MSA

MANUAL OF OPERATIONS

for

Officers
Council Members
Committee Chairs
Representatives

of the

MYCOLOGICAL SOCIETY OF AMERICA

Revised annually by the MSA Executive Vice President
and President-Elect

(Most recently: November 2024: P. Chaverri, T. James, C. Aime, D. Geiser, H. Haleen-Adams, M. Brewer)

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I. Council and Officers

(please also see individual officers below, including Councilors)

Council

(Updated May 2024)

The affairs of the Society are managed by a Council composed of a President, President-Elect, Vice President, Executive Vice President, Treasurer, the two most recent Past Presidents, the Student and Postdoc Section Chair, a representative from each Chapter, and eight Councilors, two representing each of the following discipline areas:

- Genetics & Cell Biology
- Symbiosis & Pathology
- Ecology & Conservation
- Systematics & Evolution

All members of the Council must be current dues-paying members of the Society.

The Council normally meets once a year immediately prior to the Annual Meeting ('Full Council meeting' or 'Annual Council Meeting'). The Council may approve additional expenditures not previously approved by the Executive Council.

All Council members informally:

- Provide suggestions for nominees for MSA Awards and awards by other Societies
- Provide news for *Inoculum* and encourage others, especially committee chairs, to do the same
- Encourage MSA members to be active and to follow up on ideas that promote and advance the science of mycology
- Provide suggestions for the Annual Karling Lecturer to the Chair of that Committee
- Suggest new Sustaining Members to the Chair of the Membership Committee
- Update applicable portions of the Manual of Operations.

Protocols for Email Polls: Voting and Discussion

When Council must act on issues outside of the Annual Council meetings, requests for Council action or approval should be sent to the President who will direct the Executive Vice President to poll Council by email.

In most cases, little or no discussion is necessary for these requests. However, for sensitive discussions a secure site will be made available or a virtual meeting organized. If an email discussion is required or desired, the discussions will be run in a manner similar to those at an actual Council meeting.

Requests for discussion should be sent to the President, who will open the discussion. Once the President has opened the discussion, Council members should send comments and suggestions to the President and Executive Vice President (copying all other Council members) for a specified period of time. When a vote is called, Council members will send their vote to the Executive Vice President, who

will tally the vote and notify Council of the outcome. (See complete protocols under the Executive Vice President's guidelines.)
By separating 'discussion' (correspondence to the President as meeting chair, with copies to all Council members 'attending') from the 'vote' (motion announced by the Executive Vice President, with correspondence [vote] returned to the Executive Vice President only) confusion is avoided as to whether the Council is discussing or voting.

Current Budget Guidelines (approved June 2024 and reviewed with each MOP update)

Funds from the operating budget, unless otherwise stated		
	Incidental expenses	Annual meeting expenses for stand-alone MSA meetings
Executive Council (6 members)	$1250	Registration, lodging, and up to $6000 for travel
Incoming Executive Council		Registration waived
Councilors		Registration waived
TRG, non-contracted expenses	$2000	
Endowment Committee	$500	
Symposia		$5000/symposium ($15,000 per meeting)
Program Chair		Registration waived
Mycologia Editors (Managing, Executive, and Associate)		Registration and $1000/editor
Karling annual lecturer		All expenses covered + $500 honorarium from the endowment
Student Committee members	Membership fees waived ($0)	
Student Travel Awardees		Registration waived
SPORES Awardees	Membership fees waived ($0)	Registration waived
SPS Board		Registration waived

***Note**:* With the exception of the Karling annual lecturer, the above meeting budgets apply to stand-alone MSA meetings only. For joint meetings, the budget must be approved by the Executive Council. The Council should be consulted to approve anything more than these amounts for the Executive Council. Otherwise, additional funds are at the discretion of the Executive Council. Requests should be made to TRG or EVP.

Executive Council

(Updated May 2024)

The **Executive Council** (EC) consists of the President, President-Elect, Vice President, Immediate Past President, Executive Vice President, and Treasurer. It serves as an advisory body that meets virtually or in person at least once a year, approximately six months prior to the Annual Meeting. At the discretion of the President and with agreement from the EC, quarterly meetings may occur. The President may also call virtual meetings on an ad hoc basis if required for special topics.

Executive Council meetings are designed to monitor the progress of MSA committees and other functions, to execute the plans of the Council, to discuss and plan additional activities, and to approve financial expenditures beyond the normal course of business. Any member of the EC may defer a decision of the EC to the full Council for consideration if they consider the issue of sufficient importance. The Council may consider this deferral by email or by inclusion in the agenda of the Annual Council meeting.

Note: Because participation by the EC in the Annual Council meeting is crucial, Annual Meeting registration and lodging will be paid for by MSA. A waiver for registration costs (exclusive of the foray, banquet, and similar expenses) will be provided for registration by The Rees Group (TRG). Lodging will be at the MSA-designated accommodation, with reservations made by the meeting planner. Up to $6000, across the EC, can be reimbursed for travel to the meeting.

President

(Updated September 2021)

General Responsibilities

The President is ultimately responsible to membership for maintaining MSA as a vibrant, relevant, and diverse/inclusive Society. Specifically, the President:

1. Leads MSA by identifying priorities, developing policy, seeking creative solutions to problems, and offering innovations.
2. Is a member of the Council and the Executive Council.
3. Is the presiding officer of the Council and the Executive Council.
4. Consults with Council and EC members and others on a regular basis.
5. Collaborates closely with the Executive Vice President and Treasurer to keep the Society running.
6. Keeps an eye on MSA finances.
7. Mentors the President-Elect to enhance continuity.
8. Pays close attention to maintaining diversity and inclusivity as MSA values. Council passed a motion in 2015 to improve diversity and gender balance in the MSA (see Appendix C).
9. Assumes the responsibility of the office at the close of the Society's Annual Business Meeting.
10. May ask the Executive Vice President to poll the Council during the year regarding important issues that cannot wait for the next scheduled annual Council meeting.

Guidance and Mentoring

The best source of information for an incoming President is the outgoing President. Ideally, mentoring in the form of regular telephone or video calls is ongoing, and in return for being mentored by the outgoing President, the incoming President should engage the President-Elect in regular conversations about MSA business. The MOP cannot describe in detail the jobs of the President because often there are unanticipated issues; witness the pandemic of 2020 and decision to hold a virtual meeting. Some basic tasks, however, are consistent from year to year and are listed below. Additionally, the incoming President should utilize TRG for information about the day-to-day operations of the Society.

Preparing for Annual Meeting

The President:

1. Communicates and works closely with the Program Committee Chair, Local Arrangements Committee Chair, and Meeting Management group (TRG) to make sure meeting planning remains on schedule and that "regularly scheduled events" are actually scheduled (e.g., the Council Meeting, the Annual Business and Breakfast Meeting, the Volunteer Social, the Karling and Presidential addresses, the meeting Opening Remarks, etc.).
2. In collaboration with the Executive Vice President, coordinates the preparation and distribution of the Executive Council and Council Meeting agendas. At their discretion, works with meeting planners or TRG to schedule a Council dinner. Typically. this is away from the meeting venue and it is usually covered by MSA. Invitations to the annual council dinner are extended to full council and incoming council members.
3. After awardees have been notified by the Distinctions Committee, sends congratulatory emails in a timely fashion and encourages award winners to attend the meeting. Sends congratulatory letters, upon request, to Department Chairs, Deans, or employers of award winners at the close of the Annual Meeting. Honorary and Distinctions Awards now include the Alexopoulos Prize, the Distinguished Mycologist Award, the Weston Award for Teaching, the MSA Fellows, the Honorary Member(s), and the Community Mycologist Award. As of 2020 this also includes the MSA Ambassador Award.
4. In consultation with the relevant committees, the President determines who will present the Honorary and Distinctions Awards and other awards (e.g. "Best Talk" and "Best Poster" awards).
5. Introduces the Karling Annual Lecturer if asked to do so by the Karling Committee chair.
6. Works with the Treasurer to keep an eye on meeting finances.
7. Is advised by TRG on significant donations (currently, those exceeding $500) and sends a thank you email to those individuals.
8. Ensures that the Society business is conducted in accordance with our by-laws.

Conduct of Meetings, Annual Meeting and Generally

The President:

1. Presides at all Executive Council meetings and aids the Executive Vice President in preparing for these meetings.
2. Presides at the annual Council meeting and conducts essential business of the Society.
3. Presides at the annual MSA Business and Breakfast meeting and, with the assistance of the Executive Vice President, determines the order of business. As of 2024 this includes preparation of Business Meeting powerpoint and agenda.

Activities Immediately After Assuming Office and at the Annual Business Meeting

The President:

1. Beginning during their term as President-Elect—currently this list is provided by the EVP approximately 6 months into the P-E term--makes appointments to *ad hoc*, rotating, and standing committees. Society officers, Council members, and appropriate committee chairs can be consulted for suggestions regarding new appointments and these should consider diversity and gender balance. See Appendix C.
2. Encourages new committee members to be current and active members of the Society. ***Note:*** The President should consult the appropriate sections of this MOP because it defines significant requirements for constituting committees. Most importantly, when creating the Program Committee or appointing liaisons, the President should select individuals with good communication and public relation skills and a willingness to follow through on commitments. The quality of MSA meetings depends on the skills of the Program Committee Chair and our stature as a society is influenced by our liaisons.
3. Communicates new appointments to the Executive Vice President.
4. Sends congratulatory letters to new officers and councilors.
5. Sends letters of appreciation to:
    a. Chairs and members of the Local Arrangements Committee.
    b. Presidents and other appropriate administrative officers of the university or organization handling local arrangements.
    c. Outgoing Society officers and councilors (in consultation with the Executive Vice President).
    d. Guest lecturers and other participants in Society functions (i.e., Karling Lecturer).
6. Notifies all members of *ad hoc* committees appointed by the immediate Past-President of either the immediate dissolution of the committee or reappointment by the incoming President.
7. Notifies the Executive Officer of other organizations (e.g., IMA) of the appointment of new representatives to those organizations.

Appointments

The Karling Lecture Committee and Program Committee appointments should be assigned early in the Presidency, as their work begins shortly after the annual meeting. At one time the President was directly involved in choosing the Managing Editor and Executive Editors of *Mycologia*. However, in the recent past *Mycologia's* Executive Editors and Managing Editor have nominated candidates for editorial positions with the assumed approval of the President. After nomination, candidates are approved by the full Council.

Other Correspondence

The President communicates regularly with other members of the Executive Council, in part by sending copies of pertinent incoming and outgoing correspondence to the Executive Vice President and President-Elect to ensure continuity of the office.

President-Elect

(Updated March 2024)

The President-Elect:

1. Assumes office at the end of the business meeting at the MSA Society Annual Meeting.
2. Serves as a member of the Council and Executive Council.
3. In absence of the President, presides at Council meetings.
4. Serves as an *ex officio* member of the Program Committee for the next Annual Meeting of the Society.
5. Serves as an *ex officio* member of the Education Committee.
6. Has the option to poll Council members for names of potential MSA members and invites them to join.
7. Maintains, reviews, and updates the MSA Manual of Operations (MOP) with the Executive Vice President. Revised sections of the MOP will include the date of revision.
8. Presents Award and Recognition Certificates prepared by The Rees Group with assistance from the Executive Vice President, at the Annual Meeting. Recent practice (2024) has delegated this duty to the President via TRG.
9. Sends Certificates of Attendance prepared by The Rees Group to Annual Meeting participants, upon request.
10. Appoints a new member to the Karling Annual Lecture committee in May or June prior to assuming role as President. Council passed a motion in 2015 to improve diversity and gender balance in the MSA (see Appendix C).
11. Serves as the MSA representative to the International Mycological Association.

Note*:* The President-Elect makes appointments to the Society committees etc. as listed in the Roster for the upcoming year. While this is formally described in the responsibilities of the President (above) in reality the President-Elect should start this process several months before the Annual Meeting at which they take over as President in order to have positions filled before the conclusion of the Annual meeting. Per above, the President-Elect should appoint a member to the Karling Annual Lecture committee by May or June preceding the beginning of their term so that selection of the Karling lecturer by the committee can be finalized no more than two weeks after the Annual Meeting. See Appendix C for best practices regarding diversity and inclusion.

Vice President

(Updated May 2024)

The Vice-President:

1. Assumes office at the end of the Business Meeting at the Society's Annual Meeting.
2. Is a member of Council and Executive Council.
3. In the absence of the President and President-Elect, presides at Council meetings.
4. Identifies potential meeting sites for the next unassigned Annual Meeting.
    a. The following factors should be considered in choosing a location and site:
        1. Financial and physical accessibility, inclusivity and safety for diverse participants, especially students and under-represented groups. See the scorecard in Appendix D for key elements of inclusivity.
        2. Proximity to a foray site.

3. Potential local organizers: Initiating discussions with potential local organizers is recommended at the meeting preceding the VP's term.
4. Potential co-meeting societies.
5. Location and timing of recent/future MSA meetings and potentially competing meetings (e.g., International Mycological Congress, International Society for Plant Pathology, American Phytopathological Society, Ecological Society of America, Latin American Congress of Mycology).

b. Present possible locations for discussion at the mid-term EC meeting.
c. Once a region (or specific site within a region) is decided upon, work with TRG to initiate a search for an appropriate meeting site, or to make contact with a specific site that was decided upon.
d. A location should be chosen, if not a specific site, by the end of the VP's term.

5. Organizes and conducts the balloting for all elected officers in collaboration with the Nominations Committee and the MSA membership as follows:
    a. Through The Rees Group and Executive Vice-President, the VP submits a request for nominations to the membership in the late fall issue of *Inoculum* and via three blast emails to Society members. This is done through the Executive Vice President and the Rees Group; ensure they are sent on specific dates by communicating with the Rees Group. The call for nominations should remind membership that we need to improve diversity and gender balance of nominations (see Appendix C).
        1. The deadline for the receipt of nominations is no later than Jan. 15.
        2. The Rees Group provides the VP with nomination results and assembles a slate to comprise the candidate for each slot who received the most nominations from membership (this is the "membership nominee").
    b. The VP selects one slate of nominees from the membership list by selecting eligible candidates with the most nominations; the VP then sends this list to the Nominations Committee by Feb. 3 to aid in their decision making. The Vice President communicates with the Nominations Committee to ensure that diversity and gender balance is represented (Appendix C). The Nominations Committee will send the VP the second slate of nominees and a ranked list of alternative nominees by Feb. 15. The VP should check with the Rees Group to ensure that all candidates are current Society members.
    c. The VP contacts nominees regarding their willingness to serve the Society and informs them of the responsibilities of the office, and the dates and location of the next 2-3 Annual Meetings. This is especially important for the time-consuming positions of Executive Vice President and Treasurer. Because the positions of President, Executive Vice President, and Treasurer are so demanding, it is important to note that post-doctoral fellows or mycologists in the first 10 years of their careers (i.e., candidates for the Alexopoulos award) generally should not be nominated for these positions, but they can be considered for Councilor positions. If a candidate nominated by membership declines to participate, the VP will invite the candidate with the next highest number of nominations.
    d. If a candidate proposed by the Nominations Committee declines to participate, the VP will select an alternative based on the Nominations Committee rankings. In the event of a tie vote, the VP makes a decision, with advice as needed from the Nominations Committee.
    e. The VP reports on progress of the election during midyear and/or quarterly Executive Council meetings during the nomination and election process.

f. The VP places the names of the nominated members on the ballot according to the by-laws, and submits biographies with photos of candidates to the Executive Vice-President and The Rees Group. The VP coordinates with the EVP to add any proposed by-law changes to the ballot.
g. The VP coordinates with the Executive Vice-President and The Rees Group to send a blast email notifying all members of the opening of the ballot for voting, and requests two additional blast email reminders. Members without email addresses or with inaccurate email addresses (e.g., bounce-backs) will be mailed copies of the ballot as needed through coordination with the Rees Group. The deadline for this vote should be early April, or at least 2 months prior to the meeting.
h. The VP receives the electronic and mailed ballot results from the TRG. The VP notifies elected officers and those not elected by phone or mail (or both) as quickly as possible after the results of the election. Care should be taken to ensure that those not elected learn about the outcome from the Vice President, not from indirect sources. The VP thanks those who were not elected. The VP encourages newly-elected officers to attend the upcoming Council meeting as guests (they are not able to vote).
i. The VP notifies the President, President-Elect and Executive Vice-President of the election results including results of by-laws changes. The VP should report the ballot totals to the EC but not include them in the annual report.
j. The VP prepares a copy of the election results, including by-laws changes, as part of the Vice President's annual report, and for publication in *Inoculum.*

Executive Vice President

(Updated May 2024)

The **Executive Vice President** (EVP) is elected for a three-year term of office. Individuals shall not serve more than two terms consecutively. Annual Meeting registration and lodging will be paid for by MSA, with some or all travel expenses reimbursed. Refer to the Executive Council section for details.

The Executive Vice President:

1. Assumes office at the end of the business meeting at the Annual Meeting of the Society.
2. Is a member of Council and Executive Council.
3. Is an *ex officio* member of the Electronic Communication & Webpage Management and Memorials Committees.
4. Prepares, with the assistance of the President, the agenda for Council and Executive Council meetings.
5. Maintains current files of Council records and the Society Roster (current list of Society officers, committee members, representatives, and other appointees) and sends these records to The Rees Group (TRG) to post on the MSA website.
6. Sends all recommended By-Laws amendments to the Vice President for inclusion on the annual spring ballot.
7. Updates the Constitution & By-laws when amended by the General Membership and sees that the revised Constitution & By-laws are posted on the MSA website (by TRG).

8. At the close of awards and nominations, works with the Awards Coordinator and TRG to ensure all applications, nominations and supporting materials are disseminated to the chairs of the Honorary Awards, Distinctions, Mentor Travel Awards, Research Awards and Student Awards committees.

Immediately upon election (and before taking over as EVP after the Annual Meeting), the incoming EVP will:

1. Thoroughly read the MSA Constitution, Bylaws, and Manual of Operations.
2. Obtain copies of all official minutes published in the previous ten years, so as to function effectively as the "institutional memory" for the Society; and all copies of the EVP's mid-year and annual reports as they include the results of the email polls taken during the year, which may or may not be appended to the minutes. Many of these documents can be found on the MSA website.
3. Be prepared to take back-up minutes at the Council meeting and compare notes with the outgoing Executive VP.

Meetings (Mid-year Executive Council, Annual Council, Business)

For the mid-year Executive Council meeting, the EVP:

1. In November or December, confers with the President and polls EC and invited guests (usually the Managing Editor and Finance Chair) to set a date for the mid-year EC meeting, which will be conducted by video conference and organized by the EVP.
2. In late December to early January, begin formulating with the President an agenda for the meeting. The mid-year meeting will require the same procedures as set forth for the annual Council meeting (below), except that the agenda and reports need only be sent to the six members of EC and invited guests.
3. Request mid-year committee (except for the awards committees) and officer reports and agenda items.
    a. ***Note:*** Stress in the request for reports that they will be published on the website and that confidential information should be clearly marked.
4. Ask TRG to arrange for the video conference/Zoom and share this link when the midyear packet is shared.
5. Compile EC Meeting items for electronic distribution at least one week prior to the meeting: agenda, roster, submitted reports, minutes of the previous year's executive and general council minutes, the Constitution and By-laws.
6. During the meeting, refer to minutes of the previous EC meeting, report on recent email polls, submit a brief summary of any concerns that have arisen since the Annual Meeting, and take minutes of proceedings (see annual Council meeting guidelines).
7. After the meeting email minutes to the President for first review and then to the EC and attending guests for amending or correcting.
    a. ***Note:*** It is also good to make a separate list of action items that need to be done (and by whom) and distribute as a separate document Sending these action items out again, a few weeks before the next meeting, maximizes action!
8. Send corrected minutes to TRG for publication on the MSA website*,* along with the compiled midyear reports. NOTE: ensure that confidential material has been deleted.

To prepare for the Annual Meeting, the EVP will:

1. During the last term year and as soon as election results are reported by the Vice President, invite the new incoming EVP to attend the Council meeting so as to become familiar with Council procedure and taking of minutes, and to take "under-study" minutes during the General Business meeting. The EVP also invites newly elected officers and members of Council to attend the Annual Council meeting, as non-voting participants.
2. Invite the Managing Editor, Inoculum Editor, Finance Chair, Diversity and Inclusion Committee Chair, Student and Post Doc Section representative, Chapter representative, and Webmaster to attend the annual Council meeting. Other guests could also include the Local Arrangements and Program Committee Chairs of the current meetings to give updates or last-minute information on the current meeting.
3. Work with the President, Treasurer, and meeting planner (TRG) to schedule a Council dinner. Typically this is away from the meeting venue and it is usually covered by MSA. This option is at the discretion of the President, and may be coordinated by the President instead of the EVP.
4. Approximately 4-6 weeks before the Annual Meeting, email a call for annual reports and agenda items to *all* Council members, Committee chairs, Representatives, *Mycologia* Editorial Board, *Inoculum* Editor, Webmaster, TRG, and Special Appointees. Specify that reports be sent to the EVP at least 3 weeks prior to the meeting.
5. With the President, work on the Council meeting agenda. Send the final agenda with meeting location and time as part of the meeting packet.
    a. The Council Meeting packet should contain the following:
        1. The agenda,
        2. Annual reports with table of contents,
        3. Copy of current MSA Constitution and Bylaws,
        4. Minutes of the previous Council and Executive Council meetings.
        5. MSA Organization roster.
6. One week prior to the council meeting, email the Council Meeting packet to all Officers and Council members, including newly elected officials, and invited guests.
7. Prepare for the Business meeting:
    a. With the President, put together the agenda. Communicate with those responsible for reading reports/making awards announcements approximately 2 weeks prior to meeting. Consult agendas from previous years for consistency and to be sure that nothing is forgotten.
    b. One week before the meeting send, i.e. via email, a list of new members (for the entire year) and the link to the previous year's business meeting minutes to the membership. TRG (Cori) can share via a blast email.
    c. Coordinate with Awards Coordinator to ensure that those presenting awards have bios to read; bring extra copies to the meeting; coordinate with Awards Coordinator to ensure that plaques were ordered for awards, and to ensure that those responsible for checks and certificates will be bringing them or have made arrangements – ask that they be present at least 15 minutes prior to the start of the meeting. Awards coordinator should arrange for a photographer.

Annual Meeting Onsite

Before and during the Council Meeting, the EVP should:

1. Ensure that the Council Meeting will be provisioned with a continental breakfast, lunch, and PLENTY of ice water, soft drinks, juice, tea, and coffee to fuel a grueling all-day meeting. (Note: this will be arranged by TRG).
2. Poll Council and invited guests a month before the meeting to determine food restrictions and confirm attendance.
3. Record the minutes. When recording minutes, note motions made and other important decisions requiring action by Society functionaries.
4. Actionable items: Within the meeting notes, highlight names of Council members who volunteer to obtain additional information or perform necessary actions. ***Note*:** be prepared to quickly share the action item list at the end of the meeting, and send action item reminders to everyone 1-2 weeks after the meeting.

During the Business Meeting the EVP will:

1. Present highlights from the EVP's Report. Most important items to include are a brief summary of email Council decisions, recognition of particularly helpful volunteers, and list of Emeritus candidates. ***Note:*** *Keep it short!*
2. Briefly summarize motions approved and actions recommended during the annual Council meeting (if not already presented by another officer). Announce that the more lengthy and formal annual Council minutes will be posted on the MSA website.
3. Refer to the new members list and requisition a motion for approval.
4. Recognize Emeritus members
5. Recognize Members who died
6. Refer to minutes from the previous year's annual business meeting and requisition a motion for approval.
7. Take minutes of the Business meeting, noting motions made and actions advised by the members present.

