverse. In other words, the evidence you provide should convincingly support your nominee.</li> <li>• Current curriculum vitae of the nominee.</li> </ul> <p>The purpose of documentation is to show the educational influence this candidate has made by virtue of his or her role as a biology professor. Letters should discuss activities of the candidate such as advising, mentoring, involving students in research, using innovative teaching methods, curriculum and/or course development, participation in study/travel/research programs, sponsoring science related groups such as Beta Beta Beta, innovative service to their institution, ASB, or the community, etc. Documentation by students or former students might include how the candidate influenced their development and contributed to their own achievements.</p>
<p>ASB Lucrecia Herr Outstanding Biology Teacher Award</p>	<p>This award honors an outstanding high school biology teacher in the state where the ASB Annual Meeting is held. The awardee is based on recognition of the teacher for outstanding service by the state or by the National Association of Biology Teachers (NABT). The first award was given in 2002 as The Outstanding Biology Teacher Award, and the award was renamed for Lucrecia Herr in 2010 in recognition of her distinguished service in academics. If no candidate is available, the Education Committee will decide possible alternatives.</p>

## Affiliate Career Awards

<p>Southern Appalachian Botanical Society Elizabeth Ann Bartholomew Award</p>	<p>SABS annually presents this Award in memory of Elizabeth Ann Bartholomew's untiring service to the public, to plant systematics, and to this organization. This award is presented to individuals who have also distinguished themselves in professional and public service that advances our knowledge and appreciation of the world of plants and their scientific, cultural, and aesthetic values, and/or exceptional service to the society. The first Bartholomew Award was presented to Aaron J. Sharp in 1989. Learn more about the Elizabeth Ann Bartholomew Award at <a href="https://sabs.us/elizabeth-ann-bartholomew-award/">https://sabs.us/elizabeth-ann-bartholomew-award/</a>.</p>
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# Publications

## *Southeastern Biology*

The ASB Bulletin was launched in 1954 as the official publication of the association. In January of 2001, the *ASB Bulletin* became *Southeastern Biology (SEB)*, which was printed quarterly until 2011. At that point, *SEB* became an online only publication. In 2017, we transitioned to an annual print cycle for *SEB*. *Southeastern Biology* continues to play an important role in the dissemination of information related to our annual meeting. Historic issues of the ASB Bulletin and Southeastern Biology are available online at the Biodiversity Heritage Library.

Items regularly included in *SEB*:

1. Date and location of the meeting
2. Current and incoming Executive Committee members' names and affiliations
3. Recognition of Sponsors, Donors, Exhibitors, Featured Institutions, and Patrons
4. List of affiliate societies
5. A message from the current President, traditionally known as "The View from Here"
6. Winners of Awards
7. Winners of Grants
8. Resolutions
9. Titles, Authors, and Abstracts of all presentations (ASB Oral, ASB poster, Symposia, Lightning Talks, Workshops, Field Trips, and BBB Presentations) with index of authors
10. Final meeting schedule
11. Treasurer's Report
12. Proposed changes to the Constitution and Bylaws or Leadership Guide
13. Place and date of the next annual meeting with any other information such as featured institutions, speakers, etc.
14. Book reviews, if any
15. News of biology in the Southeast, if any
16. Obituaries of notable members, if any
17. Commercial and Patron Member advertisement
18. SENA and eBio information

## Eagle Hill Publications

ASB partners with Eagle Hill Publications to provide two official journals. Article solicitation, review, editing, and publication is completed by Eagle Hill, but ASB members receive page charge discounts and access to the journals and ASB members play a large role in the editorial staff. Eagle Hill calls for paper submissions from presentations at the annual meeting and symposia can be considered for special issues or monographs.

