

**Poultry Science Association
Procedures Manual**

Revised July 2016



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1 OFFICERS, BOARD OF DIRECTORS, GOVERNING POLICIES

1.1 Governing Body

The Poultry Science Association is governed by a Board of Directors elected by the membership. The Executive Committee (EC) consists of the President, the 1st Vice President, the 2nd Vice President, the Secretary-Treasurer, and the immediate Past President, and may conduct routine business of the Association.

1.2 Electronic and Absentee Ballots

Electronic ballots shall be provided to the membership at least 45 days prior to the annual meeting and shall provide space for write-ins. For members without email or electronic access to the electronic voting site, an absentee ballot for the election of officers may be requested by contacting headquarters at least 30 days prior to the meeting. Headquarters must receive absentee ballots at least 14 days prior to the annual meeting in order for ballots to be counted at the annual business meeting. The election for members of the Nominating Committee will take place at the annual meeting. Opportunity to write in candidates for officers and members of the Nominating Committee will be offered in absentee ballots and on the electronic voting site. Absentee ballots will be given to the tellers at the business meeting. The head teller is responsible for obtaining verification that individuals submitting absentee ballots did not vote via the electronic voting site. A majority of votes shall be required for election. If no candidate receives a majority of votes, the two candidates receiving the highest number of votes shall be voted upon at the annual meeting.

Absentee ballots will not be allowed for members who are registered at the meeting and have to leave early. The member voting in absentia will place the absentee ballot into a sealed envelope. The sealed envelope would then be inserted into another sealed envelope with the name of the PSA member submitting the absentee ballot on the outside of the envelope. The Director of Business Operations will bring the sealed envelope to the annual meeting and immediately prior to the annual business meeting, verify that individuals submitting the absentee ballots have not registered for the annual meeting. Once verified that those submitting absentee ballots are indeed absent from the meeting, the Director of Business Operations will then remove and destroy the outside envelope and submit the anonymous absentee ballot in the original sealed envelope to the head teller for count. Write-in candidates for officers and members of the Nominating Committee from the absentee ballots will be announced to the floor for consideration of election.

1.3 Written Notification

Email is considered written notification for official business. Anyone wishing to receive a paper version of notification must notify the Business Office at Poultry Science Association, Inc., 701 Devonshire Drive, C-51, Champaign, IL 61820.

1.4 Archives

Selected records (minutes, newsletters, journals) of the PSA are stored in the

Archives Library at Iowa State University (ISU), Ames, IA. The Executive Director (or Director of Business Operations) is responsible for transferring materials to ISU: Tanya Zanish-Belcher, Head Librarian, Iowa State University, Room 403 Parks Library, Archives Division-Special Collections, Ames, IA 50011-2140.

1.5 Officers

1.5.1 General notes:

All postage costs, paper costs, secretarial costs, and other office expenses of PSA Officers can be billed to PSA at the discretion of the Executive Director or the PSA President.

1.5.2 Election of Officers

Nominations (see also Nominating Committee)

- In the fall Newsletter, the chair of the Nominating Committee solicits nominations from the membership.
- In early December, the chair again solicits nominations from the membership by broadcast email.
- The chair also asks the members of the nominating committee for names of potential candidates.
- The chair compiles all names submitted for each position, sends the list to the members of the committee, and sets up a conference call with the committee to discuss nominations.
- The committee subsequently reviews the final list of names, ranks them and decides on a short list of candidates; the chair then contacts potential candidates to determine their willingness to serve if elected.
- The chair compiles the final ballot and submits it to the Board for approval at the mid-year meeting.

1.5.3 President

- Presides at all Board of Directors and Association meetings and at the banquet at the annual meeting.
- Chairs the Executive Committee.
- Appoints and charges all committees.
- Identifies representative to the Poultry Animal Care Committee that is responsible for revisions to the Ag Guide. The term is for three years
- Submits committee list to the fall Newsletter and to December issue of *Poultry Science* (see Calendar of Events for deadlines).
- Writes articles for the two Newsletters during the year (see Calendar of Events for deadlines).
- May present Presidential Address at the Opening Session of the annual meeting, and if so, has the option of submitting the manuscript to *Poultry Science* (for the following January's edition) or the Newsletter.
- Works closely with Executive Director to maintain control of the Calendar of Events.
- Provides answers to all kinds of incredible questions that no one else has answers for.
- Serves as *ex officio* member of Annual Meeting program Committee.
- Serves as *ex officio* member of the Planning Committee for Annual Meeting.
- Serves on Executive Director Oversight Committee and on Finance Committee.
- Serves as *ex-officio* member of the Publication Committees for *Poultry Science* and *JAPR*.
- Serves as *ex-officio* member of the PSA Foundation Board of Trustees.
- Serves as liaison to the Fellows Committee.
- Serves as mentor to a new Secretary-Treasurer and the first Vice President.
- If a member of the USA Branch of the WPSA, serves as an *ex officio* member of the standing committee of the WPSA-USA.
- Appoints one individual who is a member of the USA Branch of the WPSA during each appointment year to the standing committee of the USA Branch of the WPSA.
- In concert with the Executive Director and Director of Business Operations, arranges and sets the agenda for monthly conference calls with the Executive Committee and quarterly conference calls with the full Board. Conference calls may not be scheduled during the months when the Board meets in person unless absolutely necessary.

1.5.4 1st Vice President

- Serves on the Board of Directors.
- Performs the duties of President when required.
- Serves on the Executive Committee.
- Serves on Executive Director Oversight Committee.
- Serves as ex officio member of the Program Committee.
- Serves on the Finance Committee.
- Chairs the Constitution Committee.
- Prepares committee assignments and committee charges as incoming president
- Incorporates constitutional changes and policy updates in committee charges and oversight document as incoming president
- Serves as mentor to the 2nd Vice President.

1.5.5 2nd Vice President

- Serves on the Board of Directors.
- Functions as President when neither the President nor the 1st Vice President is available.
- Serves on the Executive Committee.
- Serves on Executive Director Oversight Committee.
- Serves on the Finance Committee.
- Serves as a member of the Constitution Committee.
- Serves as a member of the Membership Committee.
- Serves as a member of the Annual Meeting Program Committee

1.5.6 Secretary-Treasurer

- Serves on the Board of Directors.
- Serves on the Executive Committee.
- Serves on the Executive Director Oversight Committee.
- Serves as *ex officio* member of Planning Committee for Annual Meeting.
- Serves as *ex officio* member of the Publications Committee for *Poultry Science* and *JAPR*.

1.5.6.1 Secretarial Duties

- Oversees the recording of the minutes of Board meetings, Board conference calls, and annual business meeting.
- Details of motions and votes conducted through the PSA Board of Directors website shall be included in the minutes of the next Board of Directors meeting.

1.5.6.2 Treasurer Duties

- Chair Finance Committee meetings with Executive Director, President, 1st Vice President, 2nd Vice President, and Past President.
- Report on budget and financial status at the mid-year and annual Board meetings and at annual business meeting.
- Serves on Executive Director Oversight Committee.

1.5.7 Past-President

- Serves on the PSA Board of Directors.
- Serves on the Executive Committee.
- Oversees annual evaluation of Executive Director and Director of Business Operations as chair of the Executive Director Evaluation Committee.
- Writes a final article for the fall Newsletter (due in the PSA office on Aug. 15th).
- Chairs the Nominating Committee and presents the slate of candidates to the membership at the annual business meeting.
- Serves on the Finance Committee.
- Reviews the Procedures Manual for any inconsistencies or items that need clarification, and presents them at the mid-year Board meeting. Changes that are made to policy or procedures during the annual or mid-year meeting are incorporated on-site.

1.5.8 Directors

- Serve on the Board of Directors.
- Provide counsel as requested by the President or Executive Director.
- The two most recently elected Directors serve on the Constitution Committee.
- Directors in office for more than one year serve as mentors to incoming directors.
- Two students will be elected by the student caucus organization (PSA Hatchery) of which both will participate in PSA Board of Directors meetings. The student director participating in the Board of Directors meetings (usually the senior director) will be a voting member.

1.6 Conflict of Interest

All officers are required to complete and conform to the ‘Conflict of Interest Policy’ at the time they enter into service.

1.6.1 PSA Conflict of Interest Policy

1.6.1.1 Purpose

The purpose of this conflict of interest policy is to protect PSA’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of PSA, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.

1.6.1.2 Definitions

1. **Interested Person** Any director, corporate officer, employee, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest** A person has a financial interest if the person has, directly, or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the PSA has a transaction or arrangement,
 - b. A compensation agreement with PSA or with any entity or individual with which PSA has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which PSA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the PSA Board or a committee with governance responsibility decides that a conflict of interest exists.

1.6.1.3 Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the PSA Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the PSA Board, or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

4. Violations of the Conflicts of Interest Policy

a. If the PSA Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation, the PSA Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

1.6.2 PSA Annual Conflict of Interest Statement

I have read and understand the PSA Conflict of Interest Policy. This statement is to certify that I (includes any member(s) of my family), except as described below, am not now, nor at any time during the past year, have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with the Poultry Science Association, its foundation, branches or divisions, which has resulted, or could result, in personal benefit to me or members of my family.
- 2) A recipient, directly or indirectly, of any salary payments, or loans or gifts of any kind, or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Poultry Science Association, its foundation, branches or divisions.

Any exceptions to 1) or 2) above are stated below with a full description of the transaction(s) and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Poultry Science Association, its foundation, branches or divisions.

Date: _____ **Signature:** _____

Printed Name: _____

Implemented / August 24, 2007

2 Executive Director

- 2.1 Position Description**
- 2.2 Specific Responsibilities**
- 2.3 Evaluation Form**

2 Poultry Science Association - Executive Leadership

The Poultry Science Association leadership model will contain two defined positions, a Director of Business Operations and an Executive Director.

EXECUTIVE DIRECTOR

2.1 Position Description

This position will be a half-time position with the possibility of the individual working outside of the PSA office. During the first-year, it is expected that the Executive Director will spend time in the PSA office on at least a bi-monthly basis. It is expected that this individual will be largely responsible for maintaining and developing PSA relationships with industry and academic segments of the association. The individual in this position would be expected to have a PhD with considerable industry and/or academic experience.

The Executive Director will report to the PSA Board of Directors

2.2 Responsibilities

The responsibilities will include but are not limited to the following activities:

- Implementation of Strategic Plan
 - In coordination with the PSA President and PSA committees, the Executive Director will help develop, implement, and provide continuity for yearly objectives.
- Annual Meeting
 - In coordination with the Program Chair, the Executive Director will be responsible for financial oversight of the scientific program
 - In years with joint meetings, lead contact with other professional societies
- Sponsorship
 - The Executive Director is responsible for obtaining annual meeting sponsorship and to identify potential sponsors for PSA initiatives outside of the annual meeting.
- Press Releases (in coordination with the Managing Editor and Communications Specialist)
 - Responsible for monthly publication
 - Technical merit, editorial
- PSA Journals - *Poultry Science*[®] and *Journal of Applied Poultry Research*
 - Chief contact for respective Editor-in-Chief on publication issues, journal content
- Collaborations

- The Executive Director will continue to seek out collaborative opportunities with industry associations and academic societies whose mission is similar to that of PSA.
- Weekly communication with the PSA Director of Business Operations.
- Direct communication with the PSA membership outside the PSA Newsletter to keep the membership informed on new initiatives and association challenges.

2.3 Executive Director Evaluation Form

Purpose: To properly identify the critical responsibilities of the position of Executive Director of the Poultry Science Association (PSA) and to assist the Board of Directors of the PSA in their evaluation of the Executive Director in meeting those responsibilities. It is recommended that these responsibilities be reviewed annually along with an ongoing assessment of the position. The evaluation form utilizes the ranking system of 1 – 5 which is in ascending order of satisfaction;

- 1 = unsatisfactory
- 2 = below expectations
- 3 = satisfactory
- 4 = very good
- 5 = exceptional performance.

Overall rankings of 1 or 2 are unacceptable. Any item about which a Board member has insufficient information should be left blank and will not be included in the overall calculation.

Suggested evaluators would be the members of the Executive Director Oversight Committee, chaired by the Past President, and any Board member(s) actively involved with the Executive Director on a regular basis.

1 2 3 4 5	Implementation of PSA's Strategic Plan – development and coordination
1 2 3 4 5	Annual Meeting – Financial Oversight and Joint meeting communications
1 2 3 4 5	Sponsorship – identify and obtain sponsors for the annual meeting and other PSA initiatives
1 2 3 4 5	Development of monthly press releases
1 2 3 4 5	Communications with Editors-in-Chief to resolve publication issues and journal content
1 2 3 4 5	Develops collaborative opportunities with industry associations and academic societies whose mission is similar to that of PSA.