Post-Meeting Activities

Note: At every 3-year EVP transfer, the outgoing EVP is only responsible for items 1-6. The incoming EVP will handle the remaining items.

Immediately after the Annual Meeting, the EVP should:

1. If this is the final year of the EVP's term, turn over to the incoming EVP a final checklist of items to ensure a smooth transition and electronic versions of important documents such as the most recent version of the Constitution & By-Laws, the newly revised MOP, and Council/Business minutes and rosters from the previous 5-10 years.
2. Review the new MOP, make any needed edits based on Council recommendations and have the updated version posted to the MSA website. Revisions are made and compiled by the EVP and President-Elect along with suggestions from committee chairs, representatives, and officers prior to the Annual Meeting.
3. Post annual reports to the MSA website, removing sensitive information prior to posting.
4. As soon as possible after the Council meeting, prepare the extensive formal minutes to circulate among Council and invited guests for approval and edits, then have TRG post them on the MSA website.

5. Send the Business Meeting minutes to EC for approval and edits, then have TRG post them on the website.
6. Compile and send a full set of original mid-year and annual reports, minutes, Society Roster, and revised MOP for Archiving. Documents should be sent to J. Dustin Williams (jdustin@andrew.cmu.edu), archivist at the Hunt Institute for Botanical Documentation. Cc MSA Historian (Don Pfister). This can also be done at the end of the 3-year term.
7. Remind the Awards Coordinator to send bibliographic information and photos of award winners of Distinctions, Research, Student, Mentor Travel, Honorary, and International awards to TRG or the *Inoculum* editor for the October issue and for posting award winners on the MSA website.
8. Contact TRG with the names and contact information for newly approved Honorary Members, Emeritus Members and Lifetime Members (Community Mycologist Award); ask TRG to update the list of Honorary Members and MSA Fellows on the website.
9. Remind the President to have appointments completed by the end of September, with the Karling Lecture and Program Committee appointments being the most urgent.
10. As the President fills all Committee, Representative, Liaison, and Assignment appointments, verify correct email addresses, and add them to the official roster.
11. Welcome the new Officers and Councilors, and each Committee (once filled), Representative, and Liaison with an email that includes the pertinent Committee guidelines from the respective section and a committee membership list with email contact information. Urge everyone to add to and/or modify the MOP guidelines early in their term and ask that they share their changes with the EVP.
12. In a personalized email, thank all outgoing Officers, Councilors, Committee members, Representatives, and Liaisons for their service, in consultation with the President.

Email Council Actions (EVP Guidelines)

1. An MSA member may request interim Council action by contacting the President and/or EVP. MSA EC or Full Council may respond to the request for action via the EVP either informally (after a general email discussion) or formally (after a numbered email poll).
2. The President can open an initial discussion phase, which the Executive VP will monitor to determine when a recommendation has been agreed upon. The EVP is responsible for summarizing informal Council recommendations and sharing these with the petitioner, either directly, or indirectly via the President.
3. As EC and Full Council polls substitute for actual EC and Full Council meetings, this discussion phase should be open and use of a secure platform for sensitive discussions is highly recommended. Over the past few years, EC has also met informally via teleconference for discussions.
4. In situations where a more formal EC or Full Council decision is required, where there is controversy surrounding a matter currently in discussion, or when directed to present a motion to Council by the President, the EVP will issue a formal Council email Poll number and present the formal motion to Executive or Full Council.
5. The EVP will number all polls sequentially using the year proposed + number. In the email message, the EVP will:
    a. Identify the discussion item and poll number in the email subject header.
    b. Address Executive or Full Council to identify which body is participating in the discussion *(e.g. Dear Executive Council/ Dear Full Council)*;
    c. Place “APPROVE,” “DO NOT APPROVE,” “DISCUSSION” “ABSTAIN” on separate lines after the salutation;

   d. Present the motion; and
   e. Provide necessary background information provided by the individual requesting Society action.
6. It is the EVP's responsibility to elicit a well-formulated motion and background supplementary materials before issuing a numbered, formal motion.
7. The EVP will moderate each poll.
8. The EVP will set a deadline of 1-2 weeks for vote return.
9. After Emeritus requests are approved by Council, this information should be conveyed to TRG Membership Coordinator. A letter of appreciation should be sent out to newly approved Emeritus members from the President.
10. Votes from five (5) EC members or a quorum of eight (8) Council members (as noted in the bylaws) must be received during EC or Full Council polls, respectively, before the results can be declared final. Unless otherwise specified, motion approval requires most of those voting. ***Note:*** there is a single exception; see rules for Honorary Members and MSA Fellows.
11. When five of the Executive or a quorum of full Council have voted, the EVP will signify the end of the Poll by sending "final results" to the Executive/Full Council as well as non-Council members who requested action or otherwise need to know the outcome.
12. All polls are summarized every four months for publication in the EVP column in *Inoculum* and in the EVP's midyear and annual reports.

Election (EVP Guidelines)

1. The Vice President, who will work with the Nominations committee, is responsible for formulating the spring ballot. The EVP, however, should work with the Vice President to ensure that any proposed By-laws changes be included in the ballot.
2. Both EVP and Vice President will ensure that a copy of the ballot including the slate of officers and any By-laws changes reach TRG in time for posting on the secure voting site and for notification of members by blast email or regular mail at least two months before the meeting with at least two reminder blast emails.
3. The EVP should assist the Vice President in reviewing the electronic spring ballot before it goes "live". This is extremely important to catch typos and glitches in the online system or mailing. TRG supervises the set-up of the electronic ballot.

Membership Interactions (EVP Guidelines)

1. Although the EVP was in the past responsible for all membership interactions, TRG's Account Director now responds to almost all individual membership concerns. Currently, TRG provides the EVP with Emeritus requests and a list of new Society member applicants upon request. TRG also now sends new membership packets (including a welcome letter from the President).
2. It is the responsibility of the EVP to compile a list of new members and Emeritus requests for consideration by the members at the annual Business meeting.
3. It is the responsibility of the EVP to inform the TRG Account Director of the names of any new Honorary members, Lifetime members, the recipient of the Community Mycologist Award, and Emeritus members after the annual business meeting.
4. The EVP is expected to inform TRG of any membership issues, including corruption of the Online Directory, deaths of members, and redirect claims and membership queries to the TRG Account Director when necessary.

5. The EVP should list and welcome new members in the MSA Executive Vice President's column in Inoculum every 3-4 months.

Blast Email Policy and Guidelines

Note: *The Account Director at TRG can circulate a blast email message to all MSA members. Council accepted the following blast email guidelines as recommendations during 2004-5:*

1. The blast email option should be used very conservatively;
2. Decisions on each blast message be the responsibility of the President and EVP;
3. Content of all blast emails should originate (at least in part) from the Society;
4. There will be no selling of the blast email capacity;
5. In addition to the recent use of web sites and blast email for Society communications, announcements for Nominations, Elections, Awards and Meetings must continue to be published in *Inoculum* as recommended in the MOP. (These announcements in *Inoculum* may refer to websites where more information can be obtained);

Other Responsibilities

The EVP should:

1. Maintain organized electronic folders for important MSA documents, such as MSA Constitution & By-Laws, MSA Manual of Operations, minutes of past Executive, Business, and Council meetings, Ballot results and By-laws changes, regular correspondence, and copies of important email correspondence, and brochures, pamphlets, and manuals. ***Note:*** *With the Historian, the EVP serves as the bearer of the Society's institutional memory.*
2. Serve as a resource and authority on meetings and many other aspects of MSA affairs. Copy the MSA President on all email correspondence with the Program Chair, Local Arrangements Chair and other-society (e.g., APS, BMS, IBC, IMC) meeting directors.
3. In October coordinate with the Awards Coordinator the call for nominations and applications for awards to be: i) published in *Inoculum* and; ii) sent as a blast email to all Society members. The deadline for receipt of all awards applications and nominations will be February 15th before midnight Pacific standard time, unless otherwise determined.
4. In October coordinate with the Vice President to send the call for nominations for officers for the spring ballot via blast email with a deadline of Jan. 15th.

Treasurer

(Updated May 2024)

The **Treasurer** is elected for a three-year term. Individuals shall not serve more than two terms consecutively.

General Responsibilities

The Treasurer:

1. Assumes office at the close of the business meeting at the Annual Meeting of the Society.
2. Is a member of Council and Executive Council.
3. Is an *ex officio* and voting member of the Finance Committee and the Chair of the Endowment Committee.
4. Prepares an annual report and presents this at Council and annual business meetings (report may be summarized for the business meeting). This should be published in full in the fall MSA *Inoculum*. Orders, with The Rees Group, an audited financial statement for the Society at the end of the three-year term of office.
5. Is the fiscal officer of the Society.

Note: *Accounting functions are handled by the TRG Accounting Office.*

Responsibilities of the Fiscal Officer:

1. The Treasurer, with the approval of Council, is the officer responsible for managing the Society's financial affairs and has direct responsibility for all general accounting, budgeting, and membership and financial records. The Treasurer coordinates with the MSA business office at The Rees Group, Inc. (TRG), which manages memberships, subscriptions, and reconciles accounts. The current (2024) Society Account Director is Bill Stoeffler: (608) 441-1060, Fax (608) 443-2474, <bstoeffler@reesgroupinc.com>.
2. The Treasurer ensures that TRG, with the Treasurer's input, prepares an annual budget for the Society and the Annual meeting.
3. The Treasurer is responsible for timely payment of invoices and financial obligations of the MSA through coordination with TRG.
4. The Treasurer is responsible for the annual financial statement, presented to the Council and to Society members at the Business Meeting.
5. Makes sure the TRG completes all required financial business, inclusion preparation and filing of annual income tax returns (Form 990), providing forms for reporting income (IRS forms W-2, 1099 Misc) to MSA contractors and vendors, filing the non-profit corporation report with the Department of Consumer and Regulatory Affairs (the Society is incorporated in Washington, D.C. as a non-profit organization, tax identification number is 166077141), and making sure incorporation fees are paid every two years upon receipt of the invoice forwarded by the Liaison for Society Incorporation.
6. In association with the Finance Committee and the Chief Financial Investment Officer (CFIO) David Middleton, the Treasurer makes recommendations to the Council on all matters pertaining to the immediate and long-term financial planning for efficient and prudent fiscal management of Society affairs.
7. The Treasurer works with David Middleton and the Finance Committee to inform Council of investments of the reserve funds of the Society.
8. The Treasurer prepares an annual report on the finances of the society that is presented to the members at the Annual Meeting and published in *Inoculum*.
9. The Treasurer works with the endowment committee and TRG to manage transactions at the annual auction, sales of t-shirts, books etc. and other fund-raising activities.
10. Serving as the Endowment Committee Chair and in consultation with the Awards Coordinator, the Treasurer works to make recommendations for Council approval for appropriate changes to award levels from various Endowment programs, creation of new named funds, and allocation of Uncommitted Endowment funds.
11. The Treasurer works with the MSA Student and Postdoc Section and TRG to manage their funds.

MSA Business Accounts (Treasurer Guidelines)

As of May 2024, MSA has the following, with details provided below:

1. Checking account: Park Bank (Madison, WI)
2. Investment account: TD Ameritrade Institutional (CFIO: David Middleton, 202-503-4015).
3. Business check card (VISA): Park Bank (Madison, WI) held by the EVP, Treasurer, or both.

Note: Monthly statements for these accounts will be sent to the TRG Accounting office and maintained by TRG. TRG posts these statements on-line in a secure storage location to which the Treasurer and President will have access. TRG will notify the Treasurer when new files are posted.

MSA Checking Account

1. The Park Operating Checking account is used for all routine payments and regular expenses. It is the main account to which our representatives at TRG deposit operating income. The majority of operating income is received December through February during the membership renewal period.
2. The checking account balance should generally be kept between $100,000 and $250,000. Excess funds should be sent to the Uncommitted Endowment Fund in the TD Ameritrade brokerage account by sending instructions to CFIO David Middleton. He will process the transfer and notify TRG for fund accounting. Conversely, funds can be sent to the checking account from the Uncommitted Endowment Fund by sending a request to CFIO David Middleton and notifying Council.
3. Deposits from member renewals and subscriptions are made directly to the Park Bank operating account by TRG. The bank sends monthly balance statements to TRG. TRG periodically sends itemized lists of payments to MSA that have been deposited. The treasurer should check the amounts on deposit reports from TRG against monthly bank statements for reconciling the checking account. Deposit amounts from the deposit records often agree with the bank statements, but sometimes corrections appear in the deposit records before they are posted at the bank. Bill Stoeffler at TRG will locate the source of the discrepancies. Fees for processing credit card payments appear on the bank statements as electronic debits, and are recorded on TRG balance sheets as expense type 6255, Bank Card Processing Fees.

TD Ameritrade Account

1. The investment account currently managed through TD Ameritrade is where long-term MSA funds are held. This is an institutional brokerage account managed by CFIO David Middleton (contact info above). It is a pooled investment account for all named endowment funds and the council-directed Uncommitted Fund. TRG calculates the value of each fund within this account periodically based on investment performance, contributions, and distributions from the account. There is an electronic connection between this account and the Park Bank operating checking account, which can be utilized for convenient transfers from one to the other by instruction to David Middleton.
2. Since contributions to the MSA Endowment become part of a restricted fund (i.e., only the interest**,** dividends and capital gains can be used), endowment contributions should be deposited in the Park Bank account.

Bank Cards

1. The Park Bank business checking VISA card is used for purchasing airline tickets for MSA officers. travel and accommodations and incidental MSA expenses of the Executive Council.
2. At the end of the EVP's and Treasurer's terms, TRG will cancel their cards and initiate new cards as requested.

Treasurer Guidelines (Miscellaneous)

Immediately after election, the new Treasurer should:

1. Request copies of previous annual Treasurer reports and mid-/long-term projections to become familiar with current Society accounting practices.
2. Request updated MOP guidelines from the President-Elect and/or EVP.
3. Plan to attend the Annual Council meeting to consult with the outgoing Treasurer and become acquainted with Council activities.

During the business year, the Treasurer should:

1. Consult with the Finance Committee to seek approval for requests to exceed items budgeted by the Treasurer for the annual or mid-year meetings.
2. Request payments to be made in US funds or drawn against the bank to avoid excessive collection costs.
3. Work with TRG to request **original** receipts and checks for verification of reimbursable expenditures (required by the IRS) before providing reimbursements.
4. Request verification that selected student award recipients will be a student in the upcoming year (fellowship) or a student in either the past or upcoming year (presentation awards). Social security numbers are required of award recipients residing in the US and are collected by TRG. Recipients of the A.H. Smith Research Award are required to retain and submit all receipts for incurred expenses for IRS purposes. This is currently done by the Awards Coordinator.
5. With TRG and the Membership Committee, maintain an updated and correct list of sustaining memberships for placement in *Inoculum, Mycologia,* and on the MSA website.
6. Review the MOP and send any corrections or updates to the EVP.

Note: *The midyear Executive Council meeting is now commonly conducted virtually and does not incur expenses (except possibly platform costs incurred by TRG).*

Calendar (Treasurer Guidelines)

Monthly

• Examine spreadsheets of income and expenditures provided by TRG.

• Notify interested parties (e.g., Chair and Treasurer of Student and Postdoc Section and the Diversity, Equity and Inclusion Committee Chair) of their current balances.

February-March

• Coordinate with the Karling committee Chair and The Rees Group to make reservations (accommodations, travel, and registration) for the Karling lecturer.

June-July or as requested

- Send annual summaries to the Executive Vice-President.
- Meeting preparation: Presentation for annual Council meeting.
- Brief summary and report for presentation at the Annual Business Meeting.

August

- Consult with TRG about meeting income and expenditures, including auction proceeds and T-shirt sales.

September

- Work with President to develop an annual budget.

December

- Work with TRG to ensure IRS forms are filed (December deadline).

January/February

- Prepare interim report to present to Executive Council in February.

April 1

- Consult with TRG to File Article of Incorporation documents (every two years).

Immediate Past-President

(Updated September 2021)

The **Immediate Past-President:**

1. Is a member of Executive Council and the two most recent Past-Presidents are members of Council.
2. Serves three essential roles:
    a. Having served on Executive Council for at least four years, Past-Presidents possess near comprehensive knowledge of the workings of MSA and intimate knowledge of recent projects and issues.
    b. Past-Presidents mentor and advise other members of Executive Council to ensure continuity of MSA priorities.
    c. Past-Presidents may also use their time to finish work initiated during their term as President.
3. Serves as MSA’s representative to AAAS.

Councilors

(Please also see “Council” above)
(Updated May 2024)

Two subject area **Councilors** for each subject area (see Council) are elected for staggered two-year terms. Councilors are members of the Full Council who represent their discipline area at annual Council meetings, participate in periodic electronic polls outside the Annual Meetings, can be consulted for recommendations and guidance on matters within their discipline area, and present suggestions and concerns of Society members in their area to Council. Incoming Councilors are traditionally invited to attend the annual Council meeting as non-voting guests prior to summing their official duties. Councilors assume office at the end of the business meeting at the Annual Meeting of the Society held after their election.

Councilors provide guidance from their subject areas (See Council). Specifically, this may include:

- Provide suggestions for nominees for awards given by other Societies for which mycologists may be eligible
- Provide a symposium suggestion within their subject area for the annual meeting
- Actively solicit review articles for *Mycologia* within their expertise area

II. Management Company

MSA is managed by The Rees Group, Inc. (TRG). The primary task of TRG is to manage the day-to-day operations of MSA. MSA contracts with TRG on a 3-year term. Services provided under the agreement with MSA include the following:

1) General Services:
    a. Be the communications center for MSA and its programs and business
    b. Provide a full-time office for receipt of mail, telephone calls, and visitors
    c. Phone: Monday-Friday 8:00 am- 5:00 pm
    d. Fax
    e. Voice mail
    f. Email
    g. USPS Mail
    h. Package delivery services as necessary
    i. Maintain inventory and storage of stationery, brochures, and other materials
    j. Arrange for legal services as necessary

2) Leadership Support

    Assist the MSA Officers with the performance of its duties including but not limited to:
    a. Preparation and distribution of meeting agendas, minutes, financial reports; issuing reminders of action item lists; create and manage calendar of deadlines according to fluctuating organizational need.
    b. Assist in establishing, quantifying, and achieving organizational goals and objectives
    c. Provide regular assessments to the Officers regarding progress toward those goals
    d. Provide association related advice and counsel to the Officers
    e. Attend and participate in all Officer meetings as requested (face-to face and virtual)
    f. Maintain MSA records including meeting minutes, award recipients, member lists, financial reports, mailing lists, marketing examples, membership rosters, and other related materials important to the association.
    g. Respond to requests from MSA Council within a timely manner.
    h. Provides the President with list of individuals making significant ($500 or more) donations to the Society in a timely manner.

3) Leadership Development
    a. Work in conjunction with the Officers to ensure volunteer position descriptions are current
    b. Work with the Officers to create and implement a strategic plan for growth and management of MSA
    c. Assist in identifying and recruiting (where feasible) volunteers for committee roles
    d. Provide volunteer orientation and development training for committee members and the Board as appropriate
    e. Work with the Executive Council to ensure the Manual of Operations is current and reviewed as appropriate

4) Committee Support
    a. Maintain committee rosters
    b. Create and circulate as necessary reminders of action items to support timely completion of committee assignments
    c. Participate in committee conference calls and meetings as appropriate

5) Financial Support
    a. Be responsible for ensuring proper recording and processing of revenue and expenses from operations (membership, meeting registration, pay all bills with approval of the treasurer, etc.)
    b. Ensure preparation of financial reports for the Board to include: detailed monthly financial statements, tax records, tax filings, etc.
    c. Monitor expense and revenue to the budget plan
    d. Assist the Treasurer with preparation of the annual budget supportive of the adopted strategic plan
    e. Ensure dues requests are sent to members
    f. Process and balance to respective accounts all credit card payments
    g. Arrange necessary CPA services for completion and filing of annual tax returns
    h. Coordinate regularly scheduled audits

6) Membership Support Services
    a. Ensure proper maintenance of membership records and database based on the membership renewal cycle defined by the Officers, and suggest improvements to streamline processes
    b. Ensure database and communications are General Data Protection Regulation compliant for those European Union members, and meet the requirements of the CanSpam regulations for Canadian members, and newly adopted privacy regulations within the United States
    c. Ensure that sensitive membership data are not posted on the public-facing website
    d. Coordinate annual renewal process, including generating dues notices, collecting, and processing payments by check or credit card, notifying member of receipt of payment, and providing receipts
    e. Coordinate demographic survey annually, at time of membership renewal
    f. Send additional renewal reminders
    g. Update information as requested by members
    h. Answer routine emails, phone calls, and mail inquiries about membership
    i. Provide membership statistics as directed by the EC.
    j. Respond to Council and Committee Chair requests for contact information
    k. Post updated membership materials to Association website
    l. Coordinate election process based on current MSA election procedures
    m. Tally submitted ballots for a simple majority
    n. Communicate the results of the annual election to the Vice President and Executive Vice President
    o. Work in concert with respective committees to conduct, tabulate, assess and report results of member surveys

p. Distribute general membership news and announcements via blast email as directed

7) Meeting Management

Program Development

a. Work with the scientific program chair and the Executive Committee to establish timelines for each annual meeting
b. With chair, develop abstract submission and review process
a. Coordinate abstract review with program chair and reviewers; Coordinate the accept and reject notification emails for abstract submitters
c. Work with selected graphic design and print firms to prepare marketing materials, email announcements, and website links
d. Retain for records all presenter disclosures

Conference Planning

b. In concert with the Local Arrangements committee and the President, review suggested locations, investigate and recommend appropriate meeting sites for future conferences
c. Coordinate and review all contracts with annual meeting facilities, audio/visual vendors, and joint meeting partner organizations, at the request of Council
d. Work with Program Chair to ensure adequate budget for each meeting
e. Assist with auction and promotional items sold online and during the meeting. Plan and coordinate the onsite event or virtual platform and accept payments for all auction and promotional items.
f. Provide a detailed reconciliation and report to the committee and officers after the event
g. Create supporting materials for the annual meeting, and ensure that the President, EC, and Program sign off on these materials prior to printing/publishing, including:
    a. Schedule at a Glance
    b. Abstract book
    c. Program book
    d. Signage for the meeting venue
h. Provide staffing for registration and other on-site services during the meeting
i. Manage the operational facets of the annual meeting, such as A/V services, security, transportation, and other meeting related services.

8) Awards Coordination

a. Coordinate the submission of the applications for the MSA awards
b. Continue to streamline processes for nominations and reviews for each award
c. Ensure timely payment of cash awards to each award recipient

Additionally, MSA may ask TRG to provide additional services that are not listed. These services would be provided through a contract modification or addendum at the discretion of the EC.

III. Editorial Appointments

Editorial Board, *Mycologia*

(Updated September 2021)

The **Editorial Board** consists of:

1. ***Mycologia* Executive Editors**
2. ***Mycologia* Managing Editor**
3. ***Mycologia* Associate Editors**
4. **Editorial Advisory Committee**

Article IV of the bylaws state that all Editors must be Society members in good standing.