### eBio

[\*eBio\*](#) (ISSN 2165-6657) is a peer-reviewed official journal of ASB that publishes original articles and notes focused on the biology of organisms as it relates to the structure, function, and development of their internal systems, and as it pertains to their use in medical and other applications not directly related to the ecology and conservation of species or their habitats. Subject areas include, but are not limited to, biochemistry,

biotechnology, cell biology, developmental biology, genetics and genomics, immunology, microbiology, molecular biology, neurobiology, physiology, parasitology, and toxicology. *eBio* is an open-access online journal.

## Southeastern Naturalist

[\*The Southeastern Naturalist\*](#) (Print ISSN #1528-7092 and Online ISSN # 1938-5412) is a peer-reviewed official journal of ASB that publishes original articles focused on natural history research related to all aspects of the biology and ecology of terrestrial, freshwater, and marine organisms and the environments of the southeastern portion of North America. *SENA* is no longer printed.

## Association Website (sebiologists.org)

The Association maintains an official ASB webpage on the Internet with the web address [www.sebiologists.org](http://www.sebiologists.org). The ASB Page contains information about ASB officers and the Executive Committee, information concerning the Annual Meeting, news of ASB activities, links of interest to biologists in the southeast. The Association page is maintained by members of the Publications committee under the supervision of a member of the Executive Committee. They are responsible for the page development, upkeep, and innovation, as well as any software updates associated with the Association's web presence. Information posted on all social media will be monitored and updated by the Executive Committee.

## Social Media and Email communications

In addition to the official ASB website, ASB communicates with members and the larger public via appropriate social media platforms. Preferred Social Media Platforms are those that allow ASB to communicate with its intended audience (often young students), tell its story, and maintain its brand. Posts to social media include announcements of events regarding the meeting, such as abstract and registration opening, announcing the plenary speaker and social venue, reminders of deadlines, and encouraging registration. Other posts may pertain to notable events regarding members or scientific news.

## Other Publications

Members of ASB have occasionally created other works in the name of the Association. In these cases, the members are typically listed as authors with ASB as their affiliation. Some special publications include

- Peer-reviewed articles
- Resolutions
- Letters of concern

# Archives

The Archives are maintained by an Archivist, Associate Archivist, and Assistant Archivist appointed by the Executive Committee. Individuals serve in each role for 2 years and then move into the next position. This organization is meant to provide continuity of knowledge and ensure the records of the Association are appropriately maintained.

The Association archive is housed at the Hargrett Rare Book and Manuscript Library at the University of Georgia (Athens, GA). The archive is not digitized, but can be viewed and copied by appointment. The paper archive has not been updated since approximately 2013 and more recent records are stored electronically in the ASB Google Drive.

The Archive committee is responsible for adding key Association documents to the Hargrett Library archive. Following the Annual Meeting each year, the committee should add dated, printed copies (on appropriate archival paper) of the following documents:

- Most recent constitution and bylaws
- Meeting minutes (Executive committee meetings, business meeting)
- Treasurer's report
- Issues of *Southeastern Biologist* published during that year
- Committee Reports
- Any additional significant documentation at the discretion of the archive committee

# Affiliate Organizations

ASB partners with many organizations and societies to enhance our meeting experiences and outreach opportunities. Affiliates keep us informed about opportunities in the biological community. They often hold their business meetings and luncheons during our Annual Meeting. They also support our Annual Meeting through symposia, workshops, and field trips, exhibit in our Exhibit Hall, and provide awards for outstanding research at our Awards Banquet.

## Current Affiliates:

Southern Appalachian Botanical Society	SABS promotes and supports eastern botany
Southeast Chapter of the Ecological Society of America	SE ESA encourages education and research and sponsors meetings for the communication of ecological education and research activities.
Southeast Section of the Botanical Society of America	SE BSA inspires and promotes an inclusive global community committed to advancing fundamental knowledge and innovation in the botanical sciences for the benefit of people and the environment.
Southeastern Chapter of the Society of Herbarium Curators	SE SHC unites the world's herbarium professionals in discussion, training, action, and support for the benefit of herbaria, science, and society.
National Association of Biology Teachers	NABT empowers educators to provide the best possible biology and life science education for all students.
Southeast Regional Partnership for Undergraduate Life Sciences Education (PULSE)	<p>PULSE helps life sciences departments at all institutions of higher education align with national education reform initiatives so they can develop inclusive, student-centered, evidence-based teaching and learning in order to cultivate the development of scientists who reflect the diversity of American society.</p> <p>SERP covers the southeastern United States</p>
Beta Beta Beta Districts I and II	Tribeta is an honor society for students, particularly undergraduates, dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