1 2 3 4 5 Keeps in regular communications with the PSA Director of Business Operations

1 2 3 4 5 Communicates regularly with the PSA membership to keep the membership informed on new initiatives and challenges.

1 2 3 4 5 Overall Ranking

Comments (Rankings of 1 or 2 require specific comment):

3 DIRECTOR of Business Operations

3.1 Position Description

Position Title: Director of Business Operations

Supervisor: PSA Board of Directors

Position Description: The position will require daily attention to the business and membership needs of the Poultry Science Association and will report to the PSA Board of Directors.

Qualifications: Knowledge of professional society activities.

Education: bachelor's degree or equivalent experience in agriculture, management, administration, business or related field.

Technical Skills: Superior interpersonal and oral and written communication skills; ability to make timely decisions.

Experience: Two years of experience in administrative or related position.

3.2 Responsibilities

The responsibilities of the Director of Business Operations will include but are not limited to the following activities as they occur annually:

- Annual audit responsibility
- Membership renewals, requests
- Annual budget preparation (developed with Secretary/Treasurer)
 - Monthly reconciliation with FASS reports
- Journal Management
 - Liaison for day-to-day issues with Oxford University Press
- Board Meetings (coordination and planning)
 - Monthly Executive Committee conference calls
 - Quarterly Full Board conference calls or meetings
 - Annual Mid-Year Board meeting
 - Annual Board meeting
 - Timely summary and distribution of Board minutes
- Liaison to FASS and other business service providers
- Annual Meeting
 - Site selection and negotiation
 - Budget development and management
 - Award process coordination

- Exhibitor contact, recruitment
- Coordination of abstract management, registration, food and beverage, special events, IT, AV, and all other components of the meeting)
- Supervision of Managing Editor and Communications Specialist (and other office staff, if applicable)
- Management of PSA Business Office
 - Receive and record cash, checks and credit card payments before paying them over to FASS for processing.
 - Record and approve vendor invoices before forwarding to FASS for processing and payment.
- Liaison with BOD regarding concerns/issues related to above

3.3 Evaluation Form

Purpose: To properly identify the critical responsibilities of the position of the Director of Business Operations of the Poultry Science Association (PSA) and to assist the Board of Directors of the PSA in their evaluation of the Director in meeting those responsibilities. It is recommended that these responsibilities be reviewed annually along with an ongoing assessment of the position. The evaluation form utilizes the ranking system of 1 – 5 which is in ascending order of satisfaction;

- 1 = unsatisfactory
- 2 = below expectations
- 3 = satisfactory
- 4 = very good
- 5 = exceptional performance.

Overall rankings of 1 or 2 are unacceptable. Any item about which a Board member has insufficient information should be left blank and will not be included in the overall calculation.

Suggested evaluators would be the Executive Director and members of the Executive Director Oversight Committee, chaired by the Past President, and any Board member(s) actively involved with the Director on a regular basis.

- | | |
|-----------|--|
| 1 2 3 4 5 | Responsible for annual audit and communications |
| 1 2 3 4 5 | Coordinates membership renewals and responds to membership requests |
| 1 2 3 4 5 | Works with the Secretary/Treasurer in the review of monthly financial reports and preparation of annual budget |
| 1 2 3 4 5 | Reconciles monthly financial reports |

- 1 2 3 4 5 Coordinates and plans board meetings with the PSA President
- 1 2 3 4 5 Works with the Secretary/Treasurer for timely preparation and posting of meeting minutes
- 1 2 3 4 5 Serves as liaison with FASS and other business service providers
- 1 2 3 4 5 For the Annual Meeting – Conducts negotiations for site selection and develops meeting budgets; coordinates award process; contacts and recruits exhibitors; coordinates abstract management, registration, food and beverage, special events, IT, AV, and other important components of the meeting
- 1 2 3 4 5 Responds to Board of Directors concerns or issues related to above responsibilities
- 1 2 3 4 5 Supervision of Managing Editor and Communications Specialist
- 1 2 3 4 5 Management of PSA Business Office
- 1 2 3 4 5 Overall Ranking

Comments (Rankings of 1 or 2 require specific comment):

- 4 Annual Meeting**
 - 4.1 General Notes**
 - 4.2 Policies and Procedures for Organizing the Scientific Program of the Annual Meeting**
 - 4.3 Instructions for Program Chair**
 - 4.4 Policies for WPSA Lectureship**
 - 4.5 Symposia**
 - 4.6 Abstracts**
 - 4.7 Volunteer Instructions/Guidelines**
 - 4.8 Awards**

4 ANNUAL MEETING

4.1 General Notes:

4.1.1 Meeting Attendance

The annual meeting is organized for the primary purposes of conducting the business of the association and the sharing of research-related information among the scientific community. This is a private meeting of the Poultry Science Association for its members and invited attendees only. PSA reserves the right to refuse attendance to any individuals or groups whose interests are not aligned with PSA's mission to foster scientific advancement of the poultry sciences, the poultry industry, and related fields of scientific endeavor.

4.1.2 University Sites

In years in which the annual meeting is held at or near a university, a brief history of the institution may be published on the inside cover page of the supplementary issue of *Poultry Science* which contains the abstracts for the annual meeting.

4.1.3 Sponsors, Exhibitors, and Donors

Journal sponsors, exhibitors, and annual meeting donors are posted on the PSA Website and on the outside back cover of *Poultry Science*; sponsors of *The Journal of Applied Poultry Research* are listed on the outside back cover of that journal.

4.1.4 Presidential Address

At the President's discretion, a Presidential Address may be given at the opening session of the annual meeting; if the President wishes to publish the address in *Poultry Science*, it should be the first article in the subsequent January issue. Alternatively, the President may opt to publish the address in the Newsletter.

4.1.5 Fundraising

All fundraising for the annual meeting, including symposia (see relevant following sections), must be coordinated through the Executive Director.

4.2 POLICIES AND PROCEDURES FOR ORGANIZING THE SCIENTIFIC PROGRAM OF THE ANNUAL MEETING

Distribute to Members of the Board and to the Program Chair and Program Chair-Elect

4.2.1 The Program Committee

The Program Chair, the Program Chair-Elect, the Section Chairs, President (ex officio), 1st Vice President (ex officio), and the Secretary-Treasurer (ex officio).

4.2.2 Responsibilities of the Program Chair

- To serve as chair of the scientific sessions of the current Annual Meeting (Section 3.3).
- To nominate, at the annual meeting, at least three people who can and are willing to serve as the next program chair-elect (four years hence). Other nominees can be obtained by the Board. The President in consultation with the Board of Directors will make the final selection of the program chair-elect.

4.2.3 Responsibilities of the Program Chair-Elect:

- To serve as assistant program chair.
- To chair the student competition.
- To chair the travel grant evaluation committee.
- To propose, at the annual meeting, names of people who can and are willing to serve as Section Chairs for the meeting at which he/she will serve as program chair (one year hence); these names are submitted with contact information. The Program Chair-Elect is encouraged to recommend Section Chairs who are in their first five years post-graduation.
- To solicit possible symposia from the membership prior to the current annual meeting and to present these to the Board at the Board of Directors Meeting (Section 3.5).

4.2.4 Budget – Program Enhancement

The amount of \$3,000 is available for the Program Chair for expenses and creative enhancements of the general program. The Board of Directors welcomes new ideas for creative enhancements to the general program pending budget approval by the Board.

4.2.5 Travel Related to Program Chair and Program Chair-Elect duties

Program chair can be reimbursed for travel and two nights lodging to the mid-year meeting. Lodging will be covered for the annual meeting. Travel to the mid-year meeting and two nights lodging by the program chair-elect can be reimbursed. Other travel by the program chair such as site visits and program planning meetings will be reimbursed by PSA following notification of the president of the need to attend by at least two weeks prior to travel. For joint meetings, travel by the program chair-elect is encouraged for program planning purposes and will be reimbursed. All reimbursements subject to guidelines in section 4.5.4.

4.3 Instructions for Program Chair Distribute to Program Chair and Program Chair-Elect

- Reports at the Fall Board of Directors meeting on the proposed symposia and provides recommendations as to preliminary approval by the Board.
- Reports at the mid-year meeting in January on final detailed symposium plans, including formal outline of the presentations and full budgetary expectations. In years when PSA will meet jointly with another Society, planning should begin at least 18 months ahead of the meeting date. Every effort should be made to coordinate with the other Society program chairs in order to develop a cohesive working group as early in the process as possible. If possible, the PSA Program Chair should meet with the other Societies during the planning phase of their prior year's meeting to familiarize with their planning procedures.
- Communicates directly with symposium chairs to finalize symposium programs, address budgetary needs, requirements for abstract submission (if applicable), submission of manuscripts for eventual publication, and any special AV needs.
- May conduct a site visit prior to the annual meeting. A site visit consists of the following: check rooms for screen and AV placement, entrances and possible obstructions, floor plans for posters and other functions, numbers of posterboards available, room assignments. Travel expenses for the site visit are covered by PSA.
- Additional specific duties of the Program Chair are as follows:
 - Works closely with the meeting planning office staff to develop instructions for abstract submission, refine instructions for the Section Chairs and abstract review.
 - Communicates with the Section Chairs regarding timelines and abstract review.
 - Appoints Section Chairs and oversees undergraduate and graduate student competition process.
 - Works with Section Chairs to keep deadlines and to settle rejection issues after review.
 - Handles requests for late submissions, changes, and withdrawals with the meeting planning staff.
 - Works with the meeting planning staff to match room space and number of posterboards with the goal of having posters displayed for the longest period of time possible.
 - Develops a preliminary program schedule after receiving input from all of the Section Chairs on their specific programs. This preliminary program is then circulated to the entire Program Committee for their approval. Sessions should be set up to prevent overlap of subject areas and to provide an offering of sessions each day. The preliminary program schedule is often organized as follows:
 - Day 1 AM: student oral competition sessions
 - Day 1 PM: Informal Nutrition Symposium; National Poultry Extension Workshop

- Day 2 AM: student oral competition sessions
 - Day 2 PM: scientific sessions and symposia; student poster competition
 - Day 3 AM: Business Meeting, WPSA Lecture, scientific sessions
 - Day 3 PM: scientific sessions and symposia
 - Day 4 AM: scientific sessions and symposia
 - Day 4 PM: scientific sessions and symposia
- In coordination with the meeting planning staff, identify potential conflicts of time among presenters, moderators, symposia chairs, and symposia presenters.
 - After final approval, the meeting planning office prepares the scientific program for inclusion in the program booklet. Review the program booklet prior to going to press. The program (abstract titles only) will be posted on the PSA website and the program booklet distributed to registered individuals at the annual meeting at the on-site registration area.
 - Contacts Lou Arrington, University of Wisconsin, ~8 wk before the meeting so he can order the pen / pencil sets (or other memento) the Midwest Poultry Federation gives to each graduate student award winner. Undergraduates receiving certificates of excellence do not receive a memento from the Midwest Poultry Federation.
 - Provides another progress report to the Board at the time of the summer meeting.
 - At the meeting, makes sure that all rooms are set up, all sessions are chaired, and student evaluations collected.
 - Determines student winners and presents awards at banquet.
Acknowledges donation of a memento by the Midwest Poultry Federation.

4.4 POLICIES FOR WPSA LECTURESHIP

Distribute to Program Chair

4.4.1 Speaker Selection and PSA Board Approval

The Program Chairperson will contact the WPSA-USA Committee and the Canadian Branch of the World's Poultry Science Association (WPSA) to determine if they will sponsor the WPSA Lectureship, the extent of their financial involvement, and whether they wish to nominate a speaker for the WPSA Lectureship.

In those years when the WPSA has indicated its intent to sponsor a lecture, the WPSA-USA Committee and the Canadian Branch of the WPSA will identify a speaker and topic and will obtain a commitment from that individual.

The name of the individual selected for the WPSA Lectureship will be submitted to the Program Chair for approval by the PSA Board of Directors at their mid-year meeting

4.4.2 Funding

The US Branch of the WPSA provides 90% and the Canadian branch provides 10% of the support to cover travel expenses. Expenses with original receipts are mailed directly to the PSA office, PSA Director of Business Operations, for payment from WPSA funds within 30 days of travel. All expenses are reviewed and approved by the Executive Director. Claimed expenses without receipts will not be reimbursed.

4.4.3 Complimentary Registration

The PSA provides complimentary registration to the WPSA lecturer.