As presiding officers of the Editorial Board, **the Executive Editors** are responsible for the policies and procedures relative to the receipt, review, and acceptance of manuscripts in *Mycologia*. Additional duties of the Executive Editors and other Editorial Board members are described below.

Note: To encourage participation in the Editorial Board meeting, occurring at the annual MSA meeting, the Managing Editor, Executive Editors, and Associate Editors may be reimbursed for registration and up to $1,000 in travel costs to attend annual MSA meetings.

Executive Editors, *Mycologia*

(Updated September 2021)

Council staggers the appointment of four Executive Editors each to a four-year term. A fifth year typically is served as the Review Editor.

Executive Editors:

1. Assume office at the beginning of the new volume of the journal following appointment by Council.
2. Are the presiding officers of the Editorial Board of *Mycologia*.
3. Establish, in consultation with the Editorial Board and after Council approval, the general editorial and publication policies for *Mycologia*. These policies are summarized in the Instructions for Authors. The IFA will be updated annually.
4. Confer with the Editorial Board to obtain names of suitable candidates for appointment as Associate Editors.
    a. Refer the names and CV’s of Associate Editor candidates to the President and Executive Vice President for Council approval.
    b. Refer the names of Editorial Advisory Committee-nominated Associate Editor candidates to the President and Executive Vice President for Council approval.
5. Oversee publication of papers in *Mycologia*, with the following responsibilities:
    a. Coordinate sending manuscripts to an appropriate Associate Editor
    b. Manage details of the editorial process, including the manuscript tracking system and reviewer files
    c. Act as reviewer of last resort
    d. Enforce "Instructions to Authors", which are on the Taylor and Francis website

    e. Mark final manuscripts for the printer
    f. Read galley and page proofs
6. Cooperate with the Managing Editor to coordinate fiscal and editorial policies.
7. Act as spokespeople for the journal, inviting appropriate papers when possible, and reporting to the membership each year at the MSA meetings.
8. Coordinate the activities of the Editorial Advisory Committee, including solicitation of nominees for that Board for approval by MSA Council.

Note: An outgoing Executive Editor will take the lead in identifying and recruiting their replacement before presenting this nominee to council for approval. An outgoing Executive Editor typically will serve a fifth year as Review Editor; in this role they will coordinate the solicitation of review papers.

Managing Editor, *Mycologia*

(Updated September 2021)

The President appoints the Managing Editor for a four-year term. Individuals shall not serve more than two terms consecutively. The Managing Editor is a member of the Editorial Board and has full authority in all matters pertaining to the finances of the journal.

The Managing Editor:

1. Serves as a liaison to the Taylor & Francis production team, including the publisher's electronic editorial support, production editor, and electronic production.
2. Performs quality control over submissions that come into Editorial Manager.
3. Assigns manuscripts to an Executive Editor.
4. Performs final quality control of image files and other components after acceptance.
5. Maintains a list of Associate Editors and ensures they are properly listed in Editorial Manager and the MSA roster.
6. Approves email campaigns, flyers, press releases, virtual issues and be the primary contact for general marketing questions.
7. Serves as liaison for MSA Council/officers and Taylor & Francis for financial approvals.
8. Approves pilot programs/new initiatives.
9. Serves as contact and liaison to facilitate communication between authors and editors
10. Assembles and approves the table of contents for each issue with Taylor & Francis
11. Approves galley and page proofs.
12. Keeps the Masthead printed on the inside cover of *Mycologia* up to date, and ensures that these changes are mirrored on the Taylor & Francis and MSA websites. Note: Those changes have historically been made with issue one of the new volume, however these changes should be made as soon as possible after the Annual Meeting to reflect the current makeup of the Council, Editorial Advisory Committee, and Associate Editor.
13. Conveys news from Taylor & Francis to the journal team.
14. Prepares and submits reports to the Executive Vice President prior to the mid-year Executive Council and annual Council meetings

Associate Editors, *Mycologia*

(Updated September 2021)

Associate Editors:

1. The Executive Editors appoint Associate Editors, subject to Council approval, for three-year terms. The pool of selected Associate Editors should be diverse and gender-balanced (see Appendix C). Terms may be renewed once for a total of six years.
2. The Executive Editors determine the number of Associate Editors, with a suggested maximum of 18.
3. The Executive Editors receive and send out all manuscripts to Associate Editors and manage the details of the editorial process including the manuscript tracking system and the reviewer files.
4. Associate Editors solicit reviews, manage revisions, and advise the Executive Editors on acceptance or rejection of manuscripts. Reviewers should be as diverse and gender- balanced as possible (see Appendix C).
5. Associate Editors return manuscripts that have been copy-edited to the handling Executive Editor, who makes the final decision on acceptance or rejection.

Editorial Advisory Committee (EAC)

(Updated September 2021)

The EAC is a Rotating Committee with 5 members, each serving a 5-year term. Its purpose is to provide unbiased, science-based recommendations and function as an impartial observer and sounding board on the editorial structure, management, and publication of *Mycologia.*

The EAC:

1. Consists of five members representing diverse scientific disciplines and areas of research with editorial experience. Members of the EAC should be as diverse and gender-balanced as possible (see Appendix C).
2. Functions as a rotating committee, with the member who has served the longest serving as Chair. Past Chairs may serve in an *ex officio* capacity for a fifth year.
3. Nominates a replacement EAC member to the Executive Editors when vacancies arise. The Executive Editors may take an active role in enlisting nominees for approval. The Managing Editor will forward the name of the recommended candidate to the President for final approval. Recommendations should be as diverse and gender-balanced as possible (see Appendix C).
4. Determines requirements for soliciting bids to establish and negotiate publishing contracts for *Mycologia*.
5. In consultation with the President and Managing Editor, develops an external ad-hoc committee to guide the publishing contract process as needed.
6. Develops editorial policy involving nomination and recruitment of the Managing, Executive, and Associate Editors.
7. Makes recommendations to the Executive Editors on the publication of broad, cutting-edge, and engaging research topics for special issues or review articles that increase the impact and visibility of *Mycologia*.

8. Assists in recruiting high-quality research submissions to *Mycologia*, with the understanding that such submissions will be subject to typical procedures of peer review (i.e., are not favored submissions or 'invited' in the traditional sense).
9. Meets annually, virtually or in person, with the Executive Editors, Review Editor, and Managing Editor of *Mycologia*, to discuss issues relevant to the journal.

Memorials Editor and Memorials Publication Committee

(Updated September 2021)

The Memorials Editor is often, but not necessarily, the Historian, who is appointed by the President and serves as Chair of the Memorials Publication Committee. **The Memorials Publication Committee** consists of the President, the Executive Vice-President, and the Memorials Editor. The following guidelines apply:

1. The Memorials Editor is designated as such on the *Mycologia* site, so that manuscripts to be published in *Mycologia* can be submitted directly for review.
2. Deaths of MSA members and appropriate non-member mycologists are reported to the Executive Vice-President of the Society, or the Memorials Editor.
3. The Memorials Editor reports deaths to the *Inoculum* editor to provide a timely notice of death to MSA members.
4. The Memorials Editor, in consultation with committee members and other appropriate mycologists, determines if a memorial is appropriate, and if so, whether it will be published in *Mycologia* or *Inoculum*. Memorials are important to record the progress of the discipline of mycology. The criteria for making the decision to publish, and where to publish a memorial includes;
    a. Length of membership in the society
    b. Service to the Society
    c. Honorary membership
    d. Substantial contributions to mycology through research and/or teaching
    e. Historical importance of the person to the discipline of mycology.
5. The Memorials Editor, with the assistance of other Memorials Publication Committee members and any other appropriate mycologists, identifies potential biographers.
6. The Memorials Editor solicits biographers and tracks the progress of the memorial to ensure that it is submitted in a timely manner.
7. When memorials are published in *Mycologia*, the Memorials Editor will verify that memorials are open-access and available to all.
8. Several representative papers previously published in *Mycologia* by the memorialized mycologist may be designated open-access for a specified period of time (often a month) and listed on the first page of the memorial.

Editor, *Inoculum*

(Updated July 2024)

Inoculum, the official newsletter of the Mycological Society of America, is published 3-4 times a year. *Inoculum* is emailed by The Rees Group (TRG) to all MSA members and is also posted on the MSA website and as a pdf. The *Inoculum* Editor and Assistant Editor serve an indefinite term and are appointed by the President. Informally, the basic process for publishing *Inoculum* is as follows:

1. MSA endeavors to publish issues of *Inoculum* in January/February, May/June, and September/October.
2. A TRG representative (currently Cori VanGalder) will send the editor a draft of an email asking for content from MSA members. The editor will review the email and suggest changes or approve it. Once approved, Cori sends it to membership in an email blast.
3. Content is submitted via email to the *Inoculum* editor or Cori at <msafungi@reesgroupinc.com>. Content sent directly to the editor gets reviewed (time-permitting) and forwarded to TRG for storage. Any articles sent directly to TRG will be shared with the editor for review/approval.
4. After the deadline for content submission, and several weeks before publication, the editor reads and reviews all content submitted. It is the role of the editor to ensure that submitted content is written in accordance with the journal's style guide, including the punctuation, capitalization, and italicization rules that govern the scientific and common names for any species. ***Note:*** This is NOT peer-review. Most content is accepted with the exception of advertisements. Correct typos and other errors and let Cori know when each article is approved.
5. Once all articles have been approved, Cori will format the newsletter. Once the entire newsletter has been formatted and reviewed by the TRG print editor, the Inoculum editor will review the formatted version and make any suggestions regarding the order of articles, fonts used, etc.
6. After the editor has reviewed the formatted version of the newsletter and any changes requested have been made, Cori will email *Inoculum* out to all MSA membership.
7. The editor will occasionally coordinate the following subjects:
    a. Book reviews with the Book Review Editor, currently (2020) Amy Rossman, i.e. inform her that a book needs to be reviewed.
    b. Obituaries with the Memorials Editor, currently (2020) Meredith Blackwell, i.e. communicate what's appropriate to publish and where to find material.

Other things to know:

1. *Inoculum* publishes awards and meeting announcements, MSA election results, Annual Meeting abstracts, and other MSA business supplied by Society officers and appointees.
2. *Inoculum* publishes information of interest to Society members. Information of interest includes just about anything judged interesting to the Editor, including but not limited to:
    a. Short mycological papers or articles of mycological interest.
    b. Book reviews (after 2000, no longer published in *Mycologia*).
    c. News of upcoming meetings and events.
    d. Personal news about members, including brief obituaries (and sometimes obituaries are about mycologists who were not MSA members). Obituaries are coordinated with the Memorials Editor because often, longer obituaries are subsequently published in *Mycologia*.
    e. Photographs of meetings, forays and other events of mycological interest.
    f. Recognition of non-Society awards to MSA members.
3. MSA does not publish advertisements in *Inoculum*

4. Occasionally, Editors will encounter a dissatisfied author or submitter of content. Editors have great discretion to address any issues that come up, using kindness and care to establish reasonable bounds over content and process.
5. If an editor needs help, former *Inoculum* editors are just an email away: Anne Pringle <apringle2@wisc.edu> and Chris Schardl <chris.schardl@uky.edu>.

Assistant Editor, *Inoculum*

(added July 2024)

The Assistant Editor in general, will be appointed by the President for an indeterminate length of time, and will generally be an individual at the postdoctoral or equivalent rank with interest in obtaining professional editorial skills. The appointment may be discontinued at any time at the request of the Assistant Editor, Editor, or Council. The Assistant Editor will assist the Editor with the duties of publishing *Inoculum* at their discretion.

Book Review Editor, *Inoculum*

(Updated September 2021)

The **Book Review Editor** requests and receives books from publishers desiring reviews in *Inoculum*, solicits reviews (or reviews the book), and oversees publication of the reviews. Prior to January 1998, book reviews were published in *Mycologia*; as of October 2000, all book reviews are published in *Inoculum*.

The Book Review Editor:

1. Ensures that MSA members are aware of recently published books and facilitates their published reviews in *Inoculum* as the “Mycologist’s Book Shelf.”
    a. The first step is to find out about and obtain recently published books from publishers. Conversely the editor can solicit reviewers for a book and have the publisher send the book directly to the reviewer.
    b. Sources for newly published books include flyers in the mail or email and book reviews in other journals. The American Phytopathological Society and CBS are especially good about sending their new publications.
    c. Usually an email to the publisher with a request results in a review copy. After the book review is published, it is essential to send pdf files of the reviews back to the publisher, usually to someone involved in publicity. This is a good time to request additional new books.
    d. Newly received books are listed in the *Inoculum* with a notation if a review is needed. Potential reviewers then contact the Book Review Editor. The Book Review Editor sends the book to the reviewer with a standard letter keeping track of when books are sent and reminding reviewers when their contribution is due. A letter is sent with the book telling reviewers that they have three weeks to send the review although it is good to remind late reviewers about two weeks before the deadline for the next issue of *Inoculum*. It is recommended that the book is sent to the first person who requests it. If

a book is not requested and seems worthy of review, ask an appropriate individual to review it**. *Note:*** MSA will pay for shipping and other expenses through a UPS account as of January 2012.

2. Reads and edits reviews -- usually just for grammar but occasionally to tone down any negative comments.
    a. It is useful to obtain a graphic for each review, usually the book cover that is easily found on the Web. Currently The Rees Group is doing this as they format *Inoculum*. Occasionally these web graphics are very low quality, and, if there is a selection, the highest resolution graphic publishes the best.

Note: The "Mycologist's Book Shelf" is due for publication in *Inoculum* two weeks before the publication of the newsletter. A notice is sent prior to the due date, signaling a need to remind late reviewers of this deadline.

IV. Committees

(updated May 2024)

The President (typically beginning during their term as President-Elect) appoints all committee members. Each committee is generally composed of three or more members (see specific committee guidelines for numbers). The Immediate Past Chair serves as a non-voting, ex officio member of committees. The President is an ex-officio member of all committees.

Article IV of the bylaws state that all Committee members must be Society members in good standing. Article VII authorizes three general types of Society committees:

1. Standing – Members typically serve 4-year terms. Chairs serve 4-year terms and may be reappointed for a second, but not a third, successive term.
2. Rotating – Depending on the committee, each member serves a 3-, 4-, or 5-year term, becoming Chair, or Past Chair (DEIC) during the last year of service.
3. *Ad hoc* – Generally exist for only one year, with members serving only during the term of office of the President who appointed the committee. A subsequent president may opt to continue the Committee and reappoint any or all of the members.

Note: Any change in a committee's status, i.e., changing from a standing to a rotating committee, will necessitate a change in the MSA Bylaws and require a vote the Society's membership. Requests for committee status change should be submitted by the Executive Vice President. Council approval is required prior to the membership vote via the spring ballot.

General Committee Chair Guidelines

The following general guidelines were developed to help standing and rotating committee chairs conduct MSA business during their tenure. *Ad hoc* committee chairs report directly to the President of the Society for advice in directing the committee. No committee chair or member should use Society stationery to express a point of view or report an action unless authorized by the President.

Each Committee Chair:

1. Prepares agendas for committee meetings, notifies all current and incoming members of meeting times and locations, and chairs the meetings. The chair should appoint someone to act as Secretary. If unable to attend or otherwise perform necessary duties at the meeting, the Chair should ask someone else to do so and ensure that all preparations necessary for a successful committee meeting are in place. For all other committee business, Chairs should inform and consult with all members so as to obtain consensus in decisions.
2. Any action or commitment in the name of the Society or any commitment of Society funds **must** have prior Executive Council approval.
3. Prepares the annual (and mid-year when requested) committee report. After consulting with committee members, the Chair should send the report to the Executive Vice President and, when requested, present the report at the annual Council meeting.
4. Maintains a current file of all committee plans, activities, and records and oversees the orderly transfer of these to the incoming chair.
5. Reviews the committee's section of the MOP with committee members at the end of each term. Updates should be sent to the EVP.

Individual Committee Guidelines
The various committees of the Society have different specific charges relative to functions and activities. These duties and additional guidelines are summarized according to the specific committee or type of committee in the following pages.

Standing Committees

Education

(Updated September 2021)

Standing committee: Four members, four-year terms; President-elect (*ex officio* member); President may appoint a representative recommended by the Student and Postdoc Section.

Purpose: To generate interest in, encourage, and enhance the quality of teaching in the scientific discipline of mycology. This objective can be met in a variety of ways, per below.

The Education Committee:

1. Develops, maintains, and updates a collection of mycology teaching resources on the MSA website. Resources may include digital photographs, laboratory activities, syllabi, PowerPoint presentations, videos, and links to blogs or other educational media that focus on teaching mycology.
2. Encourages the development of workshops (usually in association with the annual MSA meeting) devoted in whole or in part to the improved teaching of mycology. Educational workshops may focus on one or more of the following:
    a. Computer assisted instruction
    b. Teaching laboratory exercises and techniques
    c. Adding a teaching component to workshops with a primary focus on areas other than pedagogy teaching
3. Nominates at least one person each year for the Weston Award for Excellence in teaching to the MSA Distinctions Committee.
4. Reviews this section of the MOP annually, with updates sent to the EVP at least one month before the annual meeting.

Electronic Communication & Webpage Management

(Updated September 2021)

Standing committee: Four members, four-year terms. President may appoint a representative recommended by the Student and Postdoc Section.

Purpose: To coordinate electronic communication within the Society, including maintaining the Society website <www.msafungi.org> in association with the Society's association management provider, currently The Rees Group (TRG) and disseminating information through the Society's social media accounts (Facebook, Twitter, and Instagram).

The Electronic Communication & Webpage Management Committee:

1. Has a Chair who serves as liaison between appointed committee members, ex officio committee members, appointees listed below, and Council. The Inoculum editor serves as an ex officio committee member.
2. The following people perform duties that pertain to electronic communication and webpage management. Although they may or may not be appointed committee members, they should always be included in discussions pertaining to their domain.
    a. **MSA Webmaster –** Presidential appointee who maintains the official MSA website in association with the Society's association management provider (TRG). Users of msafungi.org should be aware that the Webmaster has no control over the operation and content of pages and sites that are not on the MSA web server. This includes, but is not limited to, the Membership Directory, member sites and pages, *Mycologia*, and registration and abstract submission for meetings. The Webmaster also regularly provides material for the Society's Facebook page, Twitter account (with the MSA Tweetmaster) and Instagram account (with the MSA Tweetmaster) and reports back to Council with reactions, suggestions, and any input provided in response to posts. The Webmaster has great discretion over our social media presence and should use judgment and care in posting, remembering that posts should reflect the values of MSA as a whole. If in doubt about content to post, the Webmaster should reach out to the MSA President to ask for input and advice.
    b. **MSA Tweetmaster –** Presidential appointee who regularly provides material for the Twitter feed of the Society and reports back to Council with reactions, suggestions, and any input provided in response to tweets. The Tweetmaster has great discretion over our Twitter presence and should use judgement and care in posting, remembering that Tweets should reflect the values of MSA as a whole. If in doubt about content to post, the Tweetmaster should reach out to the MSA President to ask for input and advice.
    c. **Association Management Liaison**– Employee of the Society's association management provider, TRG, that coordinates web hosting and maintenance. The Liaison makes content revisions to the website (job and news posts, etc.) that are approved by the MSA Account Director, Bill Stoeffler, and the MSA Executive Vice President.
3. Reviews this section of the MOP annually, with updates sent to the EVP at least one month before the annual meeting.

Finance

(Updated December 2024)

Standing committee: Two regular members, 3 ex officio members, the Chief Financial Investment Officer, and the Society Management Group Liaison, all serving four-year terms. The MSA President may appoint a representative, recommended by the Student and Postdoc Section, for a one-year term.

Purpose: To plan and supervise investments of the Society Endowment and Operating Funds and advise the General and Executive Councils on MSA financial matters.

The Finance Committee:

1. Includes two regular voting members who serve as Chair and Vice-Chair; the Chair and Vice-Chair are appointed by the President. The term is four years, the first two as Vice-Chair and the second two as Chair, plus an additional two years as an ex officio member following being Chair. A new regular member is appointed every two years. When a new regular member is appointed, that person becomes the new Vice-Chair with a two-year term as Vice-Chair, and the existing Vice-Chair becomes Chair with a two-year term. The existing Chair becomes Past Chair serving as an ex officio member of the Committee for two years.

2. Includes three ex officio voting members: the MSA Treasurer, President, and Past Chair.

3. Includes MSA's Chief Financial Officer (CFIO), as a non-voting member (currently David Middleton). The CFIO appointment is approved by MSA Executive Council, and Chair and Vice-Chair of the Finance Committee.

4. Includes a Society Management Group Liaison (currently The Rees Group), non-voting.

5. Includes a representative from the Student and Postdoc Section, non-voting.

6. Reviews this section of the MOP annually, with updates sent to the EVP at least one month before the annual meeting.

The primary duty of the Finance Committee is supervising the management of the MSA Pooled Endowment Fund, which is done by our outsourced Chief Financial Investment Officer (CFIO), currently David Middleton, CFP®. The CFIO is a professional investment advisor and has discretionary authority to trade investments within the brokerage account, send cash to the operating bank account, and pull cash from the operating bank account to the brokerage account. All funds are held with a third-party custodian (currently *Charles Schwab*). Custodial statements are sent by the custodian directly to The Rees Group for recordkeeping and audit purposes.

The MSA endowments are managed as a pooled endowment account and invested in accordance with the MSA Investment Policy Statement (IPS) developed by CFIO David Middleton (202-503-4015; david@middletonadvisory.com) in consultation with the MSA Finance Committee. This IPS applies to both the MSA brokerage account and checking account. The performance of investments that comprise the portfolio and investment balances in various sectors represented in the portfolio are continuously monitored and reviewed by the CFIO. The CFIO leads the committee through an annual formal review and update of the IPS. After the Finance Committee approves the revised IPS, it is held by the Executive Vice-President.

The signatories on the Charles Schwab investment account are the MSA Treasurer and the Finance Committee Chair.

The operating checking account is held at Park Bank and managed by The Rees Group to pay expenditures and track cash receipts. Cash in excess of $250,000 in the operating checking account is not FDIC protected and should be periodically transferred to the investment account. If additional cash is needed, uncommitted funds in the investment account may be used with approval from the Executive Council. Spending guidelines are stated in the IPS.

Transfers from the investment account to the operating checking account are done electronically only. Daily business is transacted from the operating checking account and handled by The Rees Group.

Weekly investment account reports are sent by the CFIO to the Committee. The Finance Committee Chair submits written interim (mid-year) and annual reports to the MSA Executive Vice-President. The CFIO will typically assist in generating these reports.

Membership

(Updated May 2024)

Standing committee: Can vary from 3-5 members, but typically contains four. Members serve four-year terms. President may appoint a representative recommended by the Student and Postdoc Section.

Purpose: The Membership Committee was added by the MSA during the Annual Council Meeting in 2006 and approved by the MSA membership by ballot in 2007. The Membership Committee has also assumed the duties of the Sustaining Membership Committee.

The Membership Committee:

1. Consists of four members, appointed by the President in consultation with the Chair. The members serve staggered four-year terms.
2. Oversees and coordinates the following, with one committee member serving as the lead for each:
    a. Membership renewal/retention
    b. Sustaining membership and institutional subscriptions
    c. New member recruitment
3. Reviews this section of the MOP annually, with updates sent to the EVP at least one month before the annual meeting.

