

SICB Divisional Secretary Manual

The Divisional Secretary is responsible for a number of specific activities and these are specified to some degree in the divisional bylaws.

Divisional Bylaws. All divisional officers, but especially the secretary, should be familiar with the divisional bylaws and insure that the division follows the bylaws. The Divisional Secretary is responsible for reviewing divisional bylaws and proposals for changes in the bylaws to make sure they are compliant with the SICB Constitution and the SICB Bylaws. Procedures for changing divisional bylaws are spelled out in the bylaws themselves.

Term of Office. Some divisions have an official Secretary-Elect, some do not. This is specified in the divisional bylaws. The term of office is also specified in the bylaws; in some cases the timing of the election is also specified. The election schedule for each division is available online under the Resources tab > Elections. The term of office of all elected officers and appointed representatives shall begin at the end of the second SICB Executive Committee meeting at the Annual Meeting in the year the term is to begin and will end at the adjournment of the second SICB Executive Committee meeting at the Annual Meeting in the year the term is to expire.

Contacting Officers, Committees, and Members of the Division.

- Divisional and Society officer and committee chair email contact lists are maintained on the SICB web site under Resources > Administration, Contacts & Handbooks.
- Divisions may communicate with the members of the division by composing a message and sending it to the SICB Executive Director (execdir@sicb.org).

Records of the Division. In general, the Divisional Secretary keeps the records of the division. This takes its most obvious form in the **Minutes of the Divisional Business Meeting**. Minutes of the annual business meeting are available on the divisional web page and noted in the spring newsletter with an appropriate link.

Member of the Divisional Executive Committee. The Divisional Secretary is a member of the Divisional Executive Committee. There is some variation on how divisions define the executive committee.

Elections. Elections are held in the spring each year.

- The Divisional Secretary should review the upcoming vacancies in divisional offices. Election schedules for all SICB-wide and divisional offices are posted online under Resources > Elections > Election Schedule for SICB and Divisions. Report the required elections to the divisional chair with a copy to the divisional executive committee.
 - Note that student members and postdoctoral members are **not** eligible to run for office.
 - Nominees must be members of SICB and this can be determined easily by looking up an individual's name in the SICB online directory.
- Divisional Nominating Committees must be appointed in the fall, well ahead of the annual meeting. The Nominating Committee is appointed by the divisional chair. Nominating

Committees should understand the rules on officer eligibility and the exact terms of offices of the upcoming vacancies.

- Divisional Secretaries are responsible for certifying that each candidate is willing to run for office and for collecting candidate biographies and photographs for inclusion in the spring newsletter. The results of the elections will be communicated to all candidates, society-wide and divisional, by the society Secretary.
- Biography. The Divisional Secretary will request the following information from each candidate:
 - Name
 - Current Position
 - Education
 - Professional Experience
 - SICB Activities
 - Other Memberships
 - Research Interests
 - Goals Statement
 - Photo of candidate (jpeg or tiff format; file size > 300 KB)

The biographical write-up (all of the above) should be no more than **400 words**. This is an issue of fairness to all candidates. Candidates must spend a little time and thought putting this together. Secretaries are the gatekeepers! Look carefully at previous candidate profiles for the precise punctuation.

Best Student Presentation Awards. Divisions handle the process of judging the best student presentations in different ways. It is the responsibility of the Divisional Secretary to forward the names of the winners of the awards to the society Secretary within two weeks after the end of the annual meeting. The Divisional Secretary must insure that the Divisional Chair notifies all student participants of the results of the competition. Please see the Administrative Procedures, Best Student Presentation Awards at the Annual Meeting, which can be found under Resources > Administration, Contacts & Handbooks on the SICB web site. For those divisions requiring the student competitors to be members of the division, it is the responsibility of the division to see that this rule is followed.

Divisional Web Pages. The Divisional Secretary is responsible for keeping the divisional web pages up-to-date. This is easily done by communicating changes to the SICB Webmaster with a copy to the SICB Secretary.

Researchers Database. The Divisional Secretary receives submissions from members for the divisional researchers database. Database entries require the following:

1. A brief title.
2. A short descriptive paragraph.
3. A photo.

Divisional Committees and Appointments. The Divisional Secretary should assist the Divisional Chair in reviewing committee assignments for the division and filling vacancies in a timely manner.

- **Divisional Committees.** These are variable among the divisions.

- ***Integrative and Comparative Biology Editorial Board.*** Each division has a representative who serves on this board for a five year term. The terms of the members of the current editorial board are found on the SICB web site. Divisions make recommendations for appointments to the Editor of *ICB*, who then makes the official nomination. Once the nomination is approved by the SICB Executive Committee, the President of SICB makes the appointment.
- **Student Postdoctoral Affairs Committee Representative.** This committee is a society-wide committee and divisions make a recommendation to the President of SICB, who makes the formal appointment. These are normally three year terms.