4.4.4 Introduction

The Program Chair is responsible for obtaining the biography of the WPSA lecturer and arranging for an individual to make the introduction for the WPSA lecturer. Historically, the USA and the Canadian Branch of the WPSA have alternated introductions. For example, in 2002, the President of the Canadian Branch of the WPSA made the introduction of the WPSA lecturer.

4.4.5 Publication of Address

If the WPSA address is published in *Poultry Science*, the page charges are waived.

4.5 SYMPOSIA

Distribute to Program Chair and Program Chair-elect

4.5.1 The Program Chair

- 4.5.1.1 Solicits symposia topics from the membership.
Coordinates symposium with other societies when PSA participates in joint annual meetings
- 4.5.1.2 Distributes policies on chair responsibilities and travel reimbursement for eligible speakers to the respective chairs of symposia and workshops.

4.5.3 Symposia during the Regular Meeting

Distribute to Chairs of Symposia Held During the Annual Meeting (Informal Nutrition Symposium, National Extension Workshop and Regularly Scheduled Symposia)

- 4.5.3.1 Symposium proposals are to be presented by the Program Chair to the Board of Directors at the Fall Board meeting the year before the symposium is to take place; the final list

of speakers, titles, funding sources, and budget are to be presented to the Board for final approval at the following mid-year meeting.

- 4.5.3.2 Chairs of symposia are encouraged to obtain funding from sponsors to cover all costs; **fund-raising efforts should be conducted in coordination with the Executive Director to minimize duplicate solicitations.** These funds are to be used to cover travel and expenses for speakers who are not PSA members and ordinarily would not attend the PSA meeting.
- 4.5.3.3 PSA will provide up to \$3,000 per symposium to be used for reasonable and justifiable costs to speakers. While it is not expected that this money will be regularly used, it may be used to help defray travel, meeting costs at the discretion of the symposium chair with the concurrence of the Executive Director as approved at the mid-year Board of Directors meeting.
- 4.5.3.4 In the event that funding is obtained to cover costs for speakers that would ordinarily not be attending the meeting, the PSA Policy on Invited Speakers would apply and should be distributed to those speakers prior to the meeting.
- 4.5.3.5 All speaker expenses must be claimed by using the Expense Form located on the PSA Website. Upon completion, the expense form is to be mailed with original receipts to the PSA Business Office within 30 days of travel. All expenses are reviewed and approved by the Executive Director. Claimed expenses without receipts will not be reimbursed.

4.5.4 Policy on Invited Speaker Travel Support/Expenses

Provide to Symposium Chairs and to Invited Speakers who are Eligible for Reimbursement

GENERAL POLICY: According to the Constitution, Reasonable travel reimbursement of expenses should be offered only to non-PSA members if from the United States or Canada, or to invited speakers from outside of the two countries, subject to approval by the Board. Reasonable expenses and support shall be reimbursed to invited speakers.

- 4.5.4.1 Registration fee is waived for non-PSA members

- 4.5.4.2 No more than two nights lodging shall be paid, unless participation warrants greater duration. Speakers can choose the hotel they wish to stay in, but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Speakers would be responsible for the difference.
- 4.5.4.3 Economy or coach airfare; airfare limits such as purchased at least 21 days in advance. Charges due to changes in travel agendas after the airline ticket has been purchased are the responsibility of the speaker unless amended due to an emergency.
- 4.5.4.4 No other specific incidentals shall be paid (phone, laundry, flight or medical insurance, etc).
- 4.5.4.5 If driving privately owned vehicles, the federal mileage rate is used for Reimbursement. Go to the following web site for reimbursement information.
- <http://www.gsa.gov/portal/content/100715>
- Total for mileage **is not to** exceed airfare as determined in 4.5.4.3 above.
- 4.5.4.6 Rental cars should be selected at lowest reasonable cost (usually intermediate or smaller). Unusually expensive rental vehicle costs will not be allowed unless approved by the Executive Director.
- 4.5.4.7 Speakers are strongly encouraged to utilize hotel and airport shuttles rather than cabs.
- 4.5.4.8 Speakers are strongly encouraged to utilize long-term parking at airports.
- 4.5.4.9 No bank transfers/charges for overseas speakers will be allowed; all payment of expenses shall be made by check in US currency only. No cash payment on-site. No monetary support will be provided to speakers for presentation preparation.
- 4.5.4.10 Honoraria will not be supported unless the Symposium Chair specifically arranges and solicits additional funding and has approval in advance from both the Program Chair

and Executive Director.

- 4.5.4.11 Time limit to turn in expenses shall be one month after presentation. If expenses are not turned in by this time, they WILL NOT BE PAID.
- 4.5.4.12 All speaker expenses must be claimed by using the Expense Form found on the PSA Website. Upon completion, the expense form is to be mailed with original receipts to the PSA Business Office within 30 days of travel. All expenses are reviewed and approved by the Executive Director. Claimed expenses without receipts will not be reimbursed.
- 4.5.4.13 Symposium papers to be submitted for publication must be sent electronically to the Symposium Chair by the day of presentation, unless the Symposium Chair sets a different deadline (keeping in mind Section 4.5.5 with regard to stipulations of the Editor-in-Chief).
- 4.5.4.14 If an invited speaker issue regarding reimbursements is not addressed in this policy, contact the Executive Director for approval.

4.5.5 Policy on Publication of Symposium Papers Presented at the PSA Annual Meeting

Distribute to all Symposium Chairs and Speakers

- 4.5.5.1 The Symposium Chair must decide whether to request that a symposium is to be considered for publication in one of PSA's journals and will make a formal request to the Editor-in-Chief (with cc to the journal Managing Editor) by March 1 prior to the annual meeting.
- 4.5.5.2 The Editor-in-Chief (with support from the managing editor) will issue invitations to potential authors of papers (symposium presenters). The invitation will include manuscript preparation instructions, deadlines, and submission instructions for the authors. The Managing Editor will keep both Editors-in-Chief informed of whether (and where) each symposium is scheduled for submission.
- 4.5.5.3 If a request to publish the symposium is not made, the Chair will inform the individual authors that a request was not made and the authors retain the right to submit their

papers for consideration for the journal as ordinary manuscripts.

- 4.5.5.4 The Editor-in-Chief may also issue invitations to authors if the Chair does not make a request to publish the symposium.
- 4.5.5.5 If the symposium is to be considered for publication, the authors must submit completed manuscripts via the peer-review system before the symposium or by the deadline established by the Editor-in-Chief.
- 4.5.5.6 The Symposium Chair will inform authors of deadlines and manuscript preparation guidelines.
- 4.5.5.7 The Symposium Chair may be assigned as one of the reviewers of the papers from the symposium. The Editor-in-Chief, or designee, will oversee the review and revision process.
- 4.5.5.8 All revised manuscripts must complete peer review and be ready for final decision by the date established by the Editor-in-Chief. Manuscripts not meeting this deadline will not be included in the published symposium proceedings.
- 4.5.5.9 Symposium papers must be prepared in accordance with the guidelines for full-length articles. PSA will waive the page charges of the first 10 pages of each manuscript. The costs of open access, publishing color figures, and reprints remain the responsibility of the author.
- 4.5.5.10 Authors not meeting the deadlines established by the Editor-in-Chief will not be eligible to have any page charges waived by PSA and will be expected to cover those fees.

4.6 Abstracts

4.6.1 Abstract Submission and Review

Distribute to Program Chair and Section Chairs

Abstract submission and review is organized completely on-line. In general the instructions are as follows; however, from meeting to meeting, some details may change.

General overview of online abstract submission and review

Contact information and abstracts are submitted via the meeting web site.

All presenting authors must register by the date the program book is sent to press (this date may vary depending upon the annual meeting dates). *Abstracts of non-member presenting authors who have not registered by the time the abstract book is finalized may be withdrawn from the Scientific Program and not published. Failure to give a scheduled oral presentation or to display an accepted poster and be present during the mandated poster session time at the annual meeting will result in the rejection and removal of the abstract from the electronic version of the conference proceedings.*

- The author is automatically sent an e-mail message providing the tracking number for the abstract and an HTML version of the abstract itself. This e-mail should also indicate the meeting registration by the presenting author must be completed by the established date.
- HTML files are made available to Section Chairs, who will access their pool of abstracts using a password.
- Review is conducted online (URL to be provided) with an electronic review form.
- Original TeX files are used to create the printed abstract book, and either HTML or pdf versions of the abstracts are posted online before the meeting.

Review Instructions

- The Abstract Review Process is entered through a specified web site address.
 - Authors will be sent a password and contact information for assistance.
 - The Chair Site will provide a screen with several options:
 - Section 1** (“Add Reviewers”) – enter your name
 - Section 2** (“Reviewers”) lists any reviewers and abstracts assigned
 - Section 3** (“Assign Reviewers/View/Edit/Evaluate Abstracts”)
 - ◆ Accept or reject abstracts
 - ◆ Edit abstracts
 - ◆ Reassign abstracts to a different section
 - Section 4** gives three more options; the final one is:
 - Option 3** “FINALIZE THIS SECTION” will close this section. You will click on this after you have assigned a status to all of the abstracts in your section.
- NOTE:** After you have finalized this page the CONSTRUCT PROGRAM button will appear.

At the end of the review process, each abstract must have been accepted, rejected, revised, or withdrawn (by author).

4.6.2 Construct Program

(Steps available after Finalize Section option is completed)

After choosing the Construct Program option, go to a screen with 3 options (Create Session, Assign Abstract to Session, and Abstract Assignment Chart)

4.6.2.1 Create Sessions

Enter the session name, session chair, session chair institute, skip the next blank (City, State, Zip for Chair Institution) and the proposed date for the session. From there click Add Session. Please add the appropriate number of sessions needed for the section.

4.6.2.2 Assign Abstract to Session

After creating a session, go to the next section – Assign Abstract to Session. There will be two pull down boxes, one with the Tracking numbers in it and the other with the Available sessions. Click on the appropriate tracking number and assign it to the correct session. Once Assign It is chosen, the abstract will show up in the Abstract Assignment Chart below.

4.6.2.3 Abstract Assignment Chart

In the chart, the abstracts will display in the order accepted. Once all abstracts are assigned, they can be moved around in the schedule by using the arrows on the right hand side.

4.6.3 Instructions for Session Chairs or Moderators

Distribute to Session Chairs or Symposium Moderators

4.6.3.1 Only professional members may serve as Session Chairs and Moderators.

4.6.3.2 All Session Chairs are encouraged to be at their respective rooms at least 30 minutes prior to their session to make sure they are familiar with the AV/computer arrangements.

4.6.3.3 If a presenter does not appear for a paper presentation, the Session Chair should declare a 15-minute recess until the appropriate time for the next paper. Strict adherence to the time schedule is of utmost importance.

- 4.6.3.4 Copies of the student evaluation forms should be made available by Section Chairs and distributed to judges.
- 4.6.3.5 All graduate and undergraduate student evaluation forms should be given to the Section Chair as soon as possible for timely compilation of scores and award decisions.
- 4.6.3.6 Presenters should be instructed to repeat questions for the benefit of the audience. If there are floor microphones within a room, the audience should be instructed to go to one of these before asking a question.
- 4.6.3.7 Professionalism and decorum are inherent to the Poultry Science Association. In the event of a contentious situation, Session Chairs should simply thank the involved parties and move on to the next paper.
- 4.6.3.8 **Capturing Power Point images during oral and poster presentations via photography with cameras and cell phones is strictly prohibited.** Cell phone rings are to be turned off during sessions. Session Chairs should articulate this policy to all in attendance prior to the initiation of sessions.