Active membership is maintained through the payment of dues to the MSA. The membership and publication year of the MSA runs concurrently with the calendar year. Members who renew on or before December 31 for the next calendar year receive a $10 discount on their membership dues. Membership types and fees are published by the Executive Vice President in the *Inoculum* and posted on the MSA website.

Membership Renewal/Retention responsibilities:

1. The Committee is responsible for retaining members and helping the MSA Executive Vice President and the MSA Membership Coordinator, Cori VanGalder (The Rees Group), maintain an accurate membership list, including the removal of deceased members.
2. The Chair of the Membership Committee should request monthly reports from The Rees Group with a list of past members who have not yet renewed.

3. Beginning in January, the Membership Committee should reach out to all members that have not renewed to personally inquire on their renewal status. Many non-renewed members have simply forgotten to renew. Some people are not receiving emails from the Rees Group because they are ending up in their spam folder. If the member reports that their membership is paid, ask the Membership Coordinator (Cori VanGalder: msafungi@reesgroupinc.com) to verify payments or problems with payments or the renewal website so we can improve it. Renewal reminders should include the benefits of belonging to MSA; the importance of the society in supporting their students, the reduced fees for members at Annual Meetings, keeping up with their colleagues, and any other useful incentives.
4. If finances are an issue, encourage associate membership as an alternative.

Sustaining Membership responsibilities:

Purpose: To encourage communication between the business and academic mycological research communities and the Mycological Society of America. Note: (July 2024) Sustaining Membership was once a stand-alone committee that served a very important function.

1. The annual Sustaining Members drive (renewals and new members) begins in the early autumn. The committee member responsible for Sustaining Membership sends out renewal letters early enough before the regular MSA renewal notice, which then serves as a reminder. The Chair and Committee members also solicit new Sustaining Members from the private sector.
2. Both renewal and solicitation letters, sent out by e-mail and accompanied by copies on MSA letterhead, should incorporate information about MSA
3. The committee member responsible for Sustaining Memberships coordinates solicitation letters to avoid duplication between the Chair and other Committee members, who should check with the Chair before contacting an organization. Personal contacts are the most successful means for recruiting new Sustaining Members.
4. The Committee is responsible for maintaining a mailing list of contacts for current Sustaining Members. Contact addresses may differ from those used for mailing *Mycologia* and *Inoculum* and maintained by TRG.
5. The Committee is also responsible for helping TRG maintain the membership list by providing address changes and new addresses for Sustaining Members. The Rees Group will notify the Committee of all newly enrolled Sustaining Members, and the MSA Treasurer is responsible for keeping the Committee informed about Sustaining Member renewals that have gone directly to the Treasurer. A list of current Sustaining Members is available from the The Rees Group.
6. The Committee shall work in cooperation with TRG to maintain the list of Sustaining Members that appears in *Inoculum* and on the MSA website, and communicating with the *Mycologia* Executive Editors on maintaining the list of Sustaining Members that appears in *Mycologia*. The Committee asks each Sustaining Member how they would like to be cited on the List. Thereafter, the Committee must communicate changes in the list to the M*ycologia* Executive Editors, *Inoculum Editor*, MSA Webmaster, the Rees Group, and MSA Executive Vice President.
7. The Committee and MSA President both send letters of appreciation to continuing and new Sustaining Members each year.
8. In order to acknowledge the contribution of Sustaining Members and familiarize members with these groups, Sustaining Members will be invited to send a representative to attend the annual business meeting, which is usually held in conjunction with a meal. MSA will pay for the cost of the tickets. The Representative will be introduced and Sustaining Members thanked at the business meeting. Invitations should be extended several months prior to the meeting with a

request for an RSVP. The Chair should coordinate the purchase and distribution of tickets with the Treasurer and the group organizing the Annual Meeting so that tickets can either be mailed or provided to the representative in the registration packet.

The following are protocols for the Membership Committee Chair to guide interactions with Sustaining Members after receiving a payment (verification of payment will be sent by The Rees Group):

1. Telephone the contact person for the Sustaining Member and obtain:
    a. Contact information (phone/email/website)
    b. Brief, 5-15 word descriptive phrase of the company that will be provided to the *Mycologia* Managing Editor and *Inoculum* Editor to accompany the listing
    c. A company logo in JPEG or PNG format that they would like displayed on the website and potentially in *Inoculum*
2. Follow up the phone call with the Sustaining Member via email to confirm received info.
3. Send contact information and descriptive phrase as approved/confirmed by the new Sustaining Member to the MSA Executive Vice President, *Inoculum* Editor, *Mycologia* Managing Editor, and the Rees Group.
4. Each year, in September or early October at the very latest and in order to provide the information to the *Mycologia* Managing Editor in time to correct the proofs for the Jan/Feb issue, the Chair should send a thank-you letter to all Sustaining Members. In the same letter the Chair should supply the existing contact information retained by the Membership Committee and ask for any updates that may need to be made.

New Member Recruitment

New memberships are encouraged by maintaining a meeting registration fee for non-members that is higher than the cost of membership, but this incentive does not work when institutions cover the cost of meeting registration directly. Creative recruitment programs should be developed, with funding requests submitted to Council. Collaboration with other Committees is strongly encouraged. In the past, MSA has used flyers advertising three years of upcoming meetings at every mycology meeting that included MSA membership (examples include IMC, BMS and International Union of Microbiological Sciences). For this strategy to be successful, the meeting themes and special events (e.g., workshops) need to be planned well in advance. Our support for student meeting travel, grants and low membership fees are very attractive to new student members.

Endowment

(Updated May 2024)

Standing Committee: Four members, three-year terms. Treasurer serves as Chair, and President as *ex officio*. President may appoint a representative recommended by the Student and Postdoc Section.

Purpose: To maintain the MSA Endowment for the purpose of providing funds for special projects, awards, and programs designed to advance the field of mycology. The funded projects will be exceptions to the normal operating activities of the Society.

The Endowment Committee manages the endowment and is charged with **raising** endowment funds, as follows:

1. The Chair acts as the chief accountant for the Committee and submits an itemized report on the status of the Endowment Fund to Council and Society members at each annual MSA meeting. The report, which is to be sent to the Executive Vice President before the meetings, will also be published in *Inoculum*. The development of the fund is the responsibility of the Chair, as is communication with the Finance Committee, which makes investments. The Chair is responsible for seeing that gifts and other funds for the Endowment are incorporated into the accounts for which their donors designated them.
2. Committee members are appointed by the President to four-year staggered terms. Appointments should take diversity and gender balance into consideration (Appendix C). The MSA Treasurer, who acts as Chair, serves as a liaison between the Endowment and Finance committees.
3. The Endowment Committee shall take an active role, in cooperation with other MSA committees and TRG, in soliciting funds for the Endowment Fund. This may include:
    a. Developing brochures and mailings to be sent to members
    b. Developing a procedure to encourage giving in the names of members and deceased members of the Society
    c. Organizing fundraising activities at the MSA Annual Meeting
    d. Organizing and arranging for the sale of educational materials such as slide sets, videos, and mycological publications
    e. Developing items such as t-shirts, mycological memorabilia, and working with local arrangement coordinators regarding auction materials and activities
    f. Establishing other appropriate fundraising activities
    g. Communicating with potential donors
4. The Endowment Fund shall consist of the following sub-funds:
    a. Mentor Funds — These are restricted sub-funds where only interest may be used to support Society activities such as memorial lectures, student travel and research grants, and research grants for professionals. The first Mentor fund was initiated to commemorate Alma Barksdale and John Raper. Memorial gifts may be made in the memory of these mycologists or in the names of others. Gifts commemorating specific individuals become part of the Mentor Fund and carry the name of the honoree when awarded. For a list of the awards drawn from the restricted sub-funds, see the Mycological Society of America website. At the time of writing, awards are listed on <https://msafungi.org/msa-awards-chart/>.
    b. General Fund — This is a restricted sub-fund where only the interest may be used for support of special activities such as workshops, symposia, and travel grants to international congresses. This sub-fund is to be supported by gifts not otherwise designated for other sub-funds and by funds raised by Society activities such as the t-shirt sales, auctions, etc.
5. Gifts should be made payable to the Mycological Society of America and should be directed to the Society Treasurer either directly or through the Endowment Chair, who should work with the association management company, currently The Rees Group, to write letters of thanks to contributors. In general, any donation without strings attached is tax deductible. Members, who purchase something, such as at the annual auction, may deduct anything above market value.
6. The MSA Council is ultimately responsible for the dispersal of funds in accordance with the restrictions and respects of the donors.

Annual Auction

1. Properly run auctions can both raise considerable money and contribute to an organization's sense of continuity and community. They take considerable organization and time. Ability to process credit cards can greatly increase proceeds – contact Bill Stoeffler at The Rees Group for assistance.
2. Items to be auctioned from the floor should be on hand far enough in advance that someone can make a list of items to be sold, which can be distributed to the group. Minimum bids should be set for each item. The auctioneer(s) need a microphone and should move through the sales process with utmost dispatch, for as soon as the action lags, people lose interest and begin to leave.
3. The auctioneer needs to arrange items so that the pace varies. One to two "gag" items should be put for sale for entertainment value. As a rule, the Society organizes the social program so as to leave enough time (one to two hours) for the auction. No other Society activity should compete with the auction as auctions make money only as long as there are a number of "deep pockets" bidding against each other for highly desirable items.
4. Some items may be auctioned online with coordination from The Rees Group.
5. The Local Arrangements Coordinator is responsible for receiving and storing items sent for auction prior to the Annual Meeting.
6. The Endowment Chair is to procure a list of auction items from the Local Arrangements Coordinator so as to arrange items in a numbered list and arrange for duplication of the lists prior to the auction. The Endowment Chair should also find volunteer auctioneers.
7. Throughout the year, Endowment Committee members should contact other MSA members to solicit auction items. [Such communications should be personal and relatively few (~50 per year).] Committee members should contact senior Society members, particularly winners of MSA Distinctions awards, to request contributions of historical interest to the development of their sub-discipline or to the Society (such as autographed copies of monographs they have written, electron micrographs they have taken, funny pictures of major professors, perhaps even letters of special interest) from the mentors themselves. When a mentor dies, additional contributions might be solicited by the Endowment Committee in the mentor's name.
8. Committee members will send annual letters of thanks to living donors of research funds (2012, NAMA, and the Forest Ecology Fund) and remind award recipients to send letters of appreciation to the donor. See also the guidelines for the Student Mentor Travel Awards Committee.

The Committee reviews this section of the MOP annually and sends updates to the EVP at least one month before the annual meeting.

Rotating Committees: General Service

Karling Annual Lecture

(Updated September 2021)

Rotating Committee: Three members, three-year terms. President may appoint a representative recommended by the Student and Postdoc Section (usually the Vice Chair).

Purpose: The John Karling Annual Lecture is MSA's most prestigious invited address. Selected by a committee of MSA members, the Karling lecturer is an internationally-recognized fungal researcher who is not an MSA member or frequent attender. Therefore, the Karling lecture brings speakers and ideas on topics of broad interest that MSA members might otherwise not have the opportunity to see. The committee works as follows:

1. The President-Elect should appoint the new member of this committee prior to the annual Society meeting so that the new Chair can solicit committee members and all MSA Council members via the Executive VP for suggestions for the annual lecturer for the upcoming year and select the speaker either before or shortly after the Annual Meeting.
2. As part of the process of identifying potential speakers, the Committee should review previous speakers' areas of expertise, as well as the context of meetings in the near future, in order to provide balance among disciplines. For example, if MSA is holding a joint meeting with APS in the near future, it is likely that the speaker nominated for that meeting will have research of interest to plant pathologists. The committee should also consider expected expenses. Inviting speakers from overseas has resulted in costs exceeding the normal allocation for Karling Lecture travel expenses. To guide selection and maintain a roster of potential speakers, the Committee should keep records of all prior nominees for Karling speaker, including whether they were invited, and if so, if they accepted. The list should be retained by the EVP and should remain confidential.
3. The Chair sends a list of potential speakers to the rest of the Committee. Each member ranks the candidates in order of preference and returns the ranking to the Chair. (Use of Reply-All in email is optional here.) If there is agreement, the process stops there; if not additional discussion of the candidates will take place until an agreement is reached.
4. A ranked list of three candidates is then sent to the MSA Executive Vice-President, who will share it with the Council for approval. **The deadline for the Chair to supply the names to Council is September 1.**
5. Within two weeks of approval by Council, the top-ranked candidate is invited to speak by the Chair, or representative approved by the Committee, who will remain the primary contact until after the lecture is presented.
6. If the candidate accepts the invitation, the Chair should request that the lecture be aimed at a general mycological audience, note that an honorarium will be offered and expenses paid (see below), invite the speaker to publish the lecture in *Mycologia*, and answer any questions the prospective lecturer might have.
7. A $500 honorarium should be offered (to be paid from Endowment funds)
8. Expenses, including economical airfare, registration and accommodations, are to be paid from Operating Funds by the Treasurer
9. The Chair includes the list of expenses in the Annual Report.
10. If the candidate declines, the next prospective candidate should be contacted. (The ranking of the candidates should **not** be included in the report to be published in *Inoculum* to avoid the perception that the speaker who finally accepts was not our first choice.)
11. Notice of a candidate's acceptance or refusal should be sent to the Executive Vice-President, President, and Program Chair.
12. The President should write a congratulatory letter.
13. While the program for the meeting is being set up, generally in February, the Chair should again contact the annual lecturer to request a lecture title and abstract for their presentation and to invite them to submit the lecture as a publication (unedited) in *Mycologia*. Receipt of a manuscript is not a requirement for the honorarium.
14. The Chair should then send the title and abstract to the Program Chair.
15. As soon as the program schedule has been solidified, the Chair will notify the Karling lecturer of the date, time, and place of the lecture.

16. The Chair will facilitate communications between the Karling Lecturer and The Rees Group (TRG) to coordinate meeting registration, travel arrangements, and honorarium. This should be completed before early bird registration is closed.
17. A month before the meeting, the Chair should verify that all necessary travel arrangements have been made.
18. The Chair will also determine and notify the President and the Program Chair regarding who is to introduce the Karling Lecturer. Generally, either the Chair or the MSA President introduces the speaker; consideration should be made as to who best knows the speaker or who else might be more appropriate for this task.

The Committee reviews this section of the MOP annually and sends updates to the EVP at least one month before the annual meeting.

Nominations

(Updated September 2021)

Rotating Committee: Four members, four-year terms, all appointed regular members must be Past Presidents of MSA. President may appoint a representative recommended by the Student and Postdoc Section.

Purpose: To provide the Vice President a ranked list of nominees for each officer and Council position to be filled in the next election. The Nominations Committee should communicate with the Vice-President to ensure that diversity and gender balance are represented in the nominations of officers (see Appendix C). The committee operates as follows.

1. Each year the President appoints a new member for a four-year term. The senior-most Committee member serves as Chair.
2. Nominations to be considered are:
    a. Each year: Vice-President and Councilors.
    b. Every 3 years as the terms expire: Executive Vice President and Treasurer.
3. The Nominations Committee, the MSA membership, and the Vice President collaborate to set the ballot for the MSA election.
    a. The MSA Vice-President (VP) submits a request for nominations to the membership in the late fall issue of *Inoculum* and via blast email to Society members. The VP counts nominations, due Jan. 15, and assembles a slate to comprise the candidate for each slot who received the most nominations from membership (this is the “membership nominee”).
    b. The VP sends this list to the Nominations Committee by Feb. 3. The VP communicates with the Nominations Committee to ensure that diversity and gender balance is represented (Appendix C).
    c. The Nominations Committee will send the VP the second slate of nominees and a ranked list of alternative nominees by Feb. 15. The VP will check with the Rees Group to ensure that all candidates are current Society members. The VP then administers the election as described under the VP duties earlier in this MOP.
4. The Chair provides a brief report to the Executive Vice-President for presentation at the annual Council meeting and inclusion in *Inoculum* at the option of the Executive Vice President. The list of

nominees put forward by the nominations committee is strictly confidential, communicated only to the Vice President and, if needed, members of the Executive Council. The list of nominees should not be included in this report or any other publication.

5. The committee eviews this section of the MOP annually, with updates sent to the EVP at least one month before the annual meeting.

Program

(Updated June 2024)

Rotating Committee: Four members, four-year terms. President may appoint a representative recommended by the Student and Postdoc Section (usually the Chair).

Purpose: To develop the program for the Society Annual Meeting, the scheduling and operation of which will be developed in collaboration with The Rees Group and the Local Organizer(s) and Foray Coordinator(s). The Program Committee should consider diversity and gender balance at the Society Annual Meetings, including symposium organizers and speakers (see Appendix C).

The Chair is responsible for organizing the Annual Meeting program. Committee members will assist the Chair in coordinating the selection and organization of symposia, reviewing and editing the abstracts. For the Local Arrangements Coordinator, and Foray Coordinator see guidelines below. The President-Elect serves *ex officio,* as does the former Program Chair.

Duties of the Committee

• Budget planning (with Local Arrangements Coordinator):

1. Each symposium is funded by the MSA for $5,000 (up to three symposia to total no more than $15,000).
2. Agree on the Annual Meeting events that should be scheduled, estimate costs, and notify the Treasurer.
3. The Program Committee and TRG schedule the following events and coordinate with the Local Arrangements Coordinator(s) to ensure scheduling of:
    a. Registration
    b. Housing
    c. Meals
    d. Foray
    e. Workshops
    f. Sunday Pre-meeting Mixer
    g. Society Breakfast/Dinner Business Meeting
    h. Social/Auction
    i. FunRun (optional)
    j. Sightseeing and other Spouse-related events
    k. Childcare

Brief Timeline for organizing the Annual Meeting:

1. At the previous year's Annual Meeting, the Chair should discuss the potential symposia and organizers and advertise the upcoming call for symposia proposals.
2. Immediately following the Annual Meeting**,** the Program Chair should:
    a. Make a list of people who must be contacted (Program committee members, Local Arrangements coordinator(s), *Inoculum* Editor, President and President-Elect) and obtain the contact information for each person from Executive Vice President
    b. If a joint meeting occurs, contact other organizations with which MSA is meeting (e.g. APS, IMC)
    c. Send out the call for symposium proposals to the membership in early August. Remind membership that diversity should be represented in symposium speakers (Appendix C)
3. Set a submission deadline for symposium proposals by September 15
4. Review symposium proposals by October 15
5. In early October, confer with the Local Arrangements Coordinator
6. Early November, organize a skeleton outline of meeting events with Local Arrangements Coordinators and work with the symposia organizers on additional sources of funding if needed. When organizing a skeleton of the meeting, confer with both the SPS Rep on the Program Committee and with Local Arrangements Coordinators to schedule MSA Student and Postdoc Section events
7. By November 15 – Symposia speakers accept invitation or not, alternates sought.
8. Nov. – Feb. Meeting registration site in place
9. March – April – schedule for key program events set at abstract deadline – organize contributed sessions. Coordinates with the President and EVP to ensure that all regular events are on the program schedule with appropriate amount of time. These include (but are not limited to): The Annual Council meeting; the Annual Foray; the Welcome Social; the Opening Remarks; the Presidential Address; the Karling Lecture; the Business Meeting and Breakfast; the Editorial Board Meeting; the Volunteers Social; the Banquet and Auction.

Tasks that must be done when meeting with other organizations:

The schedule presented below is based on planning over the year for an August meeting and not held in conjunction with AIBS or APS.

1. APS requires that a formal letter requesting a joint meeting be sent to the APS President by the MSA President. Contact the APS coordinator one full year ahead of the meeting and maintain regular contact.
2. **Very important -** When meeting with AIBS and APS, the Program Chair, MSA President, or Local Coordinator should visit the site in Sept/Oct to select appropriate rooms for MSA meetings, lectures, symposia and contributed sessions.

Call for symposia proposals by September 15th to MSA membership:

1. Send out the call for symposium proposals to the entire membership by September 15. Coordinate this task with the Executive Vice President. Ensure that statements are present in the call that encourage diversity of symposia (see Appendix C).
2. Discuss the possible sources of funding.
    a. MSA provides up to $5,000 per symposia towards funding (up to 3 symposia).
    b. Proposers are asked to prioritize the requested funds in their proposal budget. The Program Chair will appoint a committee member (typically the third year member) to coordinate the review of symposium proposals.

c. Set a deadline of September 15 for the submission of symposium proposals.

In September, the Program Chair should also:

1. With the Local Organizer(s), consult with the meeting management web site manager (The Rees Group) to determine the best timelines for the call for papers, abstract forms, skeleton program, poster instructions, travel, housing information, and email or call *Inoculum* editor about abstract requirements. The abstract deadline should be mid-February to mid-March, depending on when the meeting is held. The Program Committee should set a list of categories for the applicants to select as first and second choices so the Program Committee can more easily arrange papers in sessions and in the graduate student competition.
2. Have the MSA website URL for the MSA membership application linked to the meeting registration page for those individuals who want to join MSA at the time of registration. Determine how electronic abstract submission will take place.

Early October — **Symposium Planning.** The Program Committee announces its symposium funding decisions and notifies the persons submitting proposals. Encourage and if possible assist unsuccessful applicants in developing contributed sessions for the symposium topic. Ensure that symposia are balanced by diversity and gender of invited speakers for symposia.

Budget. The Program Chair receives the budget proposals from symposium organizers and, with the committee, local organizer(s), and other consulting *ex officio* members of the committee, decides budget priorities and dispensation of the funds. Efforts should be made to ensure diversity of the program and of the recipients of the funds (Appendix C).

Potential funding sources. Sustaining members, local businesses, National Science Foundation, pharmaceutical or genetic and genomic-based businesses (especially those with MSA members on staff). It has been effective for the program chair to contact the MSA member at companies for details on whom and how to approach within the company. When such symposium funding is sought, it is beneficial for the Program Chair to discuss the letter requesting support, and have drafts proofread by the MSA member in the company.

Corporate sponsorship of symposia and other meeting activities, if any, **<u>must be</u>** coordinated by the Program Chair. A minimum of approximately $1500 is needed to support a symposium.

Early October — **Planning conference**.

The Program Chair, Local Arrangements Coordinators, possibly other MSA officers, and TRG will:

1. Send a tentative outline of the program to other society (e.g. AIBS, APS) program chairs if a joint meeting is planned. Explore possible co-sponsored symposia with other societies. Co-sponsoring MSA planned symposia with other societies gives additional publicity to our program, and co sponsoring symposia organized by other societies gives MSA greater variety.
2. Discuss the foray with local representative(s). Find potentially good meeting rooms for MSA. Optimize “field-time” by minimizing time (and expense) for transportation to foray site.

Deadline – October 31: completion of symposia schedules by organizers. It is important to have these planned well in advance.

Chair Duties - Early November:

1. Solicit suggestions from Committee members for session organizers and session chairs.
2. Confer with the MSA President regarding times and dates (breakfast/dinner Business Meeting), Presidential Address (BEFORE lunch!), Karling Annual Lecture (BEFORE lunch!), the Awards Ceremony, Social, and the Council meeting.
3. Obtain the name of the Karling Annual Lecturer and title of the lecture from the Chair of that committee. Communicate with the Karling Annual Lecture Chair and the Treasurer to verify that they have arranged for the speaker's registration, accommodations (usually in the same hotel as the MSA President) and transportation. This may be delayed until after the first of the year during stand- alone meetings if necessary.
4. Depending on who will print the program book, the Local Organizer, TRG, or the Program Chair should get a cash advance from the Treasurer ($2000 allocated by MSA). Bank it and keep all receipts and cancelled checks. These funds may be used to print the program.
5. Ask either the *Inoculum* Editor about including a call for papers and additional material in *Inoculum*. Coordinate with the Executive Vice President to send a blast email to membership with information about the meeting, abstract submission procedure, etc. You may also wish to inquire locally regarding duplicating, printing possibilities. Call-for-papers requires 1-month lead-time.