Newsletters. The Divisional Secretary is responsible for producing the content of a spring and a fall newsletter. Please see details of this below.

SICB Newsletter Protocols for Divisions

Deadlines. Deadlines for the newsletter are posted on the SICB web site under Resources > Calendar. In this calendar, it is useful to click on the “agenda” tab to view all calendar items. This is a full calendar for all SICB administrative activities.

General Preparation of the Newsletter (Spring and Fall).

1. Start early!
2. Secretaries will require input from each of the divisional officers and the chairs of relevant committees within the division. Look at past newsletters and the newsletters from other divisions for examples and ideas of submissions.
3. Start early in reminding each of your contributors of the format and the deadline. The SICB Secretary sets the deadlines for the Spring and Fall newsletters and these are well-advertised. Secretaries should request contributor information well ahead of the Society-wide deadline.
4. Please pay careful attention to the precise format requested by the Secretary. The Secretary carefully reads the submissions of each division and will usually make minor edits for clarity. The Secretary will communicate with each divisional secretary about the status of the newsletter submission.
5. Please respect the newsletter deadlines. Once the division submits its entry, there is much work that is done. Remember that there are ten divisions; Society-wide information is also a big part of the newsletter. We are all volunteers!

Files and Format.

1. The newsletter text and photograph files can be emailed directly to the SICB Secretary as attachments or they can be uploaded by following this link (<http://sicb.org/uploaddiv56206/index.php?cam=>). The uploading utility is convenient if you are uploading large files. If you upload your submission through the link, please inform the Secretary.
2. The text of the newsletter submission should be a Word document (doc or docx).
3. Normally, the divisional chair and the program officer will write messages about the business of the division. Program Officers write about the past and future programs of the

division and encourage members to communicate ideas for symposia, workshops, and other functions.

4. Format
 - a. Font: Verdana
 - b. Font size: 10 pt
5. Do not number the pages of the text.
6. Make sure your hyperlinks are true hyperlinks and please make sure they work.
7. Some points of grammar and punctuation.
 - a. Do not use paragraph indents.
 - b. Tuck those periods and commas **inside** quotation marks!
 - c. These days the convention is one space between sentences. It used to be two spaces in the olden days of typewriters, but now it is one. If contributors use two spaces, the secretaries should make the correction.
8. Please see the example for specifics about headers, bold font, italics, etc.
9. Photos.
 - a. Submit each individual photo as a **separate file** in either **jpeg** or **tiff** format. Do **NOT** include photos in the word processed documents.
 - b. Photos must be of reasonably high resolutions. Remember that the newsletter is formatted for both viewing on-screen and for printing. **A photograph file size should be greater than about 300 KB.** Photos copied out of web pages are generally not of sufficient resolution.
 - c. Photo composition. Please take a few minutes to crop or otherwise adjust your photos appropriately. If you don't know how to do this, please consult someone who does.
 - d. Name the image file as follows. The first one should be named Figure 1, image.jpg or Figure 1, image.tif, where *image* is a one or two word (usually a last name) descriptor of the file. This helps immensely in making sure all the figures are present and accounted for.
 - e. In the text of the newsletter indicate the position of the photograph as follows, including the bold font and the highlighting.
<Insert Figure 1.jpg>
 - f. Figure captions. Immediately below the "insert" command, write a caption for the figure if desired, using the bold and highlighting as below.
<Caption: enter the caption for figure one>
 - g. Be careful not to use copyrighted material.
 - h. Make sure that individuals whose photographs you include are aware that the photo will appear in the newsletter.
10. Hyperlinks.
 - a. Please make sure your hyperlinks are properly formatted and test them.

Spring Newsletter

The spring newsletter will include the following information in addition to what is normally submitted. This information should appear in the order shown below and at the end of the newsletter submission. Proposed bylaws amendments will be voted on and officer elections will be held (usually in May) after the newsletter is published.

1. Minutes of the divisional business meeting from the previous annual meeting. The SICB Secretary will have these minutes published on the divisional web site. The minutes should appear in the newsletter as a link.
2. Proposed bylaws amendments. Be clear on what is being added and/or deleted and it is good to provide the specific rationale. Bylaws changes should be discussed by the divisional officers in the heart of the newsletter. Additions are indicated as bold underline and deletions as strikethrough. Please look at past newsletters for examples.
3. Biographies of candidates running for divisional offices.
 - a. Please group the candidates according to the offices and then list the candidates in **alphabetical order**.
 - b. See the section on candidate biographies.
 - c. Provide photographs of each candidate. See section above on photos.

Fall Newsletter

The fall newsletter normally has program notes about the upcoming annual meeting, news about the results of the spring elections and ballot issues and other information the divisions want to convey. It is important to remember that information about deadlines should be stated with the actual deadline in mind. **Contributors often write about upcoming deadlines that will have passed by the time the newsletter goes online.** The same is true, of course, for the spring newsletter, but that seems to be less of a problem.