4.6.4 Student Competition

Distribute to Program Chair and all Section Chairs (see also Section 4.8.1)

4.6.4.1 Program Chair Responsibilities:

- 4.6.4.1.1 Assure follow through by Section Chairs on the above.
- 4.6.4.1.2 Reports at the Fall Board of Directors meeting on the proposed symposia and provides recommendations as to preliminary approval by the Board.
- 4.6.4.1.3 Reports at the mid-year meeting in January on final detailed symposium plans, including formal outline of the presentations and full budgetary expectations. In years when PSA will meet jointly with another Society, planning should begin at least 18 months ahead of the meeting date. Every effort should be made to coordinate with the other Society program chairs in order to develop a cohesive working group as early in the process as possible. If possible, the PSA Program Chair should meet with the other

- Societies during the planning phase of their prior year's meeting to familiarize with their planning procedures.
- 4.6.4.1.4 Communicates directly with symposium chairs to finalize symposium programs, address budgetary needs, requirements for abstract submission (if applicable), submission of manuscripts for eventual publication, and any special AV needs.
- 4.6.4.1.5 May conduct a site visit prior to the annual meeting. A site visit consists of the following: check rooms for screen and AV placement, entrances and possible obstructions, floor plans for posters and other functions, numbers of posterboards available, room assignments. Travel expenses for the site visit are covered by PSA.
- 4.6.4.1.6 Additional specific duties of the Program Chair are as follows:
- 4.6.4.1.7 Works closely with the meeting planning office staff to develop instructions for abstract submission, refine instructions for the Section Chairs and abstract review.
- 4.6.4.1.8 Communicates with the Section Chairs regarding timelines and abstract review.
- 4.6.4.1.9 Appoints Section Chairs and oversees undergraduate and graduate student competition process.
- 4.6.4.1.10 Works with Section Chairs to keep deadlines and to settle rejection issues after review.
- 4.6.4.1.11 Handles requests for late submissions, changes, and withdrawals with the meeting planning staff.
- 4.6.4.1.12 Works with the meeting planning staff to match room space and number of posterboards with the goal of having posters displayed for the longest period of time possible.
- 4.6.4.1.13 Develops a preliminary program schedule after receiving input from all of the Section Chairs on their specific programs. This preliminary program is then circulated to the entire Program Committee for their approval. Sessions should be set up to prevent overlap of subject areas and to provide an offering of sessions each day. The preliminary program schedule is often organized as follows:
- Day 1 AM: student oral competition sessions
 - Day 1 PM: Informal Nutrition Symposium; National Poultry Extension Workshop
 - Day 2 AM : student oral competition

- sessions
 - Day 2 PM: scientific sessions and symposia; student poster competition
 - Day 3 AM: Business Meeting, WPSA Lecture, scientific sessions
 - Day 3 PM – scientific sessions and symposia
 - Day 4 AM – scientific sessions and symposia
 - Day 4 PM – scientific sessions and symposia
- 4.6.4.1.14 In coordination with the meeting planning staff, identify potential conflicts of time among presenters, moderators, symposia chairs, and symposia presenters.
- 4.6.4.1.15 After final approval, the meeting planning office prepares the scientific program for inclusion in the program booklet. Review the program booklet prior to going to press. The program (abstract titles only) will be posted on the PSA website and the program booklet distributed to registered individuals at the annual meeting at the on-site registration area.
- 4.6.4.1.16 Contacts Lou Arrington, University of Wisconsin, ~8 wk before the meeting so he can order the pen / pencil sets (or other memento) the Midwest Poultry Federation gives to each graduate student award winner. Undergraduates receiving certificates of excellence do not receive a pen and pencil set from the Midwest Poultry Federation.
- 4.6.4.1.17 Provides another progress report to the Board at the time of the summer meeting.
- 4.6.4.1.18 At the meeting, makes sure that all rooms are set up, all sessions are chaired, and student evaluations collected.
- 4.6.4.1.19 Determines student winners and presents awards at banquet. Acknowledges donation of a memento by the Midwest Poultry Federation.

4.6.4.2 Program Chair-Elect Responsibilities

- 4.6.4.2.1 Obtain evaluators (3 per each session or group of papers) (Program Chair-elect organizes judges for both the oral and poster sessions). Section Chairs can serve as evaluators if needed. Major professors of graduate students competing for awards shall not judge sessions in which the presentation occurs.
- 4.6.4.2.2 Provide evaluators with list of papers and

- evaluation forms prior to meeting (evaluators should be asked to review the abstracts prior to the meeting).
- 4.6.4.2.3 Provide accurate list of competition papers and assigned evaluators to Program Chair prior to the PSA meeting (i.e., when program has been finalized).
- 4.6.4.2.4 At the meeting, pick up evaluation packets from Program Chair & distribute to evaluators.
- 4.6.4.2.5 At the meeting, assure evaluators are present and make substitutions where needed.
- 4.6.4.2.6 Collect completed evaluation forms, review, and give forms and summary to Program Chair as soon as possible.
- 4.6.4.2.7 Once award winners have been finalized with Program Chair, contact students' advisors and request their attendance at the banquet and awards presentation.
- 4.6.4.2.8 Obtain list of student papers for competition and assigned judges.
- 4.6.4.2.9 Ensure that papers meet the PSA policy criteria – i.e., **student is FIRST author**; is enrolled in a college program at the time of abstract submission; and has not won the award more than once before.
- 4.6.4.2.10 Check for more than one entry per student (only one entry allowed per student). If more than one entry has been made with the same student as first author, check with the student or advisor as to which paper should be evaluated. If contact is unsuccessful, then assume that the first paper or the abstract with the lower submission number is the one designated for competition.
- 4.6.4.2.11 For oral presentations in the larger sections (Nutrition, Physiology, Environment, Products), group approximately 10 graduate student papers by subject per session when possible. This allows for evaluations to be done by the same group of people per session and could result in 1 award per session.
- 4.6.4.2.12 All undergraduate student presenters receive a certificate of participation. There is no limit on the number of undergraduate student presentations that can be recognized with a certificate of excellence and the undergraduate presentations do not compete with the graduate student presentation. Pen and pencil sets (or other memento) from the Midwest Poultry Federation are not awarded to

undergraduates.

- 4.6.4.2.13 For oral presentations in smaller sessions (Extension, Genetics, Immunology) where 3-5 graduate student papers are submitted, again group together in a session. Evaluators, Section Chair, and Program Chair will need to review evaluations and determine if a truly outstanding paper was presented. If so, an award can be made; if not, no award should be made. Other options for handling few papers in a section include combining sections or moving the paper into the poster competition.
- 4.6.4.2.14 For poster presentations, group graduate student papers by subject in sets of 10 where possible. Assign similar sets of evaluators for each grouping. If evaluators are judging across disciplines, make sure the assigned judges reflect the different disciplines.
- 4.6.4.2.15 Prepare evaluation packets for each judge. This would include general instructions along with the evaluation forms with the top part of each form filled in with abstract information and judge identification (number etc.). Distribute packets to the Section Chairs.
- 4.6.4.2.16 Review the criteria and selection process for the Aviagen Turkeys Communications Award (See PSA Constitution, <http://www.poultryscience.org/docs/pscons.pdf>). Contact the Aviagen Turkey Representative regarding eligible papers (oral presentations only).
- 4.6.4.2.17 Collect completed evaluation forms. Review and consult with Section Chairs about winners.
- 4.6.4.2.18 Consult with Aviagen Turkeys liaison regarding results for eligible papers for the Aviagen Turkeys Communications award
- 4.6.4.2.19 Prepare list of award winners for use in later publicity (provide to PSA and Aviagen representatives) and at the banquet. Mail forms (without judge ID) to students later.
- 4.6.4.2.20 Present awards at the banquet.

4.6.4.3 Section Chair Responsibilities

- 4.6.4.3.1 Review abstracts for acceptability and entry criteria.
- 4.6.4.3.2 Organize abstracts into student sections.

**Poultry Science Association Annual Meeting
Undergraduate/Graduate Student Evaluation Form**

Date: _____ Time: _____ Session: _____ Abstract #: _____

Research Presentation Title: _____

Author(s): _____

Speaker: _____ Evaluator: _____

ABSTRACT:

	Outstanding	Good	Needs Improvement	Points Given
1) Provides good summary of objectives, experiment, & data presented	5 4	3	2 1	_____

INTRODUCTION:

1) Sufficient literature review to explain reason for completing the research	10 9 8	7 6	5 4 3 2 1	_____
2) Clearly stated the objectives & hypothesis	10 9 8	7 6	5 4 3 2 1	_____

MATERIALS & METHODS:

1) Enough information provided for audience to understand experimental design	5 4	3	2 1	_____
2) Experimental design enabled objectives to be answered	10 9 8	7 6	5 4 3 2 1	_____

RESULTS:

1) Data presented & analyzed appropriately	10 9 8	7 6	5 4 3 2 1	_____
2) Research resulted in novel or important findings	10 9 8	7 6	5 4 3 2 1	_____

DISCUSSION:

1) Discussed significance of results	10 9 8	7 6	5 4 3 2 1	_____
2) Presented conclusions & related them back to original objectives	10 9 8	7 6	5 4 3 2 1	_____

RESPONSE TO QUESTIONS:

1) Answered questions well & demonstrated a knowledge of the subject material	10 9 8	7 6	5 4 3 2 1	_____
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ANCILLARY FACTORS:

1) Overall quality of the presentation (ie., voice clear and loud, eye contact with audience, showed enthusiasm & kept audience interest)	5 4	3	2 1	_____
2) Quality and clarity of visual aids	5 4	3	2 1	_____

Total score out of 100:

Evaluator's comments/suggestions:

4.7 Volunteer Instructions/Guidelines

To assist a Host Institution Conference Center (CC) or FASS with meeting functions

4.7.1 Registration Area Volunteers (2 at busy times, 1 at slow times).

- 4.7.1.1 Monitor registration area.
- 4.7.1.2 Provide instructions and/or guidance to attendees as necessary.
- 4.7.1.3 Assist with the distribution of name badge packets to pre-registrants.
- 4.7.1.4 Provide assistance in answering questions regarding local attractions, etc.
- 4.7.1.5 When supplies run low, work with FASS staff to bring out additional supplies from an office near registration site.
- 4.7.1.6 All questions from volunteers regarding duties shall be directed to the on-site FASS/CC supervisor.
- 4.7.1.7 “FAQ” sheet will be provided to all registration area volunteers to help in answering attendee questions.

4.7.2 Media Room Volunteers (1 when media room is open; FASS staff can provide backup)

- 4.7.2.1 Assist registering media items on arrival, faxing, copying, distributing packets, etc.

4.7.3 Newsletter Volunteer (1 for entire meeting)

- 4.7.3.1 Input of information for daily newsletter

4.7.4 AV Volunteers (floaters, 2 – 3 during concurrent sessions).

- 4.7.4.1 In conjunction with FASS and/or AV provider and/or conference AV staff and all session chairs, monitor session rooms and assist as necessary for AV problems or questions.
- 4.7.4.2 If an AV problem arises that the floater or chair cannot fix, each floater will have a walkie-talkie (or access to a house phone) to contact a technician from AV provider and inform them of the problem and room.
- 4.7.4.3 Monitor the speaker ready room to help answer questions.
- 4.7.4.4 All additional AV equipment requests on-site must be directed to the FASS staff and the PSA Executive Director for approval.

4.7.5 Poster Boards (1 at beginning of each poster session)

- 4.7.5.1 Ensure that all poster boards are numbered at the start of session. (FASS will provide board numbers).
- 4.7.5.2 Assist in directing presenters to their board and distribute presenter ribbons.

4.7.6 Tours/Hospitality Room* (1 each day, 6-8 hrs)

- 4.7.6.1 Establish contact with local tour provider.
- 4.7.6.2 Provide insight into overall guest program.
- 4.7.6.3 FASS will oversee contract and distribution of tour information (and registration).
- 4.7.6.4 Monitor hospitality room and help assemble tour attendees for loading the bus.
- 4.7.6.5 Tour company will provide one individual on-site to register attendees and answer questions.

4.7.7 Placement Center (could be combined with poster boards) (1/day)

- 4.7.7.1 Monitor Placement Center and collect position announcements and resumes.
- 4.7.7.2 Ensure that announcements and resumes are posted. One copy of the resume/job opportunity should be attached to the poster board with pushpins. One copy should be kept as the original in case more copies are needed. In addition, a supply should be kept to give out when requested.

4.7.8 Fun Run

4.7.8.1 The following is considered as a check-list for the Fun Run:

- Select a path and secure a copy of the layout.
- Check the path and assure its safety; the path itself and traffic.
- Assure that there is a team that will manage the entire activity. Arrange for an adequate number of helpers and spotters to be located along the route.
- Provide bottled water at the mid-way point and at the end of the run.
- Assure that medical emergency phone numbers are available in case they are needed.
- Confirm the meeting place to start the run and assure that the place is ready 30 minutes prior to the run.
- Assure that participants are accounted for before the activity is declared finished.

- Have a few people placed along the route to monitor the run, provide directions, and assure safety.
- Provide the Director of Business Operations with a list of winners after the event.

4.7.9 BBQ – Picnic (1-10, depending on location and number of attendees)

- 4.7.9.1 Collect tickets for food (by direction of the caterer).
- 4.7.9.2 Assist in seating, trash removal from tables, guidance to restrooms, etc.
- 4.7.9.3 After picnic, assist in clean-up of picnic area.

4.7.10 Golf Tournament (1-5)

- 4.7.10.1 Coordinate from local standpoint (course, fees, transportation, etc.).