Program Chair Duties (March - April)

1. Send registration forms or obtain mailing labels from the AMM Association Manager for AIBS/APS to have the forms sent (these items may be handled through or mailed with *Inoculum* when MSA meets by itself.)
2. Verify that all symposia speakers have submitted abstracts. If not, contact the symposium organizer and have the missing abstracts sent to the abstract submission platform with a copy to the Program chair.
3. All fund-raising must be completed in order to notify symposia chairs as to funds and in order to include acknowledgements in the program.
4. Arrange the program, senior authors are limited to two papers, although that person can be a junior author on other papers.
5. Receive the announcement of MSA Distinctions to include in the program—this should include short biographies and photographs of the winners (Alexopoulos Prize, Weston Teaching Award, and Distinguished Mycologist) — this will come from the Awards Coordinator. Also be sure to include in the program a listing of which awards will be presented during which functions. Consult with the Awards Coordinator and MSA Executive Vice President regarding the timing of these presentations.
6. Photos and titles for the Presidential Address and the Karling Lecture should be obtained and included in the Schedule at a Glance.
7. Keep in touch with the local arrangements coordinator(s) to prevent any potential scheduling conflicts.
8. Separate abstracts by topic. Devise a skeleton program with the idea that each morning and afternoon should offer something to interest each of the different subject area groups. Avoid long periods without breaks, evening events that run too late, etc. A one-page summary, often in chart form, that can be included in the final program is very useful.

9. Some Program Chairs have divided sessions in half, with only 6-7 speakers/session so as to group topics more easily and punctuate sessions with coffee breaks. Consider asking new faculty or postdocs in particular subject areas to chair sessions, and please try to balance diversity across the session chairs.
10. Obtain commitments from prospective session chairs. Ask that they contact their speakers to inform them of the date and time of the presentations, confirm the time limit (usually 12 minutes with 3 minutes for discussion), and remind them to register. Place session chair information in the program.
11. Determine how to manage withdrawn papers and notify session chairs of the policy. The policy should stipulate that papers will not be rescheduled in other sessions so that people can rely on the printed schedule when planning which papers to attend and when.
12. Provide the program schedule to the appropriate person for printing. If the meeting is with AIBS or APS, find out when the proofs will be available and **proofread the program!**
13. Contact symposia chairs to have them proof their session abstracts and contact their speakers to remind them to register. MSA will reimburse registration costs to some non-MSA members who participate in symposia. The organizers distribute funds raised for individual symposia. Organizers communicate their wishes to both MSA Treasurer and symposia participants. The Treasurer reimburses participants for expenses with receipts within the limit set by the symposium organizer and funds allocated for each symposium.
14. Abstracts are no longer printed in *Inoculum*. They are submitted and formatted electronically and additional editing for uniformity is not usually carried out, although of course, checking them to verify that the format looks fine remains a good idea.

Meeting Schedules

1. If possible, do not schedule any events during the foray so all members can attend. Work with the MSA President with regard to the scheduling of the Council meeting, (MSA Council meeting should be scheduled on the day before sessions commence, usually Saturday), generally before the annual foray. Be sure that a conference room with one large table accommodating 25 people is booked, continental breakfast is served and lunch provided. Plenty of ice water, juice, soda, coffee, and tea are also needed for the meeting. Be sure that the catering arrangements are firmly in place and touch base with the MSA Executive Vice-President regarding the arrangements. In 2010, Council recommended that the Council Meeting be scheduled as an afternoon/evening meeting rather than an all day affair that requires early travel and additional lodging. The advent of easy email communication among Council members has eased the number of issues that need to be resolved at the Annual Meeting and this saves time and expense.
2. The Annual Karling Lecture is typically scheduled in the morning, usually before lunch.
3. The MSA business meeting immediately follows the MSA breakfast and typically takes about 1.5 hours, including awards presentations. Head tables should be rectangular and placed on a low stage above the rest of the meeting room with a speaker’s podium in the middle. The President, President-Elect, Vice-President, Executive Vice President, Treasurer, Immediate Past President, Program Chair and/or Local Arrangements Coordinator usually sit at the head tables.
4. The Presidential address generally is scheduled the same day as (sometimes immediately following) the business meeting, but this should be scheduled according to the President’s preference.

5. Opening welcome remarks and announcements should be scheduled at the beginning of the meeting. In later years this has been immediately followed by the Presidential Address, but schedule according to the President's preference.
6. All student papers must be given before Wednesday evening, the earlier the better. Establish contact with the Student Awards Section chair early in the process of developing the program and allow that committee help solve any problems associated with scheduling student talks and posters.
7. Do not schedule more than one social event at one time and avoid scheduling a presentation session concurrently with a social event.
8. Do not schedule any other session with the poster session. Consider discussion sessions at the end of poster sessions, but do not have these in a location far from the posters because you will lose people. It would be ideal to have the discussion sessions in the same place as the posters so participants can see the posters.
9. At the Annual Meeting the incoming (and outgoing) Program Chair should meet with the President-Elect and Executive Vice President to ease the transition and to guarantee that all information is passed on and future problems avoided. This meeting may be an informal lunch or dinner. This meeting has proved to be very valuable in planning the meeting for the following year and definitely should be held each year.
10. **Printed and electronic program -** Be sure to proofread the program before it is printed (probably in March or April); it is important that the MSA is well represented as a professional Society in the program. As technologies evolve we may not require printed programs in future meetings.

The Chair reviews this section of the MOP annually and sends updates to the EVP at least one month before the annual meeting.

Diversity, Equity and Inclusion Committee (DEI)

(Updated May 2024)

DEI committee serves as a rotating committee: Six members, two- to four-year terms
SPORES subcommittee serves as a fixed-term subcommittee: Six members, two- to four-year terms

Purpose
To advance research and educational initiatives centered on diversity and inclusion within the field of mycology, with a primary focus on fostering these values within the Mycological Society of America (MSA). This shall encompass:

1. Foster scientific research and educational initiatives focusing on diversity and inclusion within the Mycological Society of America (MSA).
2. Actively engage in meetings dedicated to Diversity, Equity, and Inclusion (DEI), aligning with our commitment to the MSA mission.
3. Advocate for the implementation of evidence-based strategies that foster diversity, equity, and inclusion in mycology, particularly within the MSA.
4. Educate both scientists and the general public about the importance of diversity and inclusion in science, emphasizing its relevance within the field of mycology.

The DEI committee is the primary committee responsible for advocating for, providing, and organizing efforts to fulfill these objectives.

The Society Prioritizes Our Recruitment of Every Scholar (SPORES) subcommittee is a dedicated group housed under the MSA DEI committee to help increase diversity at MSA by promoting future mycologists via the recruitment and mentorship of underrepresented undergraduate students. The primary objective of the SPORES subcommittee is to facilitate the development and execution of the SPORES program throughout the year, which includes recruiting and training mentors/mentees and organizing SPORES program events before and during the annual MSA conference.

The DEI committee, along with the SPORES subcommittee, play a pivotal role in advancing the mission and aims of MSA. These committees are integral components of our organizational structure, serving as forums for collaboration, decision-making, and action. Through their concerted efforts, they drive initiatives, projects, and programs that contribute to our overarching goals.

DEI Committee

Purpose and Objectives: The DEI committee is formed of a rotating group of members tasked with serving as a liaison between investigators, societies, and other groups interested in focusing on increasing diversity, equity, and inclusion. This committee helps to ensure that MSA members receive full consideration by:

1. Providing DEI-aware recommendations to meeting organizers.
2. Help with determining what constitutes inclusive and professional conduct and effectively communicating these expectations to the membership.
3. Working with the MSA Council to safeguard all MSA functions against any form of harassment, fostering a safe environment for all participants.

The purpose and MOP of the rotating committee shall be reviewed and renewed by a vote of the membership every four years.

DEI Composition The DEI Committee will consist of six rotating members, a chairperson, a chairperson-elect, a past chairperson, a secretary, an early career representative, and a SPS representative, each fulfilling specific roles as outlined below in the responsibilities section.

DEI Structure and responsibilities

- ***Chairperson:*** Responsible for providing leadership and direction to the committee, overseeing its activities, and representing the committee to the broader organization. Fulfills the role of past-chair after a year of serving as chairperson.
- ***Chairperson-Elect***: Assists the Chairperson and prepares to assume the role of Chairperson in the future. This role may involve supporting committee initiatives and facilitating smooth transitions within the committee leadership.
- ***Past Chairperson*****:** Provides guidance and continuity by drawing on past experience and insights. This role may involve advising current committee members, sharing institutional knowledge, and assisting with special projects or initiatives.

- ***Secretary:*** Responsible for managing communications, documentation, and administrative tasks for the committee. This includes recording minutes and maintaining records of committee activities.
- ***Early Career Representative*:** Represents the interests and perspectives of early career professionals within the committee. This role may involve advocating for the needs of early career members, providing input on relevant initiatives, and facilitating engagement opportunities for this demographic.
- ***SPS Representative*:** Represents the interests and perspectives of MSA student members to the committee. This role may involve advocating for the needs of student members, providing input on relevant initiatives, and facilitating engagement opportunities for this demographic**.**

Together, the members of the DEI Committee work collaboratively to advance diversity, equity, and inclusion initiatives within the organization, promote a culture of belonging and respect, and foster a more inclusive community for all members.

Time requirement commitment for DEI committee members

1. ***Secretary*:** will serve a four-year term, progressing through roles each year:
    a. Secretary in the first year, Chairperson-Elect in the second year, Chairperson in the third year, and Past-Chairperson in the fourth year.
2. ***SPS Representative and Early Career Representatives*:** will initially serve a two-year term, with the possibility of a second two-year term.
    a. The SPS Representative**:** must be a graduate student at any career stage.
    b. The Early Career Representative: can be a senior graduate student, a postdoc, an untenured assistant professor, or a recent (less than 3 years) government/industry professional.

Regular or Recurring Duties of the DEI Committee

1. Review the MSA Bylaws, MOP, and awards rubrics, proposing recommendations aimed at cultivating an equitable and inclusive environment that caters to the needs of all members.
2. Conduct anonymous surveys on the demographic representation of MSA the membership every three years. The survey results are to be assembled and presented as a poster or talk at the following MSA meeting, published in Inoculum, and/or posted on the MSA website.
3. Support outreach efforts to enhance and sustain membership and engagement within MSA by mycologists from underrepresented groups. This includes but is not limited to the following activities:
    a. Recruiting college and university students interested in mycology.
    b. Collaborating with the MSA Student and Postdoc Section to coordinate networking and mentoring events during the annual MSA conference with established mycologists from diverse sectors, including government, academia, and industry.
4. The creation/maintenance of a web page that highlights mycologists from underrepresented groups; and hosting a diversity event at annual MSA meetings.
5. Annual review of applications for the Interchange Ambassador and Invitee Awards and selection of up to two awardees per award.

Becoming a DEI committee member

1. Individuals interested in the Secretary, SPS Representative, or Early Career Representative positions can express their interest to any member of the DEI Committee or the MSA President. The Chairperson will then present the candidates to the MSA President for approval and appointment to the committee.
2. If multiple candidates show interest in a position, the rotating committee will conduct an internal election among its members to select candidates. The committee's preferences will be communicated to the MSA President.

SPORES subcommittee

The SPORES subcommittee members are responsible for overseeing the development and execution of the SPORES program throughout the year, including the organization of SPORES program events at the annual MSA meeting. Their duties encompass planning, promoting, and evaluating the effectiveness of the SPORES program. This includes the development, implementation, and analysis of all pre- and post-meeting surveys. Additionally, the SPORES subcommittee is responsible for seeking out funding opportunities and crafting compelling proposals to support the sustainability and growth of the SPORES program. Furthermore, the SPORES subcommittee is entrusted with preparing the SPORES annual report. This report will undergo review by the DEI Committee and will be submitted to the MSA Executive Council.

SPORES composition

The SPORES subcommittee will consist of six members, a chair, a chair-elect, a past chair, a secretary, an early-career representative, a SPS representative and an MSA councilor. The SPORES subcommittee will operate as a Fixed-Term Committee, with detailed commitment timelines and job descriptions outlined below:

Purpose

To develop and implement the SPORES program on an annual basis.

Objectives

- Plan and promote the SPORES program, targeting local institutions serving underrepresented communities.
- Facilitate open calls for mentees and mentors.
- Curate mentor-mentee matches.
- Develop, implement, and analyze pre- and post-meeting surveys.
- Execute the program at the MSA annual meeting, including but not limited to a welcoming session and local support for mentees and mentors.
- Raise funds through donations, preparing external proposals, etc.
- Compile SPORES annual reports.
- Develop and implement program improvements based on survey results and other feedback.

SPORES structure and responsibilities

- ***Chair-elect (2 years):*** Duties - attend DEI committee monthly meetings, develop, coordinate, and implement the SPORES program, and compile the annual report. After the two-year position, the chair-elect will become the past chair, serving for two additional years (see information on past-chair).

- ***Chair (2 years):*** Duties – assist in developing, coordinating, and implementing SPORES; compile SPORES applications and communicate with selected mentors and mentees; assist in compiling the annual report.
- ***Past-chair (2 year):*** Duties - assist in developing and implementing SPORES. The chair-elect will fill this position after they fulfill two years of service. The past-chair position will be filled for two years, during year 1 the past-chair is committed to attend all meetings. During year 2, they have the option to attend all meetings or as needed.
- ***Early Career Representative (2 years):*** Duties – represent the interests of early-career professionals within the organization while they assist in developing and implementing SPORES.
- ***Secretary (2 years):*** Duties – compile meeting minutes, compile and disseminate SPORES announcements, assist in developing and implementing SPORES.
- ***Student/postdoc representative (2 years):*** Duties – Assist in developing and implementing SPORES, liaison with the Student and Postdoc Section.
- ***MSA councilor (2 years):*** Duties – Liaising with the MSA Council and assisting in developing and implementing SPORES.

Time requirement commitment for SPORES subcommittee members

1. ***SPORES subcommittee members***, including one MSA Councilor member, will serve a fixed term of 2 years, to foster consistency and sustain commitment to the program.
2. ***The MSA counselor*** will be recruited from the MSA counsel and will serve for 2 years.

After fulfilling a two-year tenure, and during open voting, members of SPORES are eligible to apply for a different position within the organization.

Becoming a SPORES committee member

1. Individuals interested in any of the positions can express their interest to any member of the DEI Committee or SPORES subcommittee or the MSA President. The Chairperson for SPORES will then present the candidates to the MSA President for approval and appointment to the committee.
2. If multiple candidates show interest in a position, the current SPORES subcommittee and DEI committee will conduct an internal election among its members to select candidates. The committee's preferences will be communicated to the MSA President.

Rotating Committees: Awards

Mycological Society Distinctions

(Updated May 2023)

Rotating committee: Five members, five-year terms, appointed committee members must have previously received a Distinctions Award

Purpose: To solicit nominations and select recipients of the Distinguished Mycologist Award, the William H. Weston Award for Teaching Excellence, the C.J. Alexopoulos Prize, and the Community Mycologist Award.

The Chair is the member serving their fifth year on the Committee. The Chair organizes and coordinates all Committee duties and assumes duties for the next year's awards directly after the MSA Annual Meeting. The incoming Chair should obtain the list of Committee member(s) and their contact information at the start of their term. The Chair will work closely with The Rees Group (TRG), Executive Vice President (EVP), and Awards Coordinator to prepare announcements, meet deadlines, and prepare summaries of results for publication in *Inoculum*.

The following guidelines will assist the Chair in determining the timing for committee activities. MSA Council agreed in 2007 to publicize the winners of MSA Distinctions prior to the Annual Meeting, although recently publication has come AFTER the meeting. Publicity takes the form of biographies and photographs published in the Program Book and in Inoculum, and may also include the preparation of other materials for email and other promotions.

The **Call for Nominations** (November), coordinated by the MSA Awards Coordinator, is sent out to the MSA membership via email by the Rees Group, and is published in the Winter Inoculum. The application deadline is typically February 15 midnight Pacific standard time. The announcement will directly encourage nomination of diverse candidates for each award. Some nomination packages can be updated and carried over from year to year, and it is the Committee Chair's responsibility to request updates from the nominator (see Award Requirements).

Overview of Award Requirements

• Distinguished Mycologist Award

Award statement: Awarded annually to an individual who has established an outstanding mycological career. This is one of the highest awards bestowed by the MSA and marks a distinguished career. Nominees for the award will be evaluated on the basis of quality, originality, and quantity of their published research, and on the basis of service to the MSA or to the field of mycology in general.

For applications carried over from a previous year, the Chair will request updates of the nominee's materials by contacting the nominator no later than January 1 (i.e., at least six weeks before the deadline).

The Committee may choose to make more than one award or no award in a given year, as appropriate. No person should receive both the Distinguished Mycologist and Honorary Member awards.

• William H. Weston Award for Teaching Excellence in Mycology

Award statement: Awarded annually to an outstanding teacher of mycology at the undergraduate and or graduate levels.

For applications carried over from a previous year, the Chair will request updates of the nominee's materials by contacting the nominator no later than January 1 (i.e., at least six weeks before the deadline).

The committee may choose to make more than one award in a given year. Alternatively, the committee can opt not to give an award in a given year if there are no appropriate candidates.

• C.J. Alexopoulos Prize

Award statement: Awarded annually to an outstanding mycologist early in their career. The nominees will be evaluated primarily on the basis of quality, originality, and quantity of their published work.

For applications carried over from a previous year, and still within the 10-year window (family and medical leave exempted), the Chair will request updates of the nominee's materials by contacting the nominator no later than January 1 (i.e., at least six weeks before the deadline).

Only one award can be given per year. Alternatively, the committee can opt not to give an award in a given year if there are no appropriate candidates.

• Community Mycologist Award

Award statement: The purpose of the Community Mycologist Award is to recognize people with non-traditional academic backgrounds who have made outstanding contributions to the field of mycology, or who have widely transmitted significant scientific or aesthetic knowledge about fungi to the general public. Nominees for the award will be judged on the basis of the impact and quality of their contributions, and on their sustained commitment to the field of mycology. At most a single award is given each year.

For applications carried over from a previous year, the Chair will request updates of the nominee's materials by contacting the nominator no later than January 1 (i.e., at least six weeks before the deadline). Only one award can be given per year. Alternatively, the committee can opt not to give an award in a given year if there are no appropriate candidates.

For the **Selection of Award Recipients (February – April)**

1. Nominators should send the nomination files as a PDF to the Rees Group, per above, by the nomination deadline. The Rees Group and Awards Coordinator can assist the Chair in distributing these to the committee for review, either by email or by secure sharing via Dropbox, Google Drive, or a similar mechanism. The nominations should be treated as confidential documents. The nominations, including any carry-overs (see below), should be made available to the committee within 1-2 weeks after the nomination deadline (i.e., on or before March 1).
2. Committee members should indicate immediately (by March 1) whether they have any conflict of interest and thus cannot serve as a reviewer for a particular nominee. Conflicts are described below.
3. The Committee should use existing rubrics, which should be updated by the Chair every year to adequately reflect review criteria. These rubrics can be used by members to rank nominees, however, the scores do not necessarily need to be tallied and shared.
4. The Chair should coordinate phone- or video-conference meetings (one or more, as needed) to review the nominations. The Chair should ensure that all members of the committee have reviewed the MOP for Distinctions and additional details on the MSA website for each award. Typically the meetings should be held by mid-March.

5. The review meetings should comprise only members of the committee and the Chair. Deliberations and discussion should be treated professionally and confidentially. All committee members should participate, except those who must recuse themselves if they have a direct conflict of interest with any nominee, at the discretion of the individual and the Chair (e.g., they contributed to the nomination; they are a former student or postdoc of the nominee or nominator; they collaborate closely with the nominee; they have a family or personal relationship with the nominator or nominee, etc.). If conflicts are numerous enough to compromise the committee's activities, the Chair should consult with the MSA President to seek ad hoc members for evaluation pertaining particular awards.
6. During the evaluation process the committee should consider best practices to ensure a diversity of awardees.
7. The deadline for rendering a decision is April 1.

After Awardees are Selected (April-May)

1. After the Committee has made decisions, the Chair notifies the Committee of the final results and reminds all of the importance of confidentiality. The Chair then notifies the Awards Coordinator and MSA Executive Vice President.
2. The Chair then (unobtrusively) notifies successful nominees and nominators of the Committee's decision and encourages attendance at the Annual Meeting where the award will be presented at either the Awards Ceremony or the Business meeting. Successful nominees are requested to provide a short biography and photograph, and provided with a link where these materials should be submitted. The link can be obtained from the MSA Awards Coordinator or Membership Coordinator of the Rees Group.
3. The Chair should also notify the President so that they can send congratulatory letters to the award recipients early and also encourage them to attend the MSA meeting.
4. Using great discretion and tact, the Chair informs the <u>nominators</u> of unsuccessful nominees as to whether their nominee will receive an award that year or not. At their discretion, nominators may or may not choose to inform unsuccessful nominees of the results.
5. The Chair should talk with nominators to clarify eligibility for reconsideration in subsequent years with a reminder of the possibility of file updates.
6. The Chair and members of the Distinctions Committee do not typically communicate directly with unsuccessful nominees since in many cases they are not aware that they have been nominated for an award.

In Preparation for Annual Meeting (May – July/August)

1. In consultation with TRG and the Awards Coordinator, the Chair arranges to have plaques made for awardees.
2. The Chair prepares an annual report of the Committee's activities during the year (for presentation at the annual Council meeting) that summarizes Committee activities and decisions. This should be submitted to the Executive Vice President a month before the meeting.
3. The Chair updates and corrects the Awards guidelines as deemed necessary. Revised guidelines should be submitted to the Executive Vice President and the President-elect a month before the Annual Meeting, with additional input contributed after the meetings if so desired.

4. The Chair consults with the President to decide whether the Chair or the President will present the Awards at the ceremony held in conjunction with the Society annual business meeting. If the President chooses to present the awards, the Chair should send the President the necessary materials for making a biographical summary or prepare the summaries for the President.
5. The Chair asks that the Treasurer determine the Alexopoulos Prize amount and write the check for that award. In 2008 Council approved setting a minimum amount of $1,000 for the Alexopoulos Prize; thus the award amount should be that generated from the annual interest, or $1,000, whichever is greater.

Immediately Before, During, or After the Annual Meeting

1. Before the meeting, the Chair checks the Business Meeting Agenda or the Award Ceremony plans with the Executive Vice President and confirms that the presenter (Chair or President) has all needed materials.
2. At the meeting, the presenter (Chair or President) announces the award winners and reads the biographical summaries during the Business Meeting or Awards Ceremony.
3. After the meeting, the outgoing Chair coordinates with the President to ensure that Distinctions awardees are announced, at the awardees' discretion, to deans/department heads at their home institutions, and/or via special interest bulletins. Typically the President will send congratulatory letters for this purpose, which will include statements as to the special nature of the awards (e.g., that only one is given per year). Photographs and biographical summaries used for the award presentation may be reused for these purposes. There has been discussion about publishing this information in Inoculum prior to the Annual Meeting so that MSA members can congratulate the recipients in person throughout the meeting week, but recently, announcements have been published after the meeting.
4. The outgoing Chair should meet briefly with the incoming Chair at the beginning of the latter's term. The outgoing Chair should provide any original files and contact information, discuss the awards process, and address any questions from the incoming Chair.