# Typical Timeline

Estimated date	Event
Summer before the meeting	<ul style="list-style-type: none"> <li>• Open submissions for Workshops, Symposia, Field Trips, T-Shirts, ASB Research Grant</li> <li>• Send invitations for Featured Institutions</li> </ul>
Fall before the meeting	<ul style="list-style-type: none"> <li>• Close submissions for Workshops, Symposia, Field Trips, T-Shirts</li> <li>• Request Nominees for elected officers</li> <li>• Open Exhibitor Registration and recruit exhibitors</li> <li>• Open abstract submission (Oral, Poster, Lightning*, Symposia, BBB) in time for members to discuss projects during the fall semester.</li> <li>• Open awards. Advertise awards, especially Meritorious Teaching Award</li> <li>• Open Registration</li> <li>• Fall EC meeting to inspect the host hotel, plan the venue layout and room selection, review offsite social options, and conduct ASB business. This meeting serves also as a bonding time for the EC, therefore encourage all members to attend as well as the program chair, affiliates, and local liaisons. This meeting works well earlier in the fall (such as August or September so that plans are established and venues can be advertised)</li> <li>• Close Grant applications</li> </ul>
Two months before the meeting	<ul style="list-style-type: none"> <li>• Close Abstract Submission (keep editing rights open)</li> <li>• Elected officials info available on website, last call for nominees</li> <li>• Create featured institution volunteer list</li> </ul>
Six weeks before the meeting	<ul style="list-style-type: none"> <li>• Close Award Submissions (give a week or two after Abstract submissions close): Research awards, Meritorious Teaching Award, Support Awards</li> </ul>
5 weeks before the meeting	<ul style="list-style-type: none"> <li>• Online voting opens (five weeks before meeting)</li> </ul>
3 weeks before the meeting	<ul style="list-style-type: none"> <li>• Early registration closes</li> <li>• Hotel bloc ends (last day to get the ASB group rate). This deadline is important for all non-ASB rooms to be released so we are not charged for them.</li> <li>• T-shirt orders end, complete order of t-shirts to be delivered to the venue</li> <li>• Award names are due (except presentation awards)</li> <li>• Contract with Stafford &amp; Associates begins/renewed</li> </ul>

3 or 2 weeks before the meeting	<ul style="list-style-type: none"> <li>● Program launches</li> <li>● Review meeting app</li> <li>● Complete judging assignments</li> </ul>
1 week before the meeting	<ul style="list-style-type: none"> <li>● Digital posters are due</li> </ul>
End of March/Beginning of April	<p>Annual Meeting Opens</p> <ul style="list-style-type: none"> <li>● Wednesday <ul style="list-style-type: none"> <li>○ Workshops</li> <li>○ Field Trips</li> <li>○ Brief EC meeting/volunteering</li> <li>○ Exhibitor setup</li> <li>○ Opening Plenary</li> <li>○ Plenary Reception</li> </ul> </li> <li>● Thursday <ul style="list-style-type: none"> <li>○ Presentation Day</li> <li>○ Thursday Night Social</li> <li>○ Voting closes at 11:59 PM day of members meeting</li> </ul> </li> <li>● Friday <ul style="list-style-type: none"> <li>○ Presentation Day</li> <li>○ Awards Banquet</li> <li>○</li> </ul> </li> <li>● Saturday <ul style="list-style-type: none"> <li>○ Field trips</li> <li>○ Wrap EC Meeting (with new members)</li> </ul> </li> </ul>