4.7.11 Award Celebration Programs (1-5)

- 4.7.11.1 Distribution of program.

4.7.12 Meeting Planner Responsibilities

- 4.7.12.1 Coordinate selection of all menus for all functions and, if necessary, any negotiate contracts required for any off-site activities.
- 4.7.12.2 Seek bids for transportation providers and/or venues for off-site functions. A local volunteer shall provide recommendations for such functions
- 4.7.12.3 Provide all pre-registration and on-site registration services.
- 4.7.12.4 Coordinate all AV needs
- 4.7.12.5 Oversee production of all on-site materials (inclusive of signs, registration forms, name badges holders, etc).
- 4.7.12.6 Coordinate exhibit booth area
- 4.7.12.7 Coordinate poster presentations
- 4.7.12.8 Work with conference facility on all aspects of conference registration locations, room assignments and sets, shipping meeting materials, etc.
- 4.7.12.9 Sleeping room contract negotiation and monitoring of pick-up.

4.8 Awards

4.8.1 Student Awards

- 4.8.1.1 Certificates of Excellence** will be awarded for outstanding graduate and undergraduate student abstracts and presentations at each year's annual meeting.
- The student **MUST** be the **FIRST** author on the abstract.
 - A given student can submit only one abstract (either poster or oral presentation) for competition at each meeting and is eligible for a maximum of two awards over the course of their academic career.
 - All student papers will be grouped by discipline and for the purposes of this award, posters will be considered a discipline.
 - Approximately one graduate student award is given per 10 presentations within a discipline, although the Program Chair in consultation with the respective Section Chair has discretion over the number of awards given if there are fewer than 10 student papers in the session.
 - Undergraduate students can receive certificates but do not compete against graduate students for the awards.

- 4.8.1.2 Student Research Manuscript Award**
All students awarded Certificates of Excellence at an annual meeting may submit, within two calendar years, a manuscript published in *Poultry Science* or *The Journal of Applied Poultry Research* resulting from that presentation or poster. The published manuscript can include Research Notes. This award includes a cash award of \$500.

5 Committees and Liaisons to Other Organizations

5 Committees and Liaisons to Other Organizations

5.1 Planning Committee for Annual Meeting

This committee of four (4) is separate from the Annual Program Committee and is charged with carrying out planning activities for future annual meetings. The committee shall consist of the the current program chair, the program chair one (1) year hence, the program chair two (2) years hence, the Executive Director, and the Director of Business Operations. This committee will be chaired by the program chair. The President and the Secretary-Treasurer serve as *ex-officio* members of this committee.

5.2 Careers Committee

- 5.2.1 PSA supports the Avian Bowl at the Annual 4H Club Poultry and Egg Conference at a level of \$3,000/yr.

5.3 Nominating Committee

With regard to gender, race, stage of career, and geographical location, the Nominating Committee is charged to construct a slate of nominees who will represent the diversity of the membership of the association and will implement the strategic initiatives of the Poultry Science Association.

5.4 USA Branch of the World's Poultry Science Association (WPSA)

- 5.4.1 A standing committee administers the activities of the United States of America (USA) Branch of the World's Poultry Science Association (WPSA).
- 5.4.2 The activities of USA Branch of the WPSA include: 1) the exchange of knowledge in all areas of poultry science in accord with Article II of the Constitution of the WPSA; 2) cooperation with trade associations in promoting better understanding among the poultry industries of all countries; 3) the promotion of poultry scientist's participation in international efforts related to poultry science and the poultry industry; 4) providing for the participation of the USA members in the World's Poultry Congresses by enlisting the cooperation of appropriate government agencies to facilitate the accreditation of an official delegation, by promoting industry participation in the Congresses, and by securing travel grants for members to participate in the Congress program; 5) increasing USA membership in the WPSA; 6) nominating candidates for membership on the Council of the WPSA; 7) providing USA representatives and participating in the meeting of the WPSA representatives at each World Congress; and 8)

conducting other functions, as may arise, related to the interests of the USA poultry industry in its relationship to the WPSA.

- 5.4.3 The committee shall consist of six individuals who are members of the USA Branch of the WPSA in good standing and who have a demonstrated interest in international poultry activities. Each committee member will serve four-year terms, with the committee electing its own President, Vice-President, and Secretary-Treasurer every 2 years. The President, Vice-President, and Secretary-Treasurer will begin serving their terms in January of the year following the World Congress. One half of the members of the committee will be chosen every two years: during the year of the World Congress and during the second year following the Congress. The President of the Poultry Science Association, Inc. will serve as ex-officio member with the right to vote only during a tiebreaker. In the event that the President of the Poultry Science Association is not a member of the USA Branch of the WPSA, the Board of Directors of the Poultry Science Association will appoint an individual who is a member of the USA Branch of the WPSA to serve as ex-officio member. The President of the Poultry Science Association will appoint one individual who is a member of the USA Branch of the WPSA during each appointment year, and the membership of the USA Branch of the WPSA will elect two other members by ballot during June of each election year. The standing committee shall select the names on the ballot for the elected positions, with a provision for write-in candidates. The two individuals with the highest vote from those nominated during the World Congress year will also serve as members of the board of the Poultry Science Association Foundation, Inc. during their four-year term. Committee members appointed or elected during the year of the Congress will begin their service on the Committee in January following the World Congress. Those members appointed or elected two years after the World Congress will begin their terms on the Committee in January following their election.
- 5.4.4 The funds of the USA Branch of the WPSA will be placed in a restricted account within the Poultry Science Association Foundation, Inc. Expenditure of these funds must be approved by the standing committee of the USA Branch of the WPSA, which will request dispersal of funds in a manner consistent with the goals of the WPSA.

5.5 PSA Liaisons

PSA appoints a liaison to each of the following agencies; when travel to a meeting is required, PSA covers cost of the trip (See also Section 6.3).

These appointments are for three years.

AAAS	American Association for the Advancement of Science
AAALAC	Association for Assessment and Accreditation of Laboratory Animal Care International
AFIA*	American Feed Industry Association
AIBS	American Institute of Biological Sciences
APHS	American Poultry Historical Society
ARPAS*	American Registry of Professional Animal Scientists
AVMA	American Veterinary Medical Association – Animal Welfare Committee
CAST*	Council of Agricultural Science and Technology
CoFARM	Coalition on Funding Agricultural Research Missions
CSES	Coalition for Sustainable Egg Supply
IFT	Institute of Food Technologists
NAS/NRC*	National Academy of Science/ National Research Council
PAACO	Professional Animal Auditor Certification Organization
Rice	James E. Rice Memorial Library (Cornell University)
SPSS	Southern Poultry Science Society
WPSA*	World's Poultry Science Association

6 Travel Reimbursement Policies

- 6.1 Board of Directors
- 6.2 Student Representatives
- 6.3 PSA Representatives to Organizations
- 6.4 Editors-in-Chief

6.1 Travel to Board of Directors' Meetings

Distribute to all members of Board of Directors and anyone requested to attend for a specific report

- 6.1.1 Annual Meeting
- No travel reimbursement for anyone.
 - Hotels and meals are covered by PSA for up to two days and nights; hotel nights as needed for those from outside the U.S. as approved by the PSA President.
- 6.1.2 Mid-Year and Other Board Meetings
- Travel to the mid-year meeting is covered by PSA; this includes transportation, long-term airport parking and meals in transit.
 - Hotel and meals for up to two days and nights are covered by PSA; hotel nights as needed for those from outside the U.S. as approved by the PSA President.
- 6.1.3 Expense Form
- All expenses with original receipts must be claimed by using the Expense Form located on the PSA Website under the Board of Directors/Expense Form. Upon completion, the expense form is mailed to the PSA Business Office within 30 days of travel. Any claimed expenses without receipts will not be reimbursed.

6.2 Travel by Student Representatives to Board of Directors' Meetings

Distribute to Student Representatives to Board of Directors

- 6.2.1 Annual Meeting
- Travel to the annual meeting covered by PSA; this includes transportation, long term airport parking and meals in transit.
 - Hotels and meals are covered by PSA for up to two days and nights; hotel nights as needed for those from outside the U.S. as approved by the PSA President.
- 6.2.2 Mid-year Board Meeting
- Travel to the mid-year meeting is covered by PSA; this includes transportation, long-term airport parking and meals in transit.
 - Hotel and meals for up to two days and nights are covered by PSA; hotel nights as needed for those from outside the U.S. as approved by the PSA President.

6.3 Travel of PSA Representatives to Organization Meetings

Distribute to all PSA Representatives to Various Organizations (Section 5.5)

- 6.3.1 Reimbursement of travel expenses of representatives of PSA to the organizations listed in Section 5.5 will be contingent on justification to and approval of the President at least two weeks before the travel dates
- 6.3.2 In some instances, the organizations may pay the expenses of PSA representatives (indicated by an asterisk in Section 5.5). PSA representatives should determine the policy of the organization on this matter before requesting travel assistance from PSA.
- 6.3.2 All expenses with original receipts must be claimed by using the Expense Form located on the PSA Website under the Board of Directors/Expense Form. Upon completion, the expense form is mailed to the PSA Business Office within 30 days of travel. Any claimed expenses without receipts will not be reimbursed.

6.4 Travel by Editors-in-Chief to Editors' Conferences

- 6.4.1 Editors-in-Chief of both *PS* and *JAPR* may attend the Oxford University Press Journal Days on an annual basis.
- 6.4.2 All expenses with original receipts must be claimed by using the Expense Form located on the PSA Website under the Board of Directors/Expense Form. Upon completion, the expense form is mailed to the PSA Business Office within 30 days of travel. Any claimed expenses without receipts will not be reimbursed.

7 EMERITUS/RETIRED PSA MEMBER FORM

An Emeritus shall have all the rights and privileges of this Association and shall be defined as follows: An active member of the Poultry Science Association who has been a professional member of the association for the previous five years, and 1) has attained 70 years of age, or 2) has attained a retired status and is no longer in receipt of a regular salary for work in the poultry area. All requests for Emeritus status require approval by the PSA Board of Directors.

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTRY: _____

DATE OF BIRTH: _____

COMPANY/UNIVERSITY: _____

APPLYING FOR EMERITUS STATUS DUE TO ONE OF THE FOLLOWING:

RETIREMENT REACHED AGE OF 70

DATE RETIRED: _____

MEMBER COMMENTS:

8 FELLOWS ELECTION GUIDELINES

8 FELLOWS – ELECTION GUIDELINES

Provisions for nomination and selection of PSA Fellows are found in Article 6 and Article 10, Section 5, of the PSA Constitution, and in Article 8 of the Bylaws.

The election as Fellow is the highest honor bestowed by the Poultry Science Association. A maximum of five individuals may be so honored in any one year, but no minimum is specified; no award is made if, in the opinion of the selection committee and/or the Board, no nominee is judged to be worthy. The names of all nominees receiving majority support of the selection committee are forwarded to the Board of Directors for consideration.

The following guidelines were approved by the Board of Directors on July 7, 2012, to assist the committee in selecting nominees:

The designation of "Fellow" is given in acknowledgement of significant service to the Poultry Science Association (PSA) during the course of a distinguished career devoted to poultry research, teaching, extension, administration or the poultry industry:

- Made poultry science and membership in PSA a career choice
- Demonstrated significant career contributions to activities sponsored by PSA
 - Journal review and/or editorship
 - Annual meeting implementation
 - Association governance through Board/Committee service or as an employee
- Demonstrated dedication to the advancement of the poultry enterprise
 - Recognized academic excellence in teaching, research, or extension
 - Industry leader and/or liaison to academic colleagues

The following guidelines have been developed by the Board to guide the committee:

- Nominations are electronically submitted.
- The Director of Business Operations scans the nominations to ensure completeness and compliance with guidelines.
- Chair requests conference call to discuss strengths of each candidates
- Following conference call, the chair contacts the committee members, requesting them to rank the individuals on the award site. The chair tabulates the rankings to arrive at a final committee ranking.
- Nominees are ranked 1 to n, with n being the number of nominees and with 1 being the top choice; the nominee with the lowest total would be the highest ranking nominee.
- The chair then sends results of the rankings to the committee.

- The committee members would then be asked to vote “Yes” or “No” on each of the nominees, indicating whether they consider each of those individuals to be worthy of being named a Fellow.
- This is a two-step process and the two steps must be done separately.

[**Note:** In the past, some committee chairs have attempted to combine the committee voting, asking members to rank the nominees and to vote “Yes” or “No” for approval to be named a Fellow on one ballot. The confusion, and lack of opportunity to see the committees’ ranking, results in frustration and dissatisfaction with the process. Thus, the policy requires the 2-step process: ranking followed by vote.]