The committee reviews this section of the MOP annually and sends updates to the EVP at least one month before the annual meeting.

Honorary Awards

(Updated September 2021)

Rotating committee: Three members, three-year terms; all appointed members must be Past-Presidents of MSA.

Purpose: To select and recommend (1) distinguished senior scientists from outside the United States and Canada for honorary membership in MSA and (2) mid-career mycological achievers and outstanding MSA volunteers for recognition as MSA Fellows. Recommendations should consider diversity and gender balance (and see Appendix C). The Committee:

1. Is composed of three MSA Past-Presidents who are appointed by the President.
2. Should solicit nominations based on merit that improve diversity (see Appendix C).

3. Works with the Executive Vice President and/or Awards Coordinator to prepare announcements, meet deadlines, arrange for presentation at the Business Meeting, and prepare results for publication in *Inoculum*.
4. Reviews nominations and reports its recommendations to the MSA Council. After evaluation of the committee's recommendations the Council will present selected nominees for election by the membership at the annual business meeting. A notice of election will be placed in *Inoculum*.

Honorary Awards
Deadlines for applications for Honorary Awards will be February 15th each year, unless otherwise determined. In 2017, the procedures were modified so that nominators are directed to submit their materials to the MSA email address by midnight Pacific standard time. The Executive Vice President coordinates with the Association Manager to send all nomination materials to the Committee Chair.

Deadline for selection of awardees and notification of decision to the Awards Coordinator and MSA Executive Vice President is April 1st each year, unless otherwise instructed. This deadline is important because the nominations need to be approved by Council, and those approved are encouraged to attend the Annual Meeting in time for them to qualify for advanced registration rates.

• Honorary Members
Honorary members are distinguished senior scientists with a long record of significant contributions to knowledge of fungal biology. They should reside in and work in countries other than the USA and Canada. They may or may not be MSA members. No one person should ever receive both the Honorary Member Award and the Distinguished Mycologist Award.

There is no restriction on the number of Honorary Members but usually only one is nominated per year. Members of the MSA are encouraged to submit nominations, accompanied by detailed documentation of the credentials of the nominee, to the Committee on Honorary Awards. **The following guidelines for voting on honorary members were approved at the Annual Council Meeting 2005 and further modified from 2005-2016**:

1. Approval of a nomination must be by a majority of the full complement of all Council members (rather than the majority of those voting, which is the norm for Council polls).
2. Discussion will be via email if no contentious discussion arises.
3. If contentious discussion arises, the Executive Vice President may hold the discussion as a videoconference. The people who submitted letters in support of the nomination may be brought into the discussion if necessary. All comments to be considered must be first-hand and come directly from the people to whom they have been attributed. All all comments be signed (This has not proven necessary in recent years).
4. Names of the Honorary Member nominees will be put forward for approval by vote of Council. In addition to approval by a majority of the full complement of all 15 Council members, approval by membership vote at the Annual Business Meeting is required.
5. Once Council has approved the nomination, the Chair should contact the nominator(s) of the unsuccessful candidates to inform them that their nominee was not selected.
6. The President will notify Honorary Award recipients that they have been chosen in a timely fashion so that person can make arrangements to attend the MSA meeting.
7. The Honorary Member will receive a plaque. The Chair will contact the Awards Coordinator with the information to prepare the plaques. Plaques have been ordered from Tuller Trophies, Tucson, AZ for many years. The company has the plaque format on file and just needs to be told

the name of the recipient. The Webmaster and The Rees Group need to be notified of newly approved Honorary Members.

• MSA Fellows

In July 2002, Council approved a Bylaws change making this Committee responsible for selection of MSA Fellows. This was approved by the membership in the 2003 election. The Committee will administer selection of the MSA Fellows, to be announced at the Annual Meeting. **Guidelines for selection of the MSA Fellows are as follows:**

1. MSA Fellows are to be selected from members who have completed at least 11 years of service after their PhD, with no upper limit.
2. MSA Fellows are MSA members who are outstanding mycologists on the basis of one or more criteria: a solid record of mycological research, and/or successful teaching and development of teaching materials for mycology, and/or significant service to the Society. This honor is meant to recognize a core group of mid-career mycological achievers and outstanding MSA volunteers.
3. The committee will solicit names of potential Fellows from MSA Council. The committee may also contribute to the list of potential Fellows candidates and solicit nominations for MSA Fellows from the MSA Membership at large by posting a brief notice in Inoculum and/or MSA website in March. Ensure that there is specific language to improve diversity in the MSA (and see Appendix C).
4. The MSA Fellow Award nomination should consist of a one-page overview of the nominees' activities including their contributions to the MSA. The criteria should include a minimum requirement for significant service to the society, such as 1) at least one term on MSA council; 2) one term as Associate Editor or similar; or one term as Chair of an important Committee such as the Program Committee or Endowment Committee.
5. Each year, after compiling a list of potential Fellows, the Committee will select a short list of candidates to be recognized during the annual awards ceremony to send to Council for final approval. Candidate selection should consider diversity and gender balance (see Appendix C). The limit for the number of Fellows that can be recognized in any year is 3; committee chooses the number of awards between 0-3.
6. After approval by Council, the successful candidates are to be notified and asked for their CVs by the Chair of the Honorary Awards committee.
7. The Chair should contact the <u>nominator</u>(s) of unsuccessful candidates to inform them that their nominee was not selected but the nomination will be considered for two more years. The nominator may also submit an updated nomination.
8. The Chair will compile brief biographies and a photo of recipients to be sent to the Awards Coordinator and President to be read at the MSA awards ceremony. Remember to ask all current Fellows to stand or raise their hands prior to announcing/presenting the new Fellows awards.
9. The Chair collaborates with the Awards Coordinator and The Rees Group to have plaques made for award recipients. The Chair may have the appropriate plaque prepared locally or contact the Awards Coordinator for contact information for the contractor who previously made plaques. The Management Company contact should be notified of newly approved Fellows and asked to update the list on the MSA website.
10. The Chair should notify Fellows within two weeks of Council approval so that Fellows may more easily make arrangements to attend the Annual Meeting if they so choose. This will be followed by a congratulatory message from the President.

The committee reviews this section of the MOP annually and sends updates to the EVP at least one month before the annual meeting.

Research Awards

(Updated May 2024)

Rotating Committee: Five members, five-year terms

Purpose: To solicit and select recipients for the MSA Research Awards.

The Chair will work closely with the Awards Coordinator to review announcements, meet deadlines, and prepare final results for publication in *Inoculum.* The Committee should follow best practices outlined in Appendix C, for example, advertising beyond the blast email dissemination through MSA by using other mechanisms (e.g., Ecolog, Evoldir) and by making announcements in related society newsletters (e.g., APS, BSA, ESA, and SSE). Awards should be made based on merit and diversity (Appendix C).

Note: Membership in MSA is required for all research award applicants, except as detailed for student awards that indicate 'application for membership at the time of the award application submission' is acceptable.

The MSA Research Awards currently include the Martin-Baker Award, the H.V. and A.H. Smith Research Award, the Clark Rogerson Award, the Climate Change Award, the Forest Fungal Ecology Award, the John W. Rippon Research Award in Medical Mycology, the S. Bartnicki-Garcia Award, the Emory Simmons Research Award, the Robert W. Lichtwardt Award, the Translational Mycology Award. Award descriptions, criteria regarding eligibility to apply, the documentation required in the application, and deadlines for submission are in the Awards Chart on the MSA website. In selection of award recipients, the Committee will be guided by the criteria posted on the MSA web pages. The number and monetary value of awards may vary from year to year based on the availability of endowment funds assigned to that purpose.

For this committee, the Chair:

1. Assist the Awards Coordinator and Executive Vice President with the timely posting of the announcements for the competition of the research award and should be submitted to *Inoculum* prior to the deadline, usually Feb 15. Ensure that there is specific language to improve diversity and gender balance in the MSA (Appendix C). ***Note:*** In 2019, the process was modified so that applicants are instructed to use the Google forms linked from each award description to submit their applications and email supporting materials to the MSA email address (msafungi@reesgroupinc.com). The Google Drive is made available to all reviewers.

2. Should review all applications and supporting material submitted. The Chair should verify with the Membership Coordinator at the Rees Group that all applicants are current MSA members. Also, the Chair may write and ask for a letter of support if this is required and missing for an applicant.

3. Ensures that the applications are available to all Committee members by requesting edit access to the Google Drive from the Membership Coordinator.

4. When conflicts of interest for a given award arise, the Chair should follow the set of guidelines outlined in the Conflict of Interest policy (Appendix A). The member of the committee with a conflict of interest may evaluate all other applicants but will not participate in deliberation and voting on the award. If there are fewer than three members of the committee ranking all applicants, an ad hoc committee member should rank all the applicants for awards.

5. Receives the votes of Committee Members, allowing an appropriate interval for comment and input, and conducts runoff elections where required. ***Note:*** In 2010, Michelle Seidl, Chair of the Research Awards Committee, found that a weighted ranking system, where first place receives "1," second place receives "2," third place receives "3," etc. was efficient at ranking award recipients. The chair then averages the three rankings to produce a final ranking for all of the applicants (the lowest number is the highest ranked).

6. Collates the final vote and announces the draft slate of award candidates to the Committee for discussion and Committee approval.

7. Consults with the Chair of the Student Awards Committee to ensure the broadest dissemination of awards among members (check to see who has been awarded the Graduate Fellowship, Backus Award, and NAMA Memorial Fellowship). It is up to the Chair of Research and Student awards to decide whether applicants are deserving of multiple awards from both committees.

8. Informs the Executive Vice President and Awards Coordinator of the final result prior to April 1st. The Chair will update a spreadsheet with the name of each recipient, award won, address, email address, and amount of award so that the Membership Coordinator at The Rees Group can begin collecting W9 forms and ultimately issue award payments.

9. Notifies the successful applicants via email and writes email letters of appreciation to the unsuccessful candidates.

10. Encourages successful applicants to attend the Annual Meeting of the Society to receive public recognition for their accomplishments and to present their work in an oral or poster session.

11. Requests of each successful candidate a photo and brief biographical sketch for publication in *Inoculum*. Files need to be sent directly to the Awards Coordinator within two weeks of the award notification. Publication will appear in the next published issue of *Inoculum*; material for publication will be uploaded to MSA Google Drive by the Awards Coordinator so that *Inoculum* publishers will have access to it.

After the awards are finalized, the Chair:

1. Prepares an annual report detailing the committee's activities and decisions over the past year. This report, for the Council meeting, should be submitted to the Executive Vice President a month before the meeting or by the date requested by the EVP.

2. Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines are to be submitted to the Executive Vice President and the President-elect a month before the Annual Meeting.

3. Works with the Endowment Chair to publish the annual accounting of each fund in *Inoculum,* including the award amounts granted, interest or income accrued by each fund, and the remaining current principle.

4. Reminds award recipients to send letters of thanks to fund donors, as appropriate.

5. Prepares to present the awards to the winning students during the Annual Meeting, as decided by the Program Committee. Chair should check with the Awards Coordinator or Executive Vice President when the presentations will be made. Chair arranges to get checks from The Rees Group to present to the winners at that time if they have not already been mailed or electronically transmitted. Certificates will be available to awardees if requested by Council, provided by The Rees Group.

6. Sends a reminder to recipients of the Emory Simmons Research Award to provide a written report two years after the award is given and forwards the report to the Executive Vice President.

The committee reviews this section of the MOP annually and sends updates to the EVP at least one month before the annual meeting.

Travel Awards

(Updated June 2024; note this committee was formerly known as the Mentor Travel Award Committee, but was expanded in scope in 2024)

Rotating Committee: Four members, four-year terms.

Purpose: To solicit and select student applications for travel support to the Society's Annual Meetings.

The Chair works closely with the Executive Vice President and/or Awards Coordinator to prepare announcements, meet deadlines, and prepare results for *Inoculum*. The Chair, in coordination with the Awards Coordinator and the Treasurer, will ensure that they have an accurate list of awards that will be available in any given year. The Chair, who receives access to all applications, distributes them to the Committee for evaluation. All activities should follow the principles of Appendix C. Applicants must be members of MSA. The Committee is welcome to invite applicants whose memberships have lapsed to meet the requirements while awards are being determined, but this is not necessary. We do not recommend that students be awarded prior to membership.

Criteria Used to Judge Applications. Is the application (project and student) worthy of support? If so, then the applications should be numerically ranked using the following criteria:

Major criteria

1. Quality of the work based on the abstract and research description (with some concern for the "breadth" of the work), including degree of completion (results, conclusions, etc.) and the importance of the work to the body of mycological knowledge.
2. Contribution to diversity and gender balance in the awards.
3. Strength of the support letter from the major advisor.
4. Number of previous Mentor travel awards. If application numbers are higher than the number of awards available, preference is given to those who have won the award fewer than two times (so as to encourage participation in MSA meetings by the greatest number, variety, and level of students). When possible, the committee will designate each award winner in the name of an MSA Mentor who studied in a similar field.

Minor criteria

1. Current or predicted date of graduation (seniority: is this the last "opportunity" to receive support?).
2. Student level (PhD, MS, BS), with preference given to graduate students.
3. Other support available for the applicant (e.g., do they come from a smaller school? How far would they be needing to travel? Is the student working on an independent project separate from PI?).
4. Second or lower rated presentation from the same school/same PI.
5. Interest of the mycological community in the research (a subjective point).

Procedure for numerically ranking the applications:

1. Each committee member provides the chair with a rank number (1 to 10 with the full range being used, and 1 being the highest rank) for each applicant.
2. The Chair does not rank the applicants unless a member of the committee has a student in the competition, in which case the chair provides a ranking for that student to replace the advisor's ranking, the chair's ranking is also used to break a tie). ***Note:*** In 2010, Michelle Seidl, Chair of the Research Awards Committee, found that a weighted ranking system, where first place receives "1," second place receives "2," third place receives "3," etc. was efficient for ranking award recipients.
3. The chair averages the three rankings to produce a final ranking for all of the applicants (the lowest number is the highest ranked).
4. The chair polls the committee to resolve any errors or problems with the final rankings.
5. The highest ranked students, i.e., those with the fewest points, are the winners, going up to the number of awards given (i.e., the first six places if six awards are to be given).

Assignment of award winners to a specific mentor. When possible, the committee will designate each award winner in the name of an MSA mentor who studied in a similar field.

Notification of Award Winners:

1. Notification by email of student.
2. When there is a case of matching funds, a verification letter or email is sent to the address supplied by the student.
3. The chair sends a letter of regret or thanks to all applicants who did not receive an award.
4. Award winners are given brief biographical sketches of their travel award mentor as they are recognized at the Business Meeting.
5. Award winners are expected to help build the MSA endowment from which they have benefited. For this reason they should volunteer to help sell T-shirts at the MSA meeting. The award winners may also be needed to fill other functions at the Annual Meeting, such as helping with foray groups, setup for the auction or personing the MSA desk. The chair will provide the winners' email address to the chair of the endowment committee so they can be contacted to offer their help. They may provide the list of awardees to the President to request assistance for the Local Arrangements Committee or Program Chair.

The Chair will:

1. Gain access to the Google drive housing all the student application materials. In 2019 the management company created Google forms so that all submissions are tracked and go to the same drive. The Executive Vice President coordinates with The Rees Group to send all supporting documents and applications to the committee chair.
2. Review all applications and supporting material sent by the EVP. The Chair should verify with the membership coordinator that each applicant is an MSA member. The Chair may also ask for a letter of support if this is necessary and missing from an applicant.
3. Determine from the Endowment Committee Chair how many travel awards Council has approved and which specific mentor awards will be made (in 2024, this was 18 awards at $750 each).
4. Preside over the ranking of the applications.
5. When conflicts of interest for a given award arise, follow the guidelines outlined in the Conflict of Interest policy (Appendix A). The member of the committee with a conflict of interest for a particular applicant should rank all other applicants for awards. If there are a few members of the committee ranking all applicants, the ad hoc committee member should rank all the applicants for awards.
6. Notify the Awards Coordinator and MSA Executive Vice President of the results. This should be done on or before April 1st or at least 15 days before registration deadline of the conference.
7. Notify successful applicants of their awards and remind them that they must attend the meeting to receive their award. At the same time, also notify non-awardees.
8. Prepare a summary of the awardees noting their name, University, supervisor, thesis title or topic, and the mentor for distribution to the Executive Vice President, President, and Treasurer.
9. Maintain, and pass on to the next chair, all guidelines, form letters, and mentor biographical sketches.

10. Send an annual report to the MSA Executive Vice President and send the final results to the *Inoculum* editor for publication in the post-Annual meeting issue of the newsletter.

11. Review this section of the MOP annually, with updates sent to the EVP at least one month before the annual meeting.

Template for letters

Dear NAME,
On behalf of the MSA GIVE CORRECT COMMITTEE NAME HERE Awards Committee, I regret to inform you that your application for the XXXX Award was not successful this year.

Our Committee received more applications than the number of awards available, and applications were of impressive breadth and quality. As a result, the awards committee found it particularly challenging to select the awardees from this year's diverse and talented applicant pool.

The Committee encourages you to apply again next year for MSA Awards if possible.

On behalf of the MSA COMMITTEE NAME HERE Committee, I again offer regrets and thank you for your application.

Respectfully,

COMMITTEE CHAIR NAME

Dear NAME,
It is my great pleasure to congratulate you on behalf of the MSA as this year's winner of the XXX Award !

We hope you can join us at the MSA annual meeting in XXXLOCATIONXXX this XXXMONTH to receive your award of $XXX. Your conference registration fee will also be waived. If you cannot attend, please let us know.

When you get a chance, please upload a photo and short bio using this link:
https://docs.google.com/forms/d/e/1FAIpQLSe8VMVedykjmoPI6trSNMMqj4FBoJuL3Ow2Z8hk1U6rc8PDrA/viewform?usp=sf_link

With best wishes for your research, and congratulations again!

COMMITTEE CHAIR NAME

Student Awards

(Updated September 2021)

Rotating Committee: Four members, four-year terms.

Purpose: To determine awardees for the Undergraduate Research Award, the MSA Graduate Student Fellowships (2), NAMA Memorial Fellowship, the Backus Award, and the prizes for best Graduate Student Oral Presentations (2) and Poster Presentations (2) and best Undergraduate Oral Presentation (1) and Poster Presentation (1). Awards should be made based on merit and awardee selection should take candidate diversity and gender balance into account (Appendix C). All awards applicants must be MSA members, except when otherwise specified below.

Awards Committee
The Student Awards Committee Chair organizes and coordinates Committee activities with the cooperation of the Executive Vice President and Awards Coordinator. To meet the goals set out in Appendix C, the Student Awards committee should advertise beyond the blast email dissemination through MSA by using other mechanisms (e.g., Ecolog, Evoldir) and in related Society newsletters (e.g., APS, BSA, ESA, and SSE) and also require MSA membership for application.
The following section is a description and schedule of those activities and is intended to assist the chairperson in knowing what to do and when. If the Annual Meeting is scheduled for a month other than August, adjustments in this schedule should be made accordingly.

The Chair assumes tenure after the MSA meeting and works closely with the Executive Vice President, the Awards Coordinator, and the management association (The Rees Group) to prepare announcements, meet deadlines, and prepare final results for publication in *Inoculum*.

• **MSA Undergraduate Research Award**

1. This award will be offered for student research covering any topic related to fungal biology (and organisms traditionally studied by mycologists) including medical mycology, cell biology, physiology, systematics, evolution, genomics and ecology.
2. The undergraduate student awardee will conduct independent or directed research under the guidance of a research mentor.
3. This award is open to all undergraduate students with sophomore, junior, or senior standing and membership in the MSA is not required. Applicants should be encouraged to apply for student membership
4. The selection of award recipients will be based on the merit of the proposed research with special attention given to the potential of the student to contribute to existing knowledge of fungal biology. Award decisions will be based on the quality of the application and the qualifications of the individual undergraduate student who is applying, based on scholastic achievements (i.e. unofficial transcripts), a research proposal outlining the planned project and timeline (limited to 2 pages including references), and a letter of recommendation from the research mentor.

• **MSA Graduate Fellowships, the NAMA Memorial Fellowship, and the Backus Award**

1. Two MSA Graduate Fellowships, the NAMA Memorial Fellowship, and the Backus Award are awarded annually to promising graduate students in mycology.

2. Applicants are evaluated on the basis of their scholastic merit, research ability, and promise shown as a mycologist.
3. These fellowships are intended as supplementary grants and may be used by the recipients in any way to further their graduate studies. They are awarded in addition to any fellowship or assistantship support from other sources.
4. Applicants must be student members of MSA or must have applied for membership at the time of the award application; PhD candidates; and enrolled and resident during the tenure of the fellowship in a university in Canada or the United States.
5. Previous recipients of these fellowships are not eligible to apply.
6. The NAMA Fellowship comes with the stipulation that the awardee prepares an article for *McIlvainea*.

Note: Indirect costs are not allowed on MSA awards.

Note: Details of reporting and application procedures/documents are available through the Rees Group and the MSA website.

Note: The Chair of the Student Awards should consult with the Chair of the Research Awards Committee to ensure the broadest dissemination of awards among members (check to see if overlap exists for the Graduate Fellowship, Backus Award, NAMA Memorial Fellowship and Research Awards). It is up to the Chairs of Research and Student awards to decide whether applicants are deserving of multiple awards from both committees.

Note: Applicants can expect a notification from the Student Awards Committee regarding the outcome of their application within approximately 45 days of the application deadline, in time to register for the annual MSA meeting. We expect all award winners to make every effort to attend the annual meeting and encourage all applicants to concurrently apply for a travel award support of that. Presence at the MSA meeting to accept the award gives awardees the opportunity to meet the mycological community, and it gives MSA members an opportunity to meet the awardees.

• MSA Best Oral and Poster Presentations

Each year during the annual meeting, MSA recognizes the best oral and poster presentations of graduate and undergraduate students. Two prizes are awarded annually to the two best talks presented by graduate students at the annual MSA meeting. These awards are named in honor of two distinguished mycologists: one is named for Meredith Blackwell and the other is named for John W. Taylor.

Two prizes are awarded annually to the two best posters presented by graduate students at the annual MSA meeting (as of now, these prizes are unnamed).

Best undergraduate presentations are also recognized with talk and poster awards; the number of undergraduate awards ranges from one to two and is at the discretion of the committee.

Award requirements:

1. The applicant must be a current member of MSA.

2. Persons eligible for a Graduate Research Prize are M.Sc./MS or PhD candidates or those who will have been awarded the degree within one year of the annual meeting.
3. Previous recipients of either category of Best Graduate or Undergraduate Best Presentation Award are not eligible for a second award.
4. An individual should apply for consideration for all poster and oral presentation awards by indicating their interest on the Abstract Submission Form for the MSA annual meeting. Application may be made for either -- but not both -- categories of graduate research best presentation awards. A student can apply for and receive both a Research, Travel or Student Award *and* a Best Oral Presentation Award.

Note: Details of reporting and application procedures/documents are available through the Rees Group and the MSA website.

Chair Duties Immediately Following the Annual Meeting

1. Will be told the names of new appointees (sometime after the Annual Meeting) by the MSA Executive Vice President.
2. Should obtain email addresses and phone numbers for all Committee members from the MSA Executive Vice President.

Chair Duties: Call for Nominations (November)

1. Provide the *Inoculum* editor, MSA Webmaster, and the Society management company with Awards Guidelines and Call for Nominations for January *Inoculum* (November 15 deadline). This will be done in collaboration with the Awards Coordinator. This same announcement will be sent to the general membership as a blast email in late November or early December.
2. Set receipt of application deadlines for 15 February at midnight Pacific time. In setting deadlines, leave at least one month for decision-making.
3. Include the Chair’s name, address, email, and phone number and stress in the announcement that nominators should submit all files as a single PDF document.
4. If necessary, nominating materials should contain a statement by the applicant that s/he has passed the necessary preliminary exams in the application form.
5. Ensure that both MSA Webmaster *Inoculum* Editor, and Society management company have identical information regarding the announcements.
6. Arrange, through the Executive Vice President, Awards Coordinator, and Society management company for publication of application deadline reminders sent as blast email and/or published in *Inoculum*.
7. Ensure that the Program Chair and/or Abstract Submission Site Manager has stipulated that students seeking consideration for Presentation awards may apply for one type of award (oral or poster). (During international congresses where the only oral presentations are made in invited symposia, four poster awards will be given.).

Chair Duties Upon Receipt of Applications (February to April)

1. In 2019, the Society’s management company (The Rees Group) modified the application process by creating Google forms for applications. All applications are received and stored in the Google drive. All supporting materials are sent to the MSA email address (msafungi@reesgroupinc.com) by midnight Pacific standard time on February 15th. The Executive Vice President coordinates with

the association management company to send all supporting materials and applications to the Committee chair.

2. The Chair should review all applications and supporting material sent. The association management company should verify that each applicant is an MSA member. Also, the Chair may ask for a letter of support if this is missing from an applicant.
3. Upon receipt of applications, share the applications with the other committee members. The association management company will share the dropbox folder with the committee chairs and add email addresses for all members if instructed by the Committee Chair.
4. Ask the Program Chair to place all student award presentations in the first 2 1/2 days of the meeting and as close to the beginning of the conference as possible.
5. Avoid scheduling student presentations in competing concurrent sessions.
6. Send Committee members a checklist of materials they should have for evaluating nominees, and supply any materials they do not have.
7. When conflicts of interest for a given award arise, the Chair should follow the set of guidelines outlined in the Conflict of Interest policy (Appendix A). The member of the committee with a conflict of interest for a particular applicant should rank all other applicants for awards. If there are a few members of the committee ranking all applicants, the ad hoc committee member should rank all the applicants for awards.

Selection and Notification of Fellowship and Award Recipients (April)

1. The entire Committee participates in the decision making process for all awards (except in cases of conflicts of interest), primarily over email. Fellow and awardee selection should take candidate diversity and gender balance into account, particularly when there are ties, to maximize representation (see Appendix C). A decision must be made by April 1st to give award recipients enough time to plan to attend the annual MSA meeting.
2. For each award, full criteria regarding eligibility to apply, the documentation required in the application, deadlines for submission, and a statement encouraging candidates from underrepresented backgrounds (see Appendix C) will be made available under “Awards” on the MSA website and will also appear in the November/December issue of *Inoculum*. In selection of award recipients, the Committee will be guided by the criteria posted on the MSA web pages (and the Inoculum), established by those who established the awards.
3. After tallying the votes, the Chair notifies the Committee of the final results and reminds all of the importance of confidentiality. At this time the Chair will also:
    a. Notify the Executive Vice President and the Awards Coordinator.
    b. Notify successful candidates that they have been selected and encourage attendance at the Annual Meeting where the award will be formally announced and presented. Fellowship awards are currently presented at the Social and Auction; the committee chair should strongly encourage award recipients to plan on attending this event.
    c. Also notify the President so that s/he can congratulate prospective award recipients early and encourage them to attend the MSA meeting.
    d. Notify the award recipients that they must send the Awards Coordinator a brief biographical summary of each recipient and a photo within 2 weeks of the notification. The short biography and photo will be used during the Awards ceremony and be published in the Inoculum in the annual post-meeting newsletter.
    e. Ask the MSA Awards Coordinator to coordinate with the Treasurer or association management company to make checks for awards. Write to all unsuccessful applicants and encourage them to reapply next year.

Chair Duties in Preparation for the Annual Meeting (May – July/August)

1. Ensures that all four Committee members will be available to judge student papers. If not, finds replacements. Sends email to membership requesting volunteer ad hoc judges (based on the number of student abstracts submitted for judged presentations)
2. Prepares a score-sheet to be used by the Committee members in judging student oral and poster presentations.
3. Coordinates the judging schedule with Committee members and schedules a time before presentations are to begin to organize Committee efforts. The committee should meet as a whole or communicate via email before the presentations so as to coordinate judging activities at least two weeks before the Annual Meeting. At the meeting session, discuss the scoring process and address any issues that might prevent some committee members from attending the talks. The Chair should provide each Committee member a list of papers and posters to be judged and encourage each to prepare a short list of the best presentations and posters prior to the final meeting at the conclusion of the presentations.
4. Schedules a time for discussion and evaluation of presentations after all student presentations have been given.
5. Prepares an annual report of the committee's activities during the year (for presentation at the Council meeting) that summarizes Committee activities and decisions. This should be submitted to the Executive Vice President a month before the meeting.
6. Updates and corrects these Awards guidelines as deemed necessary. Revised guidelines should be submitted to the Executive Vice President a month before the Annual Meeting, with additional input contributed after the meetings if so desired.
7. Reviews this section of the MOP and sends updates to the EVP at least one month before the annual meeting.

Chair Duties During the Meeting

1. Prepare for the **Student Fellowships** (MSA Graduate, Myron Backus, NAMA Memorial and Undergraduate Research) award announcements to be made during the annual Business Meeting. Make certain that award recipients will be present at the Annual Meeting awards ceremony and consult with the Executive Vice President to know where to stand during the Awards presentation. Generally the Chair announces award recipients and supplies a very brief background while the President presents the congratulatory letter and check to each Awardee and shakes hands. (If for any reason the Chair is unable to attend the meeting, the Chair should appoint another Committee member to present the awards.)
2. **Student Presentation** prizes will be awarded at the Annual Meeting awards ceremony.
    a. The Committee should have already discussed scoring methodologies during the previous month and at the beginning of the conference.
    b. After the final student presentation has been given (which may be after the annual Business meeting above), the Committee and any other appointed judges will meet to decide awards:
    c. Each Committee member should present a short list and briefly explain rationale for choices.
    d. Decisions are to be reached by consensus. A maximum of two oral and two poster awards may be given. Candidate diversity and gender balance should be taken into

account, particularly when there are ties, as to maximize representation (see Appendix C).

e. The Awards coordinator should provide the names of the awardees to the Treasurer or association management company for the preparation of the checks. Student Presentation prize checks are given to recipients during the awards ceremony if they are not mailed prior to the meeting. All students residing in the US must fill out a W-9 form prior to receiving their check.
f. The Chair should announce the Fellowship awardees at the annual Awards ceremony before announcing winners of the oral and poster presentations.

Outgoing Chair Duties After Meeting

1. Sends names and contact information of the Award winners to the Awards Coordinator and association management company for publication in *Inoculum* (the information on the Presentation Winners usually consists of no more than their names, presentation titles, and names of supervisory professors and institutions). NOTE: This should be done IMMEDIATELY after the end of the meeting. If the Chair is aware of any photos made of the student award recipients, these should be forwarded (or information as to where they might be obtained) at this time. Any photos should be identified.
2. Submits an addendum to the annual report and sends the complete final report to the Executive Vice President for filing in the Society Archives.
3. Recommends possible new Committee members to the new MSA President.

V. Sections and Chapters

Student and Postdoc Section

(Updated September 2021)

Executive Board: The affairs of the MSA Student and Postdoc Section are managed by an Executive Board composed of the following officers: Chair, Vice-Chair, Secretary, Treasurer, Webmaster, Communication Chair, Merchandising Chair, Postdoctoral Representative, and Past-Chair. The Executive Board normally meets in person once a year during the Annual Meeting, but also meets on a regular (monthly) basis via Google Hangouts or Zoom (or like). Section members should be diverse and gender-balanced (see Appendix C).

All Executive Board officers:

1. Serve as representatives for the Student and Postdoc Section of MSA
2. Ensure that opportunities are available for student and postdoc participation in MSA
3. Provide news for *Inoculum* and encourage others, especially Student and Postdoc Representatives serving on MSA Committees and undergraduate/graduate student winners of MSA awards to do the same

4. Encourage MSA students and postdocs to be active and to follow up on ideas that promote and advance the science of mycology
5. Provide suggestions for potential events that are hosted by the MSA Student and Postdoc Section at the Annual Meeting
6. Help transport fundraising materials to/from the Annual Meeting and organizing Student and Postdoc Section events at the Annual Meeting (e.g. Student Mixer, symposium)
7. Participate in monthly virtual meetings of the Executive Board
8. Attend and participate in the annual Board Meeting
9. Are familiar with the Student and Postdoc Section Bylaws and the Student and Postdoc Section Manual of Operations
10. Will update applicable portions of the Student and Postdoc Section Manual of Operations as needed

The Chair:

1. Is a member of the Student and Postdoc Section Executive Board.
2. Is responsible for presiding over all monthly Hangouts with the Executive Board, or, in their absence, appoints the Vice-Chair to preside over the Hangouts, or another officer of the Executive Board, should the Vice-Chair be unavailable.
3. Prepares the agendas for monthly Hangouts and the annual Board Meeting of the Executive Board.
4. Appoints committees as deemed necessary for specific tasks; for example, the organization of a symposium or workshop.
5. Will liaison with the Program Chair to coordinate the programs for the Annual Meeting and promote the interests of the Student and Postdoc Section members, and as a result, is the first nominee for the SPS Representative position on the MSA Program Committee.
6. Submits relevant materials (resume, biographical sketch and interest in the committee appointment) to the President-Elect for all SPS Representative candidates that wish to serve on MSA committees 3-4 weeks prior to the Annual Meeting.
7. Writes a Mid-year Report (2-3 weeks before the meeting) and an Annual Report (one month prior to the meeting) and submits reports to the MSA Executive Vice President and *Inoculum* editor.
8. Reminds the Treasurer to write and submit the MSA Student and Postdoc Section Financial Report and submits it to the MSA Executive Vice President, together with the Annual Report.
9. Represents the Student and Postdoc Section at the MSA Council Meeting during the Annual Meeting, accompanied by the Vice-Chair.
10. Serves as the SPS Representative of the Program Committee.

Dates and Tasks to Anticipate

1. The Mid-year report is due at the beginning of the year (typically in January) 2-3 weeks prior to the Executive Council meeting. The Chair should anticipate spending time to prepare the associated documents accordingly. Also, time should be allocated for the drafts to be reviewed and approved by the Student and Postdoc Section Executive Board.
2. The call for nominations to serve as SPS Representatives for MSA Committees should be disseminated by email three months before the Annual Meeting. The materials from interested students should be gathered and collated by the Student and Postdoc Section Chair and submitted to the President-Elect. The call for nominations and submission of materials by each SPS

Representatives (including resume and biographical sketches and interests) should occur prior to the Annual Meeting.
3. The Chair requests updates and input from all SPS Representatives 2-3 weeks prior to the Executive Council meeting and one month prior to the Annual Meeting (Deadlines are typically in January for mid-year Report and June or July for the Annual Report).
4. Request an updated list from MSA of members each year (in January, and after the early registration deadline for the Annual Meeting and/or in August, after installment of the new Executive Board), for (1) student members, (2) postdoctoral members, and (3) all registered students + postdocs for the MSA meeting, prior to sending out Newsletters with relevant information.

Activities Immediately After Election

1. Solicit interest and nominations of students to serve as SPS Representatives for MSA Committees (call for nominations of SPS Representatives should occur three months prior to the Annual Meeting). This is the responsibility of the incoming Chair.
2. Confirm the status of the membership in the MSA for all SPS Representative nominees.

The Vice-Chair:

1. Is a member of the Student and Postdoc Section Executive Board.
2. Is responsible for assisting the Chair as needed.
3. Attends the Council Meeting at the Annual Meeting along with the Student and Postdoc Section Chair.
4. Presides over the monthly Hangout or Board Meeting in the absence of the Chair.
5. Can be expected to chair committees for specific tasks; for example, to organize a symposium or workshop.
6. Assists the Chair in preparing a Mid-year Report and an Annual Report. These documents provide an overview of activities and accomplishments for the previous year and are submitted to the MSA Executive Vice President and *Inoculum* editor.
7. Accompanies the Chair at the MSA Council Meeting during the Annual Meeting.

Preparations for the Annual Meeting: The Vice-Chair assists the Chair in preparing the agenda for the Student and Postdoc Section Board Meeting and prepares materials for other Student and Postdoc Section events at the Annual Meeting. In the past, these have included agendas, posters, symposium materials, and fundraising materials.

Dates and Tasks to Anticipate: The Mid-year report is due about 2-3 weeks prior to Executive Council meeting (usually held in January or February). The Annual Report is due on one month prior to the Annual Meeting. The Vice-Chair should anticipate spending time to assist the Chair in preparing these documents.

The Secretary:

1. Is a member of the Student and Postdoc Section Executive Board.
2. Is responsible for keeping the records, accounts, and files for the Student and Postdoc Section.

3. Keeps the minutes at monthly Hangouts and at the annual Board Meeting and shares these with the Executive Board of the Student and Postdoc Section (currently via a shared Google Drive folder).
4. Is responsible for keeping the Google Calendar up to date with events and important deadlines for students and will assist with any other ongoing projects of the Student and Postdoc Section.
5. **Dates and Tasks to Anticipate:** Monthly Hangouts with the Executive Board are the most important dates to anticipate: the main task of the secretary is to record and share the meeting minutes. Templates have used in the past for Hangout agendas and minutes are available via Google Drive.

The Treasurer:

1. Is a member of the Student and Postdoc Section Executive Board.
2. Is the primary point of contact for the current MSA Treasurer and maintains continuity in funds generated by the MSA Student and Postdoc Section and submitted to MSA.
3. Prepares an Annual Financial Report and presents this at the annual Board Meeting.
4. Is responsible for the presentation of the financial statement for the Student and Postdoc Section meetings and annual Board Meetings, maintenance of up-to-date record of all financial transactions, as well as logistics in fundraising activities including budget, vendor, ordering, and shipping information.
5. Ensures that appropriate orders of fundraising materials are made and keeps an inventory of previous orders.

Preparations for the Annual Meeting: The Treasurer submits the MSA Student and Postdoc Section Financial Report to the Student and Postdoc Section Chair for submission to the Executive Vice President and *Inoculum* editor.

Dates and Tasks to Anticipate

1. Materials for fundraising that need to be ordered (i.e., t-shirts and stickers (or other fundraising materials) should be decided at minimum three months prior to the Annual Meeting and orders should be processed within two months.
2. The funds generated during the Annual Meeting need to be carefully documented to include pertinent information: funds generated through sales of merchandise, funds reimbursed (such as order and shipping, luggage fees, other miscellaneous items), and other Student and Postdoc Section related costs.
3. The Student and Postdoc Section Treasurer should submit payments directly to the current MSA Treasurer at the end of the Annual Meeting (typically at the end of the Auction) or prepare a single check (personal check or money order) to the MSA Treasurer.

The Communication Chair:

1. Is a member of the Student and Postdoc Section Executive Board.
2. Is responsible for communicating with MSA students and postdoctoral scholars about all Student and Postdoc Section affairs via *Inoculum* and the social media.
3. Furthers mycological outreach by posting on the social media outlets on most weekdays.
4. Coordinates the writing and editing process of Student and Postdoc Section abstracts for posters at conferences.

5. Submits Student and Postdoc Section abstracts for posters at conferences.
6. Writes Student Spotlights, for publication on the website and in *Inoculum*, of Mentor Travel Award winners, Research Awards winners, and Student Award winners.
    a. Contacts Chairs of Mentor Travel, Research, and Student Award Committees shortly after the Annual Meeting for names and emails of award winners.
    b. Sends final drafts of Student Spotlights to the Executive Board for edits, review, and approval of publication.
    c. Sends the approved Spotlight to the Webmaster for posting on the website and to the editor of *Inoculum* for publication in *Inoculum*. The editor decides whether a Spotlight is appropriate for *Inoculum*.

Activities Immediately After Election:

1. Become familiar with the different social media accounts of the Student and Postdoc Section. The Executive Board shares a document on the Google Drive with all admin information, usernames, and passwords for all outlets (website details, Gmail account details, msafungi.org email account details, Twitter, Facebook, Linked In) (doc. “All usernames & current passwords”).
2. Consult with the outgoing Communication Chair about the most recent statistics on when postings achieve most attention, how and where to find daily mycological news, and determine which outlets are best used for which announcements/posts. As a guideline, LinkedIn is generally used for job postings and professional Student and Postdoc Section related items only.

The Webmaster:

1. Is a member of the Student and Postdoc Section Executive Board.
2. Maintains and curates the contents of MSA Student and Postdoc Section website (http://msafungi.org/MSAstudent/).
3. Routinely checks the Student and Postdoc Section’s email account <msastudents@msafungi.org> and responds to inquiries after consultation with the Chair and Executive Board.
4. Is responsible for creating and distributing at least three Newsletters throughout the year (End-of-year, Election of Executive Board, and updates from the Annual Meeting of the MSA).
5. Will liaison with the Chair of MSA Electronic Communication & Webpage Management Committee to coordinate any changes that are required to the MSA Student and Postdoc Section website that need external support and contacts the MSA Webmaster.

Activities Immediately After Election: Become familiarized with MailChimp, an online email service that we use to send out Newsletters to all MSA students and postdoctoral scholars. The Executive Board shares a document on the Google Drive with login information for MailChimp (doc. “All usernames & current passwords”).

Preparations for the Annual Meeting

1. Obtain the list with emails of MSA student and postdoctoral members attending the Annual Meeting from the Program Chair or from the MSA Executive Vice President.
2. Distributes a Newsletter to the MSA students and postdoctoral members with reminders about the presence of the Student and Postdoc Section at the Annual Meeting and any other important information.

3. Updates the MSA Student and Postdoc Section website with any changes necessary prior to the Annual Meeting.

Dates and Tasks to Anticipate

1. Newsletters are typically distributed three times per year; however it may be requested that they be distributed more regularly as reminders for upcoming events (i.e. officer nominations, Election of Executive Board, updates from the MSA Annual Meeting, T-shirt design contest, End-of-year with information about the newly elected Executive Board, etc.). The completion of Newsletters happens as follows:
    a. The Student and Postdoc Section Webmaster creates a draft and distributes this to the Executive Board for review.
    b. The Executive Board provides edits and comments in the timeframe indicated by the Webmaster.
    c. The Webmaster makes final revisions.
    d. The Webmaster sends out the final draft to the Student and Postdoc Section Chair for approval of member-wide distribution.
    e. Upon approval by the Student and Postdoc Section Chair, the Webmaster sends out the Newsletter to the student body and/or all postdoctoral scholars.
2. Update the website once or twice a month with Student and Postdoc Section or general MSA news, fungal updates, as well as any changes that have been voted on by the Student and Postdoc Section Executive Board.

The Merchandising Chair:

1. Is a member of the Executive Board
2. Is responsible for ordering, shipment and maintenance of all MSA Student and Postdoc Section merchandise throughout the year, including transport to and from MSA meetings
3. Is responsible for selling, and delegating selling-duties during set times at Mycological Society of America meetings

Preparation for Annual Meetings: Acquire and/or organize shipment and transport of MSA Student and Postdoc Section merchandise to and from the MSA meeting. Delegate the sales of merchandise during the meeting.

Important tasks & dates to anticipate

1. Acquire and/or organize shipment and transport of MSA Student and Postdoc Section merchandise to and from the Mycological Society of America meeting.
2. Delegate and organize the sales of merchandise during the meeting.
3. All merchandise orders should be decided on and ordered at least 3 months prior to the annual MSA meeting.

The Postdoctoral Representative:

1. Is a member of the Student and Postdoc Section Executive Board.
2. Is encouraged to serve on MSA Committees (if space is available and approved by MSA Committee Chairs).

3. Acts as liaison between MSA postdoctoral scholars and the Student and Postdoc Section.
4. Solicits ideas and/or feedback from the MSA postdoctoral community on potential MSA programs, workshops, meetings, or other society activities.
5. Communicates with faculty to encourage more postdoctoral scholars to become members of MSA.

Activities Immediately After Election: Email all registered postdoctoral members of MSA to solicit ideas and obtain feedback on projects and/or activities for the upcoming year that would benefit the postdoctoral community of MSA.

Preparation for the Annual Meeting: Generate a summary of activities related to the postdoctoral body organized throughout the year.
The Past-Chair:

1. Is a non-voting member of the Student and Postdoc Section Executive Board.
2. Serves for a one-year term to maintain continuity when other officers are moving in and out of office.
3. Handles assigned short-term projects and to carry out specific tasks needing an in-depth knowledge of the Student and Postdoc Section's functioning as requested by the Student and Postdoc Section Executive Board.

SPS Representatives of MSA Committees

(Updated September 2021)

MSA Bylaws authorize the Student and Postdoc Section Chair to review and submit appropriate nominations based on materials submitted by students (resumes, biographical sketches and interest in serving on committees) to the President-Elect for consideration as SPS Representatives for MSA committees (see Guidelines below). Each Committee can have only one SPS Representative. Each SPS Representative serves for one year, and can serve a maximum of two consecutive terms on the same committee. SPS Representatives are not encouraged to be members of more than one committee, but exceptions may be allowed (first-year SPS Representatives are encouraged to serve on only one committee). The Student and Postdoc Section Chair is the first nominee as the SPS Representative for the Program Committee.

Guidelines for appointments of SPS Representatives of MSA Committees

1. SPS Representatives can serve on the following Standing Committees: (1) Education; (2) Electronic Communication and Web page Management; (3) Finance; and (4) Membership. SPS representative in the Finance committee serves as a non-voting member.
2. SPS Representatives can serve on the following Rotating Committees: (1) Endowment; (2) Karling Annual Lecture; (3) Nominations; (4) Program; (5) DEIC.
3. The Chair emails SPS Representatives who have served one year on a committee to solicit interest in serving a second consecutive year on the same Committee.

4. SPS Representatives serving on committees need to notify the Student and Postdoc Section Chair by email about whether they would or would not prefer to serve on a committee for a second term.
5. The Chair emails all MSA students interested in serving as a SPS Representative for MSA committees with the request to submit appropriate materials (resumes and biographical sketch including interests in serving for each committee).
6. Students email their materials to the Student and Postdoc Section Chair prior to the deadline specified (deadline will depend on the scheduled date of the Annual Meeting).
7. The Chair reviews all submitted materials and sends a list of final nominations for SPS Representatives to the MSA President-Elect for approval. This typically occurs 1-2 weeks before the Annual Council Meeting.
8. The President-Elect approves all appointments and the names and positions should be forwarded to the EVP.
9. The Student and Postdoc Section Chair updates a spreadsheet on Google Drive to keep track of SPS Representatives and their contact information.