- The chair provides a written report of the name(s) of all nominee(s) receiving a majority vote of the committee to the President, along with the committee’s rankings of all nominees. Number of positive votes should also be submitted. The committee will provide a recommendation of the nominees to be awarded “Fellow” to the Board of Directors.
- A summary of the biography, professional accomplishments and major recognitions should be included for each nominee forwarded.
- Each Board member will cast a “Yes” or “No” vote for each nominee.
- The final Board vote must be 2/3 majority before an individual can be named a Fellow, but no more than 5 may be named in any year.
- The committee chair informs nominators of the final status of their candidate.
- Unsuccessful candidates will not be automatically carried over for a second year; nominators of unsuccessful candidates should be advised that the nomination can be updated and/or resubmitted for future consideration.

9 FINANCES

Financial oversight for PSA is under the purview of the Executive Director and the Treasurer of PSA as the chair of the Finance Committee, although ultimately the fiduciary responsibility lies with the President and the Executive Committee. The Executive Committee provides budget updates on a monthly basis to the Treasurer, the Finance Committee and the Executive Committee. Recommendations regarding investment strategies and other business transactions are made by both the Executive Director and the Treasurer/Finance Committee (see the Delegation of Authority for more information). All financial transactions and records are to be fully audited on an annual basis. As of 1999, the Association's financial affairs are based on an accrual accounting system.

9.1 Outstanding Checks

- All checks that are not cashed within 120 days of posting to creditors will be voided if the amount is less than \$100;
- In those cases where the amount is in excess of \$100 the Executive Director is to be made aware of the check(s) and provided with the necessary details to permit the PSA Executive Director or the PSA Director of Business Operations to follow up with the respective creditor to determine the reason why the check in question has yet to be cashed. The Executive Director or Director of Business Operations will then make a formal request to the FASS accountant to cancel the check or cancel and re-issue the check in question.
- Any outstanding checks under \$100 will be voided after 120 days of issuance with no follow up from FASS, the PSA Executive Director or the PSA Director of Business Operations.

9.2 Operating Cash Reserves

- An adequate operating cash reserve level shall be maintained at all times. This reserve may be cash held in checking, savings, and money market accounts, or other readily-available liquid assets, such as certificates of deposit.
- Cash balances are not to exceed the FDIC insurance or similar insured limits at any one financial institution.
- A minimum of three months of operating expenses shall be maintained in available cash reserves at the lowest level during a fiscal year.
- Excess cash is to be invested per Board policy, with annual operating cash invested short-term for easy withdrawal.

9.4 Layoff Policy

- As an employer of fewer than four employees, the Illinois Department of Employment Security does not require the payment of Unemployment Insurance. As a result, the PSA Board of Directors adopted the following policy:

- At the time of layoff, full-time employees shall be entitled to four weeks of base salary and one week of pay per year of service, not to exceed a total of twelve weeks of payment.

10 PSA FOUNDATION

10 THE POULTRY SCIENCE ASSOCIATION FOUNDATION, INC.

Mission Statement

The Poultry Science Association Foundation, Inc. (the Foundation), is a charitable corporation affiliated with the Poultry Science Association (PSA or Association). The primary purpose of the Foundation is to advance the founding principles of the PSA by securing private financial support for specific components and activities of the PSA. The Foundation is authorized to receive, manage, invest and distribute assets acquired by the Foundation for the purposes stipulated by the donors.

Relationship of the Foundation to the Poultry Science Association

The Poultry Science Association serves the poultry and poultry-related industries through stimulating basic scientific discovery, encouraging the application of science-based information in the industry and providing the education and disseminating the knowledge required to maintain a viable industry. In addition, the PSA provides the forum for addressing the issues and challenges faced by the industry, the members of the Association and society worldwide.

Although many of these activities are part of the ongoing efforts of the PSA, there are often unique challenges faced by the industry and the Association that can benefit from additional targeted effort and more focused financial support. The opportunities for this added 'margin of excellence' created by the generosity of Foundation Donors will extend the influence of the PSA beyond the traditional arenas. The Foundation would serve as a means of providing support for addressing contemporary issues affecting the poultry industry which include, but are not limited to, 1) sustaining a wholesome and viable food supply, 2) providing a cleaner environment and 3) contributing to the well being of people globally. This will truly allow the membership of the PSA to become more global in their influence and provide greater overall benefits to the industry, the members of the Association and people worldwide.

Goals of the Foundation

The specific goals and objectives for the Foundation will require development as part of an overall business plan. However, the general goals of the Foundation are to 1) develop financial support for unique educational opportunities for students, both undergraduate and graduate, such as scholarships and fellowships, 2) develop financial support for enhancing targeted faculty initiatives specifically benefiting the industry and the PSA, 3) develop financial support for special needs activities of the PSA, such as symposia and conferences, 4) provide financial support for lectureships in addressing specific concerns/issues of importance to the global community, and 5) other specific needs as identified by the *governing body or the donors*.

11 JOURNALS AND EDITORIAL POLICY

- 11.1 Poultry Science**
- 11.2 Journal of Applied Poultry Research**
- 11.3 Editorial Policy**
- 11.4 Journal Planning Committee**

11.1 *POULTRY SCIENCE*

- 11.1.1 *Poultry Science* is the official journal of the Poultry Science Association. Its purpose is to publish scientific papers, research notes, symposium papers, review articles, contemporary issues, Association business and records, award citations, *Nunc Dimittis*, book reviews and advertisements. The sections of the journal include: Animal Well-Being and Behavior; Genetics and Genomics; Immunology, Health and Disease; Management and Production; Metabolism and Nutrition; Microbiology and Food Safety; Molecular and Cellular Biology; Physiology and Reproduction; Processing and Products; and Food Safety and Production, Modeling and Education Contemporary Issues.
- 11.1.2 The November issue of *Poultry Science* shall include the following information on the upcoming annual meeting:
1. Time and place of the meeting
 2. List of program and section chairs
 3. Guidelines for abstract submission
 4. Award nominations and committee chairs
- 11.1.3 The December issue of *Poultry Science* shall include the following information:
1. Time and place of the recent meeting
 2. Officers and committees of the current year
 3. The Editorial Board for both journals
 4. Future annual meeting dates and locations
 5. Explanation of membership dues
 6. Reports from the recent PSA Business Meeting
 1. Report of the Board of Directors
 2. Report of the Executive Director
 3. Report of the PSA Foundation
 4. Report of the Resolutions Committee
 5. Report of the *Poultry Science* Editor-in-Chief
 6. Report of the *Journal of Applied Poultry Research* Editor-in-Chief
 7. Report of the Managing Editor
 7. Biographies and photos of award recipients from the recent annual meeting
 8. List of past presidents
 9. List of past award recipients
 10. List of past meeting locations and attendance
 11. PSA Constitution, By-Laws, and Appendix

- 11.14 A Publication Committee having oversight over the journal is composed of the Editor-in-Chief and the Section Editors, with the President, Secretary-Treasurer and Managing Editor serving as *ex officio* members.
- 11.1.5 For both journals, page charges are set by the Board of Directors. Open Access charges will be set so that no more than 15% of all papers published per journal per year are published as Open Access, so as not to infringe upon institutional subscriptions.
- 11.1.6 Page charges for all manuscripts, including symposia, are the responsibility of the author.
- 11.1.7 Requests to waive regular page charges must be accompanied by a letter from the institution indicating that the author cannot cover the charges; the decision to grant such requests is made by the Editor-in-Chief.
- 11.1.8 No further manuscripts from a corresponding author will be considered until page charges in arrears have been paid.
- 11.1.9 The Editor-in Chief receives a \$12,000 stipend, a \$9,000 operating budget (for secretarial support), and travel to Mid-year and Annual Meetings, with two nights hotel and meals at each meeting. The stipend and operating moneys are paid in two installments - August and January.
- 11.1.10 Selection Criteria for Editor-in-Chief. Suggested criteria are: Have had experience as a section editor; that they have a record of publication in peer-reviewed journals; that they performed well as a section editor (timeliness/organization/communications); that they have the personality to work with the membership, editorial staff, and the board; that they have a sense that the position also includes the need to consider advancement of the journal.

11.2 JOURNAL OF APPLIED POULTRY RESEARCH (JAPR)

The Journal of Applied Poultry Research became the second journal of PSA on January 1, 2001, when it was purchased from Dr. Nick Dale, University of Georgia.

- 11.2.1 It is published quarterly and provides a vehicle for dissemination of applied research in poultry science.
- 11.2.2 A Publication Committee having oversight over the journal is composed of the Editor-in-Chief and the Subject Editors, with the President, Secretary-Treasurer, and Managing Editor serving as *ex*

- officio* members.
- 11.2.3 The subject sections are Breeding and Hatcheries; Health and Disease; Layer Management; Meat Bird Management; Meat Bird Processing and Products; Microbiology and Food Safety; Nutrition; and Specialty Markets and Production Systems.
 - 11.2.4 The Editor-in-Chief of JAPR will receive some travel assistance and office support; this will vary with the professional status (i.e. active, retired) of the individual.
 - 11.2.5 The Editor-in-Chief receives a stipend of \$4,000; support of \$3,000; travel to annual and mid-year meetings and lodging for two nights at each meeting. The stipend and support moneys are paid in two installments – August and January.
 - 11.2.6 For both journals, page charges are set by the Board of Directors.
 - 11.2.7 Page charges for all manuscripts, including symposia, are the responsibility of the author.
 - 11.2.8 Requests to waive regular page charges must be accompanied by a letter from the institution indicating that the author cannot cover the charges; the decision to grant such requests is made by the Editor-in-Chief.
 - 11.2.9 No further manuscripts from a corresponding author will be considered until page charges in arrears have been paid.

11.3 EDITORIAL POLICY

- 11.3.1 The editorial policy of the Poultry Science Association is that manuscripts submitted to *Poultry Science (PS)* are subjected to blind review but that manuscripts submitted to *JAPR* are open.
- 11.3.2 In order for the blind review of *PS* manuscripts to be accomplished, submission through Manuscript Central requires that the title page with author names and affiliations be uploaded separately from the manuscript itself.
- 11.3.3 Because it is quite time-consuming for the managing editor to correct this when an author fails to provide the separate title page, manuscripts submitted with identifying names and institutions will be forwarded as is for open review, under the assumption that the omission was intentional.
- 11.3.4 When two reviewers differ on the acceptability of a given manuscript for publication, the opinion of a third reviewer will be solicited in such a way that he or she is not aware of the situation. This is to be done before the Editor contacts the author(s). All review information is forwarded to the Editor-in-Chief for final decision.
- 11.3.5 All articles must include a statement that a University Animal Care Committee has approved the project. In case of a conflict of opinion between the editorial board and authors on the acceptability of a paper for publication because of concerns about

animal care considerations, documentation from the author that the University (or Research Institute) Committee on Animal Care approved the protocol used may result in the article being published – with an appropriate footnote to be included in the journal. At the discretion of the Editor-in-Chief, publication charges may be waived if the senior author requests it and if supporting documentation is provided from the institution involved stating that the author is unable to pay such charges or that other funding sources are unavailable.

- 11.3.6 *Poultry Science* and *The Journal of Applied Poultry Research* will not accept manuscripts submitted by authors from Iranian institutions that will be financially responsible for publishing charges until such time as financial transactions are no longer prohibited by U.S. sanctions of Iran.
- 11.3.7 Section Editors of *PS* and Subject Editors of *JAPR* receive gratis membership with electronic journal access for the years of service to the respective journal.
- 11.3.8 Section Editors of *PS* and Subject Editors of *JAPR* receive gratis registration to the Annual Meeting for the years of service to the respective journal.

11.4 JOURNAL PLANNING COMMITTEE

The Journal Planning Committee will be responsible for recommending strategic direction of the journals.

12 INSURANCE COVERAGE

PSA's insurance coverage is with Philadelphia Insurance Companies, and consists of two parts, D&O Liability and Employment Practices. A brief synopsis of each follows:

12.1 D&O Liability:

D&O Wrongful Act means any actual or alleged

1. act, error, omission, misstatement, misleading statement, neglect, breach of duty or Personal & Advertising Injury committed or attempted by and individual insured in his/her capacity as an individual insured; or by the Organization; or
2. act error, omission, misstatement, misleading statement, neglect, breach of duty or Personal & Advertising Injury committed or attempted by an individual while serving as a director, officer governor or trustee of any Outside Entity, if such service is at the written request or direction of the Organization.

However, D&O Wrongful Act does not include an Employment Practice Act, Fiduciary Liability Act, or Internet Liability Act.

12.2 Employment Practices Liability:

A. Employment Practice Act means any actual or alleged:

1. wrongful dismissal, discharge or termination of employment;
 2. breach of a written or oral employment contract or implied employment contract;
 3. employment related misrepresentation;
 4. wrongful failure to promote;
 5. violation of employment discrimination laws (including harassment);
 6. wrongful deprivation of a career opportunity;
 7. employment related wrongful discipline;
 8. negligent employee evaluation;
 9. employment related invasion of privacy;
 10. employment related defamation (including libel and slander);
 11. sexual or workplace harassment of any kind;
 12. constructive discharge of employment;
 13. employment related retaliation;
 14. employment related humiliation;
 15. wrongful demotion;
 16. negligent reassignment;
 17. violation of any federal, state or local civil rights laws;
- and committed or attempted by an individual insured in his/her capacity as an individual insured or by the Organization.
Solely with respect to any Claim brought by or on behalf of any Third Party, Employment Practices Act means any actual or alleged

wrongful failure to employ, discrimination, sexual harassment or violation of such Third Party's Civil rights in relation to such wrongful failure to employ, discrimination or sexual harassment, whether direct, indirect, or unintentional, committed by an individual insured in his/her capacity as an individual insured or by the Organization.

12.3 Business Owner's Insurance

12.4 Employee Health & Dental Insurance

13 Membership

13 Membership

- 13.1 Membership applications are available in hard copy from PSA Headquarters or electronically on the PSA web site.
- 13.2 For professional members, the dues include access to the web site, including electronic access to *Poultry Science*.
- 13.3 For post-doc members, membership is 50% of professional membership and includes electronic access to *Poultry Science*.
- 13.4 For student members, membership is free of charge and includes electronic access to *Poultry Science*.
- 13.5 Emeritus members do not pay dues but do receive the electronic access to *Poultry Science* at no cost.
- 13.6 Members in every category pay extra for the paper copies of *Poultry Science* and *JAPR*.
- 13.7 Membership includes reduced registration rates to the annual meeting and reduced page charges for publishing in both PSA journals.

14 NEWSLETTER

- 14.1 The PSA Newsletter is published twice each year (pre-annual meeting edition and post-meeting edition) and is designed to serve several functions, including but not limited to,
 - 14.1.1 soliciting nominations for annual awards (the name of each award and the committee chair to be published in the post-meeting edition of the Newsletter);
 - 14.1.2 announcing PSA award recipients (post-meeting edition);
 - 14.1.4 notification (at least 30-days prior to Annual Business Meeting; pre-annual meeting edition) of proposed changes in the Constitution and By-laws (See Bylaws, Article 4, Section 1); and
- 14.2 The Newsletter is not mailed unless requested and is not mailed overseas, but is posted on the PSA web site.
- 14.3 Among other duties, the Newsletter Editor will, upon request, mail packets of the Newsletter for distribution to students at institutions having an interest in poultry science.

15 Poultry Science Association (PSA) - Whistleblower Policy and Procedures

15.1 Purpose:

This policy establishes the standards and procedures to ensure that accounting and audit related complaints handling complies with management's and the PSA Board of Directors' objectives.

Whistleblower procedures should be updated and consistent with the Sarbanes-Oxley Act of 2002 – Section 301.4 – concerning procedures for making complaints about accounting and auditing directly to the PSA Board of Directors.

15.2 Responsibilities of Board of Directors With Respect to Specified Complaints:

The PSA Board of Directors shall receive, retain, investigate and act on complaints and concerns of employees regarding questionable accounting, internal accounting controls and auditing matters, including those regarding the circumvention or attempted circumvention of internal accounting controls or that would otherwise constitute a violation of the association's accounting policies.

At the discretion of the PSA Board of Directors, responsibilities of the PSA Board of Directors created by these procedures may be delegated to any member of the PSA Board of Directors or to a subcommittee of the PSA Board of Directors.

Each accounting allegation forwarded to the PSA Board of Directors by management and each accounting allegation that is made directly to the PSA Board of Directors, whether openly, confidentially or anonymously, shall be reviewed by the PSA Board of Directors, who may, in their discretion, consult with any member of management or employee whom they believe would have appropriate expertise or information to assist the PSA Board of Directors. The PSA Board of Directors shall determine whether the PSA Board of Directors or FASS management should investigate the accounting allegation. The PSA Board of Directors shall take into account the following considerations, among other factors that are appropriate under the circumstances, when deciding who should conduct the investigation: who is the alleged wrongdoer, how serious is the alleged wrongdoing, and how credible is the allegation of wrongdoing?

15.3 Procedures for Making Complaints:

In addition to any other avenue available to an employee, any employee may report to the PSA Board of Directors openly, confidentially or anonymously any accounting allegation. Accounting allegations can be made orally or in writing to the President of the PSA Board of Directors.

15.4 Procedures for Receiving Accounting Allegations:

Any accounting allegation that is made directly to management, whether openly, confidentially or anonymously, shall be promptly reported to the President of the PSA Board of Directors.

15.5 Protection of Whistleblowers:

Consistent with the policies of the PSA, the PSA Board of Directors shall not retaliate, and shall not tolerate any retaliation by management or any other person or group, directly or indirectly, against anyone who, in good faith, make an accounting allegation or provides assistance to the PSA Board of Directors, management or any other person or group, including any governmental, regulatory or law enforcement body, investigating an accounting allegation. The PSA Board of Directors shall not reveal the identity of any person who makes a good faith accounting allegation and who asks that his or her identity as the person who made such accounting allegation remain confidential and shall not make any effort, or tolerate any effort made by any other person or group, to ascertain the identity of any person who makes a good faith accounting allegation anonymously.

15.6 Records:

The PSA Board of Directors shall retain for a period of seven years all records relating to any accounting allegation and to the investigation of any such accounting allegation.

16 Poultry Science Association Document Retention and Destruction Policy

This *Document Retention and Destruction Policy* of the Poultry Science Society (PSA) identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

16.1 RULES

PSA staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal, or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

16.2 TERM FOR RETENTION

Retain permanently:

Accounting:

Audited financial statements, Auditors' reports/work papers
 Cash disbursements journal
 Cash receipts journal
 Depreciation records
 Financial statements (Annual /internal)
 General journal or ledger
 Inventory lists

Corporate records:

Annual Report (State of Illinois)
 Constitution
 Bylaws
 IRS determination letter
 Meeting minutes (Board and committees)
 Qualifications to do business (local business license, Illinois Secretary of State Registration)

Insurance:

Insurance policies

Miscellaneous Legal:

Copyright, patent, and trademark registrations

Personnel:

Pension, profit-sharing plans

Taxes:

Income tax returns and cancelled checks (federal, state, and local)

Retain for ten (10) years:

Corporate records:

Contracts *

Miscellaneous:

Claims and litigation files*

Personnel:

Employment contracts

Garnishments

Taxes:

Sales and use tax returns

Retain for seven (7) years:

Accounting:

Bank statement, reconciliations

Cancelled checks

Insurance:

Accident reports

Insurance claims*

Personnel:

Employee earnings/payroll and payroll-related records*

Employee files*

Employee pension records, including service, eligibility, personal information, pensions paid*

Government reports

Time cards/sheets

Taxes:

Payroll tax returns

Retain for three (3) years:

Accounting:

Accounts receivable reports

Accounts payable reports

Bank deposit slips

Budgets

Expense reports

Petty cash vouchers

Personnel:

Applications

16.3 EXCEPTIONS

Exceptions to these rules and terms for retention may be granted only by the Executive Director or PSA Board of Directors.

List of Appendices

I. Guidelines for Hosting an Annual Meeting

**Appendix II – Guidelines for Site Location for the PSA Annual Meeting
GUIDELINES FOR INSTITUTIONS HOSTING THE ANNUAL
MEETING OF THE POULTRY SCIENCE ASSOCIATION**

- I. Executive committee and the Business Office of the Poultry Science Association, Inc.(PSA)
 1. Financial Responsibilities.
 - A. Administrative.
 - 1). Establish registration fee after reviewing budgets and program costs.
 - 2). Receive and account for all registration fees, ticket sales, and special event income.
 - 3). Disbursement of payments for meeting associated expenses.
 - B. Expenses.
 - 1). Dinner with Executive Committee before annual meeting.
 - 2). Printing of programs, abstracts, name tags, mailings, abstract forms, and pre-registration materials.
 - 3). Award expenses associated directly with PSA.
 - 4). Meeting rooms and specified associated meeting expenses.
 - C. Income.
 - 1). Registration fees.
 - 2). Ticket sales for spouses and children’s program and other special events.
 - 3). Money provided by award donors, if any.
 2. Program and Local Arrangement Responsibilities.
 - A. Scheduling and supervision of Executive Committee meetings.
 - B. Coordination of opening session and awards program.
 - C. Coordination of program development with host institution and PSA program committee.
- II. Host Institution.
 1. Suggested Schedule for completion of Activities.
 - A. Before Issuing an Invitation.
 - 1). Confirm the availability and, if possible, reserve in writing all key university facilities that will be required for hosting the meeting. The invitation is usually issued four to eight years before the meeting. If the invitation is not issued to the PSA, or if the invitation is not accepted by the PSA for the selected year, the commitment for facilities can be cancelled.
 - 2). Because the registration fee for each meeting is influenced greatly by costs of facilities in which the meeting is held, estimates of these costs should be included in the letter of invitation.

- a. Meeting facilities to reserve.
 1. Dormitories.
 2. Meeting rooms.
 3. Lecture rooms.
 4. Auditoriums.
 5. Eating facilities.
 6. Registration area.
 7. Exhibit area.
 8. Poster area.
 - 3). Determine from university authorities if any legal documents, such as certificates of insurance and contracts, must be signed and who must sign them.
 - 4). Inform all university coordinating groups which might have a bearing on success of the meeting of the intention to invite the PSA.
 - 5). Obtain commitments as necessary from administrative officers of the host institution for the time involvement of staff in planning and conducting the annual meeting.
 - 6). Contact local motels/hotels about possible conflicts with similar group meetings.
 - 7). Identify one person of the host institution to be contact with PSA Business Office.
- B. Two Years Before Meeting.
- 1). Confirm and reserve meeting facilities arranged for before invitation.
 - 2). Facilities required.
 - a. Meeting rooms.
 1. Paper presentations (approximately 8 or 9 with seating capacities of 50 to 200).
 2. Business meetings (approximately 5 to 6 with seating capacities of 25). One room will be needed for the Executive Committee two days before the start of scientific paper presentation.
 3. Auditorium with seating for 800 to 1000 for opening session and for PSA business meeting.
 4. Reserve a facility for 600 to 650 persons for the banquet and awards program.
 5. Reserve meeting rooms for pre-PSA meetings.
 - b. Identify and reserve the registration and exhibit areas.
 - c. Identify and reserve exhibit areas.
 1. Poster sessions.
 2. Others as requested and as approved by the Program and Executive Committees.
 - d. Housing and meals.
 1. Reserve and identify 1000 on-campus beds.
 2. Identify suitable off-campus rooms for blocking and obtain rate commitments at the earliest possible date.
 3. Identify on-campus eating facilities.

4. Arrange for banquet meal.
 5. Arrange for barbecue.
 6. Other locally planned event (eg., omelet breakfast).
 - e. Reserve and identify area for ice-cream social after the opening session and alternate site if problems develop.
 - f. Begin planning activities for spouses and children's program.
- 3). Send in-state letters of notice of coming meeting to:
 - a. All university administrators who might be affected by the meeting.
 - b. Industries related to poultry production and processing.
 - c. State poultry associations/federations.
 - 4). Arrange to have as many faculty members as possible attend the Host Committee meeting held at the end of the annual meeting. This should be done for two successive years before an institution serves as host.
- C. One Year Before the Meeting.
- 1). Advertise meeting with an exhibit at the current annual meeting.
 - 2). Identify companies and individuals for the solicitation of funds, and solicit financial support shortly after the preceding annual meeting.
- D. One Year Before the Meeting. Establish:
- 1). A list of available meeting rooms and seating capacity of each room.
 - 2). Location and capacity of rooms for general sessions of association.
 - 3). A map of campus showing location of meeting rooms, and/or a floor plan of buildings with one or more meeting rooms.
 - 4). Location and costs of housing.
 - 5). Type and cost of meal services available.
 - 6). Availability and types of transportation to meeting location.
 - 7). A general outline of procedures for handling meeting with a list of chairs of each committee.
 - 8). Preliminary budget. Cost estimates to include:
 - a. Signs.
 - b. Labor and equipment rental.
 - c. Special meals/meetings.
 - d. Transportation.
 - e. All addition meeting expenses not covered by ticketed events.
 - f. Ticketed events.
- E. January Before the Meeting.
- 1). Prepare the general program outline and descriptive information related to registration, housing, meals, transportation, etc.
 - 2). Begin to assemble material that the host wishes to have included in pre-registration packets.
 - a. Housing reservation form.
 - b. Pre-registration information pamphlet.
 - c. Medical release form.
 - d. Special event forms, if any.

- 3). Confirm all arrangements and contractual agreements.
 - 4). Announce via PSA Newsletter (January issue) the opportunity for special breakfasts and luncheons.
- F. February Before the Meeting.
- 1). Report the status of arrangements for the annual meeting to the Executive Committee at the mid-year meeting.
- G. March Before the Meeting.
- 1). Send copies of all pr-registration materials and forms to the Business Manager according to previously established deadlines.
 - 2). Provide the Business Manager with information about the institution or department for inclusion inside front cover of the Supplemental Abstract issue of Poultry Science.
2. Financial Responsibilities of the Host Institution.
- A. Expenses.
- 1). All expenses associated with development of spouses' and children's activities, and tours or other social events that are in excess of registration fees allocated for specific activity or event.
 - 2). Hospitality rooms and centers provided during the meeting.
 - 3). Favors and souvenirs.
 - 4). Binders, notebooks, or briefcases provided with registration material.
 - 5). Clerical and secretarial assistance needed to plan and conduct the annual meeting where this assistance exceeds that provided by personnel of the host institution.
- B. Sources of Income.
- 1). Tickets for events as established during the budgeting process.
 - 2). Contributions of donors.
 - 3). Funds to host institution from PSA.
 - a. The entire registration fee obtained from children's registration is available for development of the children's program.
 - b. One-half of the spouses' registration fee is available for development of the spouses' program.
- C. Accountability of host institution funds.
- 1). A separate account should be maintained either through the host university system or at a local bank exclusive of university and PSA control. University accounts can be burdensome in regard to justifications and the mechanics of disbursement of funds.
3. Local Arrangements Activities. (Redo in 2012)
- Host institution Coordinating Committee (usually constituted by chairpersons of all host committees)
- The host institution should establish a coordinating committee and select a

chairman to coordinate local activities. The chairman will serve as the host institution representative to the PSA Executive Committee and as the coordinator between the host institution and the PSA office. The number of committees at the host institution is dependent upon the number of individuals available to serve as committee chairs and committee members. Committees listed in this publication are suggested committees, but if necessary similar activities can be combined to produce fewer committees. Deadlines for committee planning activities should be established by the chairman of the host institution planning committee but they must be such that deadlines suggested above can be met.

A. Responsibilities of host institution committee chairs.

- 1). Prepare and assemble the host institution early planning document.
- 2). Develop a budget in cooperation with the PSA Business Manager.
- 3). Coordinate activities of the host institution with the Program Committee and the PSA office.
- 4). Coordinate host institution program activities.
- 5). Arrange for dinner and other activities related to hosting the Executive Committee in cooperation with PSA Business Manager.
- 6). Arrange for banquet and awards ceremony in cooperation with PSA Business Manager and the Executive Committee.
- 7). Plan opening session program in cooperation with the Executive Committee.
- 8). Provide the PSA Business Office with materials to be included in pre-registration mailing.
- 9). Arrange for printing of the acknowledgement sheet of donors.
- 10). Arrange to have a photographer at opening session, awards ceremony and at other events, as deemed appropriate.

B. Host Institution Coordinating Committee.

- 1). Coordinate activities of all committees.
 - a. Frequent communication with committee chairpersons.
 - b. Periodic meetings of committee chairpersons.
 - c. Obtain counsel of appropriate committee chairpersons about tasks to be done, policies to be set, etc. and make decisions accordingly.
- 2). Maintain files of minutes of meetings and correspondence relating all aspects of the meeting.
- 3). Maintain a liaison with PSA and host institution.
 - a. Work with the PSA Program Committee on organization of technical events. Provide liaison for social events.
 - b. Communicate with PSA Executive Committee about the PSA meeting program and make arrangements for the annual meeting of the PSA Executive Committee.
- 4). Monitor and follow-up on details of all aspects of the PSA meeting, i.e. confirmation of facility use, time scheduling, synchronizing of various activities, budget consideration, special equipment needs, special requirements associated with child care, youth activities, spouses' program and transportation plans. As the time for the PSA meeting approaches, be

prepared to make firm decisions about various activities.

- 5). Secure several conference rooms that could be used on short notice for special committee meetings.
 - 6). Identify tasks (some unexpected) that must be done. In many instances, handle the jobs personally. Examples of tasks done include:
 - a. Arrange for the Pre-school children's program, if needed.
 - b. Arrange the purchase of the banquet favor, caps, and T-shirts.
 - c. Prepare host badges and make sure that they are distributed.
 - d. Supervise sign preparation and appropriate placement of signs. Make sure the signs are large enough to be functional.
 - e. Monitor the number of registrants for the special events such as the barbecue, banquet, tours, spouses' luncheon, etc.
 - f. Follow-up on arrangements made for refreshments to be supplied for "breaks" of the technical sessions.
 - 7). Be responsible for final decisions on questions during the PSA meeting.
 - 8). Prepare progress and final reports.
- C. Publicity and Information Committee.
- 1). Prepare a budget as soon as feasible.
 - 2). Outline publicity program – be responsible for all aspects of publicity for PSA.
 - 3). Initiate work on a logo.
 - 4). Arrange to have a booth or display at the annual meeting preceding that being hosted.
 - 5). Prepare information on poultry industry in your state and information about your university suitable for use in the abstract booklet.
 - 6). Secure maps, information on points of interest for recreation, and sight-seeing in the state.
 - 7). Have information available on first aid, hospitals, ambulance service, police, firemen, and other emergency needs.
 - 8). Provide pictures for overall program and leaflet on meeting information.
 - 9). Prepare simplified map of area in which meetings are held.
 - 10). Provide for and maintain message and information center.
 - 11). Setup contact with news media.
 - 12). Setup press room.
 - 13). Prep daily PSA newsletter.
 - 14). Prepare periodic progress reports and final report.
 - 15). Contact other universities regarding news releases about abstracts.
- D. Finance Committee.
- 1). Obtain information from all other committee chairpersons as to budget needs and prepare budget for PSA meeting (Preliminary budget needed by October).
 - 2). Work with PSA business manager and university officials to coordinate financial aspects of the meeting.
 - 3). Assemble invoices and statements from various committees to be forwarded to PSA business manager for payment.

- 4). Arrange for dispersal of “small amounts” that are inconvenient to submit to PSA. PSA meeting funds are set up locally to handle this---determine with PSA business manager.
- 5). Solicit financial support from outside agencies and industries---local and national (Previous hosts have lists of national contributors).
- 6). Review all pre-registration information related to costs.
- 7). Prepare periodic progress reports and final report.

E. Registration Committee.

- 1). Prepare a budget as soon as possible.
- 2). Prepare and assemble pre-registration material, including overall information booklet—coordinate with other committees, and the PSA office. (Keep all information and forms as simple as possible with minimal options).
- 3). Prepare registration packets.
- 4). Develop general registration procedures:
 - a. Adjustments.
 - b. Refunds.
 - c. Handling of money.
- 5). Setup, supervise, and man the registration desks.
- 6). Maintain a list and location of all registrants---computerize.
- 7). Provide lists of participants for each special event or tour.
- 8). Prepare progress reports and final report.

F. Housing and Meals Committee.

- 1). Prepare a budget as soon as feasible.
- 2). Prepare information on housing (on-and off-campus, including camping facilities) – work with university housing, Chamber of Commerce, etc.
- 3). Reserve housing—dorms, motels and campgrounds.
- 4). Handle housing pre-registration (room assignments) and coordinate with Registration Committee to establish and maintain computer listing of all registrants. (Again, keep all forms simple and keep options to a minimum. Have some flexibility available for special cases—handicapped, infant facilities, etc.).
- 5). Inspect dormitories before meeting to evaluate setup. (Men vs. Women’s restroom designation, cleanliness of facilities, etc.).
- 6). Arrange for and maintain, if necessary, housing assignment desks at times of registration.
- 7). Arrange for a contact person at dormitories to assist with room assignments, checking in, and luggage transfer in some instances.
- 8). Establish times that desk at the dorm will be open.
- 9). Arrange for conveniences for guests in dorms---laundry facilities, ironing boards, etc. May extend to campers—firewood vendors, etc.
- 10). Arrange for and coordinate meals (except for special events) in connection with housing.
 - a. Costs.
 - b. Evaluation of menu selections available.

- c. Arrangements to serve meals to a large number of people quickly.
 - d. Meal tickets.
 - e. Special dietary needs.
 - 11). Plan and provide a hospitality room (not mandatory).
 - 12). Prepare pre-registration material for meals in coordination with registration committee.
 - 13). Prepare progress reports and final report.
- G. Special Events Committee— Ice Cream Social, Barbecue and Banquet
- 1). Prepare a budget as soon as feasible.
 - 2). Arrange for Ice Cream Social.
 - a. Supplies and service—serving must be rapid.
 - b.-.
 - 3). Arrange for the barbecue---Select a site and an alternate place in case of inclement weather.
 - a. Meal—menu and preparation and serving.
 - b. Seating.
 - c. Cleanup.
 - d. Handling of tickets.
 - 4). Arrange for the banquet.
 - a. Select menu.
 - b. Seating, including setup at head table.
 - c. Favor---one item only.
 - d. Ticket handling.
 - 5). Prepare progress reports and final report.
- H. Spouses' Activities Committee—planning should begin 18 to 24 months before the meeting.
- 1). Prepare a budget as soon as feasible.
 - 2). Selection of activities—tours, luncheons, etc.
 - 3). Ticket preparation.
 - 4). Transportation and off campus meal needs.
 - 5). Coordinate times of youth activities and scientific sessions.
 - 6). Prepare advanced information for inclusion in pre-registration material.
 - 7). Obtain help for supervising activities.
 - 8). Prepare progress reports and final report.
- I. Youth Program Committee - planning should begin 18 to 24 months before the meeting.
- 1). Prepare a budget as soon as feasible.
 - 2). Set lower age limit if desired---6 years has been used as lower limit.
 - 3). Establish categories of youths based on date of birth.
 - a. 6 to 11 years of age.
 - b. 12 to 18 years of age.
 - 4). Select supervised activities for each group.
 - 5). Obtain personnel to supervise activities - ratio of no more than 6 to 7 youths per supervisor for 6 to 11 years of age and 10 per supervisor for 12

to 18 year olds.

- 6). Coordinate time with activities of parent groups.
- 7). Determine transportation needs.
- 8). Establish supervisor identification system.
- 9). Arrange for “youth areas and recreation” for youngsters not in activities and/or after organized activities are finished each day.
- 10). Prepare a list of qualified babysitters for evening activities. Include age and transportation needs.
- 11). Prepare progress reports and final report.

J. Transportation Committee.

- 1). Prepare a budget as soon as possible.
- 2). Arrange on-campus and off-campus transportation as needed--coordinate with technical sessions, housing and spouses—youth’s activities committees.
- 3). Coordinate transportation with passenger arrivals at airport.
- 4). Station personnel at airport at specific times to assist registrants with transportation to the university—work with other transportation means. Arrange for bus and/or van needs.
- 5). Prepare a working list of commercial airline and bus arrival and departure schedules for use in pre-meeting announcement.
- 6). Coordinate parking with traffic and security office.
- 7). Prepare progress reports and final report.

K. Technical Sessions Committee.

- 1). Prepare a budget as soon as feasible.
- 2). Prepare an inventory of meeting rooms needed, including general sessions, symposia and technical sessions.
- 3). Provide a list of rooms and their capacity.
- 4). In cooperation with PSA Program Committee and Host Committee Chairperson, make all room assignments for sessions.
- 5). Prepare a list of assigned meeting rooms in advanced for inclusion in the program.
- 6). Assign a person to be responsible for each meeting room when in use (may be the projectionist).
- 7). Assign additional personnel to each room as required.
- 8). Arrange for all audio-visual equipment and be in charge of its operation.
- 9). Display signs of all meeting rooms and directions to them where necessary.
- 10). Establish and attend areas for slide preparation (carousel loading) and preview of slides.
- 11). Coordinate room reservations with Host Committee chairperson.
- 12). Prepare periodic progress reports and final report.