Canadian Chapter

(added June 2024). Council approved the establishment of a Canadian Chapter of the MSA at the 2024 Annual Meeting. This section will serve as a placeholder for that Chapter to define their official duties. Pasted in below is the motion that was approved.

We propose a new Chapter of the Mycological Society of America (MSA, or the Society) to represent the many Canadian members of our Society. There is significant interest and expertise in diverse aspects of mycology among a new generation of early career scientists and trainees in Canada, building on the momentum of the four annual Canadian Fungal Research Network (CanFunNet) virtual conferences (over 200 attendees at each event).

The Chapter will serve as the link between MSA and the broader Canadian mycological network, represented by CanFunNet. We request the following provisions: 1) that, to ensure permanent representation, a representative appointed by the Chapter will be part of the MSA Council for a 2 year term, renewable. 2) the Chapter will have a committee of three members, representing trainee, early career, and mid to late career mycologists that will be appointed by the Chapter and will oversee Chapter activities. 3) Chapter activities may include, but are not limited to, organizing symposia at MSA annual meetings, conducting online seminars, and conducting training workshops. 4) The Chapter will provide annual updates to MSA Council in the form of a Chapter Report and notification of current appointees. 5) The Chapter will notify MSA Council and Management Group of Chapter activities, such as virtual symposia, and make these available to the MSA membership. 6) Reduced membership rates will be offered to all Chapter members who join MSA during the first year of Chapter establishment.

Establishment of the Canadian Chapter will be mutually beneficial to MSA and CanFunNet. MSA will benefit from increased membership and the promotion of the Society in Canada and from access to CanFunNet symposia and activitites. CanFunNet will benefit from enhanced networking opportunities and funding support for Canadian mycologists, particularly our students.

VI. Representatives

(Updated September 2021)

The Bylaws authorize the President to appoint Society representatives to other scientific societies, councils, governmental agencies, institutions, and organizations. Terms of office and other appointment limitations are sometimes determined by the organization extending the invitation for representation. The President will review, at no less than five-year intervals, the need for official MSA representation to the groups named below or other appropriate organizations. In the future, it would be useful if Council participated in determining what specific directives, if any, are to be given to the several representatives for the following year. We note that as of 2020 these kinds of discussions haven't been happening in Council meetings.

General Representative Responsibilities

An appointed MSA Representative will:

1. Attend all cognate meetings and represent the Society and the profession in matters pertaining to policy decisions and other actions. ***Note:*** The appointee may not commit the MSA to financial outlays or to specific actions without prior approval of the Council.
2. Promptly inform the MSA Executive Vice President and/or President of actions germane to MSA that are taken by the society to which they are representatives.
3. Prepare and submit an annual report to the Executive Vice President at least one month before the MSA Annual meeting.

Three society representatives are standard for MSA, with others on an ad-hoc basis:

1. American Association for the Advancement of Science (AAAS): AAAS was established to further scientific work, facilitate cooperation among scientists, improve the effectiveness of science in the promotion of human welfare, and increase public understanding and appreciation of the importance and promise of the scientific method in human progress. MSA has one representative, to Section G – Biological Sciences, usually the immediate Past President.

The MSA representative to AAAS:

1. Must also be a member of the American Association for the Advancement of Science
2. Has a budget of $250 + airfare to attend the AAAS Annual Meeting. If other support is needed, the AAAS representative can request funds from the MSA Executive Council. If unable to attend the Section G Annual Meeting, the representative should recruit another person (preferably one who lives near the meeting site) to represent the Society.
3. Should facilitate the nomination of MSA members as Fellows of AAAS in conjunction with Past-Presidents and MSA-member AAAS Fellows. One source of candidates might be previous Distinguished Mycologist Award, Weston Award, or Alexopoulos recipients.

2. American Institute of Biological Sciences (AIBS): AIBS is a nonprofit organization formed to advance the biological, medical, and agricultural sciences and their applications to human welfare and to encourage research in the biological sciences. The governing board of AIBS is composed of one representative from each adherent Society and elected officer. The MSA representative is traditionally the Vice President of MSA.

The AIBS representative will report to the Executive Council and, as appropriate, Council or Membership those issues raised by AIBS of import to MSA. As a Society member of AIBS, MSA receives one free advertisement in the AIBS journal *BioScience* each year.

3. International Mycological Association (IMA): The objective of the IMA, a non-profit organization, is the encouragement of mycology in all its branches, particularly through the sponsoring of International Mycological Congresses, the representation of mycological interests at an international level, and the encouragement of liaison with, and development of national, regional and international bodies that have mycological interests. One representative serves on the IMA Executive Committee: as a Sustaining organization, MSA may appoint a single voting member. The President-Elect serves as the MSA representative to IMA.

VII. Special Assignments and Appointments

Awards Coordinator

(Updated September 2021)

The Awards Coordinator serves a 3 to 5 year term and is appointed by the President, following Council approval. The Awards Coordinator facilitates details of awards administration and communications between the awards committee chairs and the Executive Vice President, Treasurer, Endowment Chair and Inoculum Editor. It is not the role of the Coordinator to take on the responsibilities of the awards committee chairs.

Note: The following guidelines pertain to all five committees and were agreed to at the end of the 2005-6 year. As of 2009 International Travel Awards should also be included in this cycle; see guidelines under International Committee.

The Awards Coordinator:

1. Consults with the Treasurer and Executive Vice President to confirm availability of funds and number of awards.
2. Follows up on any changes on award descriptions that have been approved by Council.
3. Ensures that awards calls are advertised, as follows:
    a. Ensure that a call for nominations and applications for all awards is sent to *Inoculum* for the September/October/November issue, as available.
    b. Two blast emails will be sent: one shortly after the on-line publication of *Inoculum* and a reminder by January 15th.
    c. Ensure that there is specific language to improve diversity in MSA (Appendix C).

    Note: The deadline for receipt of nominations and applications will be February 15th, before midnight Pacific time, unless otherwise directed by the Executive Council. Committee chairs will be granted access to the Google drive where the Award applications are stored, and chairs will receive general instructions right after the deadline. Unless the date is changed by the Executive Council, the deadline for final decisions of the committee and notification of the Executive Vice President will be April 1st, although earlier is encouraged.

4. Reminds the Chair of each committee to notify all applicants including declines (with the exception of the Honorary Member candidate) within two weeks of approval so that they may more easily make arrangements to attend the Annual Meeting or arrange other possible funding for their research or travel.
    a. Award recipients should be strongly encouraged to attend the Annual Meeting.
    b. Travel Award winners must register for the meeting to receive their checks.
5. Works with TRG to oversee the creation and ordering of plaques for Distinctions, Honorary members and Fellows.
6. Collects from committee chairs the list of awardees and contact information to share with Treasurer, Executive Vice President, and TRG for the production of checks.
    a. TRG handles the printing and delivering of checks and plaques.

7. Collects bios and pictures of awardees and provide this information to TRG for publication of the results in the post-Annual Meeting issue of *Inoculum* and the website.
8. Sends a notification to awardees with instructions to submit award reports once a year. The reports will be shared with the *Inoculum* Editor and Executive Vice President, and The Rees Group.
9. Prior to the Annual Meeting:
    a. ensures that all selected awards from committees are in compliance with our scheduled slate of awards.
    b. In coordination with the President, determines which committees will be presenting their awards, and which will be presented by the President.
    c. For awards to be presented by the President, ensures that the President has the preamble and biographies to be read.
    d. Arranges for a photographer to be present at all awards presentations events during the annual meeting (typically the Business Meeting and Breakfast, and the Banquet and Auction).
    e. Updates the slides for the Business Meeting and Breakfast and the Banquet and Auction to show current award winners names and photos.
10. During the Annual Meeting: helps to facilitate the handing out of awards and photography arrangements during the awards ceremonies.

Local Arrangements Coordinator

(Special)

The Local Arrangements Chair is suggested by the President-Elect and voted on by Full Council immediately after a proposed meeting site is approved (at least two years prior to the meeting). The sitting President then writes to the nominee asking if the nominee is willing to serve as Local Arrangements Coordinator (Local Arrangements Chair). Upon accepting the position, the Chair coordinates planning and works closely with the Program committee member who will serve as Chair during their meeting year, and any others who will be involved in coordinating that Annual Meeting.

The Local Arrangements Chair:

1. Plans the budget with program chair. Any contracts etc. that need to be signed should be brought to the attention of the MSA Treasurer and President. The Local Arrangements Chair should determine all expected costs, as that will determine what registration fee structure is reasonable in consultation with the Program Chair.
2. Reviews Appendix D to ensure that the meeting will be inclusive of diversity.
3. Consults with the Program chair to help determine the time, location, and cost of registration, housing, meals, foray, workshops, Student and Postdoc Section Events, Society Business Meeting, Social-Auction, sightseeing options, and childcare options.
4. Consults with the MSA Executive Vice President to make arrangements for the MSA Council Meeting and MSA Volunteer's Social.
5. Maintains contact with the Program Chair regarding the AIBS/APS (or other) joint planning conference. (The Program Chair usually participates in such a conference but the Local Arrangements Chair may be asked to fulfill this duty).
6. Coordinates annual foray logistics with the Program Chair and Foray Coordinator and

a. Helps to optimize "field-time" and minimize transportation time to the foray site
b. Locates potential good post-foray meeting rooms
c. Submits field trip information to the society organizer in charge of the final program bulletin by that Society's deadline (usually in late October) when the Annual Meeting is to be held jointly with another society (e.g. AIBS, APS).

7. Finds a local source of copying and printing facilities.
8. Coordinates arrangements for printing of the annual T-Shirt with the Endowment Chair.

When planning an independent meeting, the Local Arrangements Chair will need;

1. A **competent** full service conference planning office or organization.
2. A cooperative and interactive Program Chair
3. Adequate (superb is better) physical facilities
4. A **dependable** associate to handle associated events such as forays and workshops.
5. Seed money depending on the facility and conference office.

Budget should cover;

1. Fees for handling registration duties (mailings, money handling, etc.
2. Airport shuttle or hotel shuttle buses
3. Field trips (buses, lunches, drinks, park fees, coffee)
4. Food (banquet, mixer, social, refreshment breaks, desserts)
5. Facility fees and charges (covering rooms, AV rental, poster boards)
6. Exhibit tables and/or booths
7. Printing or photocopying costs, folders, pay for help (table movers, etc.)

Assistance needed (different associate(s) for each task listed);

1. An associate to handle all aspects of the foray(s)
2. An associate to handle all aspects of the workshop(s)
3. An associate to sit at a Help table in a central area to assist attendees with problems. (1990 Chair Hal Burdsall actually used his 13 and 15-year old children for these duties.)
4. A message board located at the help table
5. Poster Session mediators equipped with extra pins, tape, felt-tipped pens, paper

General recommendations;

1. Require registration and payment of all general fees by all attendees, with no exceptions. Reimburse those whose fees are waived promptly before they depart the meeting. Symposium organizers who are paying speakers must be given written instructions as to how to handle registration and fees.
2. Offer a reduced registration fee for students.
3. For a given meeting, special reduced or waived registration fees may be offered for specific groups of MSA members, including those whose access is limited due to distance or economic hardship. Such reductions or waivers must be approved annually by the Executive Council prior to the opening of meeting registration. Those seeking the reduced or waived fees must provide a justification for the request in the registration process.

4. Provide an attractive description of the meeting locale, indicating why this meeting will be one that the potential participant will not want to miss.
5. In setting up the program include maps of the local area and the building floor plan(s). If programs are to be printed, proofread them prior to printing. Include the same sort of information that is generally provided with an AIBS or APS program.
6. Discuss with The Rees Group and other relevant parties the need for a Code of Conduct, Ombudsperson, and other elements of a diverse and inclusive meeting, per Appendix D.

Foray Coordinator

(Updated September 2021)

Annual MSA forays, first held in 1931, were originally organized by the Vice-President and usually scheduled for late summer. A Committee was established in 1972 to coordinate the annual foray held in conjunction with the Annual Meeting to be planned in coordination with the host institution and its representative. (See the Minnesota Foray report in Mycologia 67:1205 for additional historical information and suggested guidelines.) In the past few years, Committee duties have been concentrated on and carried out by one individual, the Foray Coordinator, although the Foray Coordinator may solicit help from various sources.

The Foray Coordinator:

1. Works with the Local Arrangements Chair and the Program Chair along with local and national mushroom clubs (e.g., North American Mycological Society) to plan the foray.
2. Ensures that a lab/space is set up locally after the foray for participants to work on their collections. This may include simple field tables, up to name cards and microscope stations.
3. Arranges for a photographic group portrait to be taken of the foray.
4. Submits a description of the Foray site for the February issue of *Inoculum* in an effort to entice undecided members into attending the Annual Meeting.
5. Develops the list of collections based on information solicited and obtained from participants. (The list and/or foray portrait was originally published in *Mycologia* but is now published with the formal foray portrait in the *Inoculum*.)
6. Submits the list and photos to the Inoculum Editor. The Portrait ordinarily accompanies the species lists, but may be published in the post-meeting Inoculum at the discretion of the Coordinator and Inoculum Editor.
7. Submits an annual report to the MSA Executive Vice President along with revisions of these guidelines.

It is helpful to provide documents containing the following information during the foray;

1. Expectations - Provide information regarding the natural history of the site, checklist of plant hosts, any dangers, collection locality/GPS information, and other special expectations at the site.
2. Cell phone contact number - inevitably someone will get lost so the Foray Coordinator should provide their cell phone number.
3. Participant list - List of members that have signed up to the foray. This will help ensure no foray attendees are left behind.

4. Local area map - any kind of map of the collecting area is helpful for attendees.
5. Local mushroom checklist - a checklist is helpful for identification and preparing a foray species list for *Inoculum*.

International Affairs Liaison

(Updated September 2021)

Purpose: To act as a liaison between MSA and the international mycologists, to promote mutually beneficial collaboration, and to act as an advocate for foreign members.
The President appoints Liaison for a 3- to 5-year term.

The Liaison will oversee the administration of the International Travel awards in years when such awards are offered. In 2009 Council agreed that these awards should be announced and awarded on the same annual timeline as the other Society awards.

Timetable for MSA international travel awards. The International Liaison decides which (if any) upcoming international meetings to recommend for MSA travel support. Then the MSA Council will vote on which meetings, how many awards, and monetary amounts to be made available for the upcoming year.

Date	**Activities**
Jan - July	The International liaison selects international meetings (from May next calendar year through April in the calendar year after next) to recommend for MSA graduate student and/or postdoc travel award support.* The Liaison provides the list of recommended meetings in the Committee's annual report to the Executive Vice President **one month prior to the Annual Council meeting** that is held during MSA's Annual Meeting.
August	Council informs Liaison of the number of awards, if any, and of monetary amounts approved.
Early Nov.	The Liaison prepares their award announcement with the MSA Executive Vice President and Awards Coordinator for inclusion in the annual awards announcement [include number of travel awards available, for which meetings, and eligibility requirements – can look at old announcements for guidelines].
Nov. 15th	Deadline to place this announcement with all the other MSA awards in Inoculum. Also put out a MSA blast announcement. This can be handled in conjunction with TRG, as can the development of an application portal or process.
Feb. 15th	Deadline for receiving applications.
Feb. – Mar.	The International liaison with an ad-hoc committee judges applications.

April 1st	Deadline for the International Liaison to inform the MSA Executive Vice President of the winners.

* This is because any meetings that fall between January-April in a given calendar year need to be announced the year before.

Guidelines for MSA International Travel Awards

1. MSA Council may approve expenditures of up to $4000 in one fiscal year (Aug-July) for the financial support of students and post-doctoral fellows who are MSA members to attend international scientific meetings.
2. Awards are generally for $500 each.
3. Eligible meetings include those held by societies with which the MSA is formally associated; at present eligible societies include only the International Union of Microbiological Societies (IUMS) and the International Mycological Association (IMA). Under special circumstances, ALMS may also be considered as long as there is a memorandum of understanding in effect between ALMS and the MSA. (Societies not included are those identified in the MSA roster as sister/allied societies, as these are for information and site linking purposes only; nor other societies holding more specialized meetings). Meetings for which travel awards will be announced will be identified at the beginning of the fiscal year (August) and announcements will be sent out with the general awards announcements in the fall.
4. Funds so allocated shall be drawn from the unrestricted endowment and/or operating funds and shall be limited to the availability of such funds in the year requested.
5. Other considerations may follow those for the Mentor Travel Awards.

Liaison with Amateur Mycological Clubs & Societies

(Updated September 2021)

The **purpose** of the Liaison is to facilitate communication between the Mycological Society of America and amateur mycological clubs, societies, and fungus-oriented citizen science initiatives.

The Amateur Mycological Clubs and Societies Liaison will function as the spokesperson and a first contact point for both MSA members and the amateur (non-professional community). The Liaison participates in organizing forays in conjunction with MSA meetings, proposes symposia to the Annual Meeting Program Chair and Committee, and provides articles for publication in *Inoculum*.

The position is in principle for a 2 to 3-year term with the candidate being appointed by the President.

Historian & Archivist

(Updated September 2021)

The Historian is appointed by the President for an indefinite term (generally for as long as the appointee is willing to serve in this capacity), following Council approval.

The Historian:

1. Solicits archival materials from the membership, particularly from outgoing officers and chairs of committees. This is often accomplished via the Executive Vice President following the Annual Meeting. Digital files are preferred.
2. Supervises the deposit of the materials in the Archives.
3. Submits interim reports each year as requested and an annual report to Council via the Executive Vice President, to be included in materials given to the Council members for the Annual Meeting of the Society and to be published in the newsletter.
4. Answers requests for information about the Society.
5. Serves as chair of the Memorials Committee and facilitates memorials to be published in *Mycologia* or the newsletter.
6. Encourages retiring officers to submit relevant correspondence and other materials to the archives. Digital files are preferred.
7. Suggests edits for the Society website to contain relevant historical information.

Appendices

Appendix A: Conflict of interest Policy for Mentor Travel Awards, Research Awards, and Student Awards committees

(Updated September 2021)

Conflict of interest Policy for Mentor Travel Awards, Research Awards, and Student Awards committees.

1. A Research Awards Committee, Student Awards Committee or Mentor Student Travel Awards Committee member has a conflict of interest (CoI) with applicants they are currently supervising, or if they presently are in a significant role of direct mentorship or collaboration, or if they have done so within the last three years, or if they have any other sort of CoI that would reasonably preclude fair evaluation.
2. When a member of the Research Awards, Student Awards Committee or Mentor Student Travel Awards Committee member is in conflict of interest with any applicants, they will inform the Chair of the Committee as soon as possible after the award applications are sent out for review. If the Chair agrees with the Committee member that a potential CoI exists, that committee member will abstain from participating in the deliberation and vote for that application, but will remain engaged in the review of other applications.
3. If more than two of the five committee members (Research Awards Committee) or more than one of the four committee members (Student Awards Committee and Mentor Student Travel Awards) are in conflict and thus not voting, the Chair of the Committee will appoint the ex officio member. If a CoI is also identified with the ex officio member, the Chairs will work with the Executive Vice President to identify one or more ad hoc Committee members to participate in the deliberation and vote for that award.

Appendix B: Policy for harassment and discrimination

(Updated September 2021)

Policy for harassment and discrimination

The Mycological Society of America has a zero-tolerance policy toward discrimination and all forms of harassment, including but not limited to sexual harassment. No form of discriminatory or harassing conduct by or towards any employee, member, vendor or another person in MSA sponsored activities, meetings, or communications will be tolerated. The MSA is committed to enforcing its policy at all levels within the MSA. Officers, employees or members who engage in discrimination or harassment will be subject to discipline as appropriately determined by the MSA Executive Council.

Any individual who believes she/he has been subjected to discrimination or harassment should report the harassment immediately to the Executive Vice President, the President, or any other member of MSA Council, with whom they feel comfortable.

Appendix C: Recommendations for best practices to improve diversity

(Updated September 2021)

Recommendations for best practices to improve diversity

General recommendations for MSA officers and committee chairs:

1. Officers and committee chairs should support diversity and inclusion by strengthening ties with underrepresented mycologists. Examples of this support include attending section functions at the annual MSA meetings, disseminating nominations for speakers and awards to the membership on multiple platforms, and advertising nominations and symposia widely before finalizing elections, invited speaker symposia for the Annual Meeting, and the Karling lecture.
2. MSA leaders are encouraged to reach out to colleagues from underrepresented backgrounds directly to ensure symposia, awards, elected positions, and membership reflect a diversity of identities and backgrounds.
3. Officers and committee chairs should examine the history of awards on the MSA web site. If the history of the award has not been well balanced for diversity, consider making awards to candidates who would improve the diversity represented among awardees.
4. All awards, fellowships, and nominations for committees and councilors should be broadly advertised. Web-based forms should be used to facilitate the application and nomination processes, with support from TRG.

Nominations for elected officers and Councilors (including Vice President and thus President, Executive Vice President, Treasurer, and Councilors):

1. The Vice President and Executive Vice President should include this Appendix at the call for nominations, and subsequently send out reminders for additional nominations.
2. The Vice President should work with Nominations committee to encourage nominations that represent diversity of the MSA membership.
3. The Vice President and Executive Vice President should encourage participation by reminding membership of voting and consider extensions of balloting, when needed and within reason, to obtain the broadest participation possible.

Karling Lecture, Honorary Awards, and Distinctions Committees:

1. Efforts should be made to engage a broad participation by MSA membership to generate nominations that improve diversity.

Other Committees (including Standing and Rotating Committees):

1. The President-Elect should review the current roster of standing and rotating committees and seek assignments to committees that increase talent pools in MSA, Annual Meeting activities, at meetings (outside of annual MSA meetings) where mycologists regularly attend, and by soliciting nominations from MSA members.

Awards that are self-nominating or by application, including Research, Student, and Student Mentor Travel Awards:

1. The Awards committees should advertise these awards extensively using MSA mechanisms (Inoculum, email blasts, Student and Postdoc Section) and beyond MSA by placing notices in list serves (e.g., Ecolog, Evoldir) and in related society newsletters (e.g., APS, BSA, ESA, and SSE).
2. MSA membership should be required as a criterion to apply for awards (with the exception of Undergraduate Award).
3. Awards should be made based on merit and diversity.
4. Attendance at the meeting by award recipients should be encouraged.

MSA Annual Meeting leaders, including Local Arrangements Coordinator, Program Committees, Student Awards Committee:

1. Funds should be allocated to improve diversity of student members (add text in awards announcement that underrepresented students are especially encouraged to apply).
2. Funds allocated to improve diversity of student members should include support for registration costs and travel for underrepresented students.
3. Where possible, virtual attendance options should be made available, with a lower cost of registration relative to in-person registration.
4. The Annual Meeting should be organized to create ways for people to connect (e.g., Career Lunch) at which established mycologists of different professions, life stages, and backgrounds meet and interact with student and postdoc members.
5. Outreach, mentoring, and inclusion should be implemented in the program schedule. Enlist the Student and Postdoc Section and Diversity, Equity, and Inclusion Committee to identify helpful programs and new ideas.
6. The Program committee should advertise proposals of symposia widely and, where possible, beyond the typical MSA mechanisms (as above for student awards). Advertise that the selection of symposia and speakers for the Annual Meeting is to include representation of diverse talent pool and reduce historical biases (e.g., the same set of investigators or students of investigators invited). These criteria should be announced with the call for symposium proposals.
7. Student Awards at the Annual Meeting (e.g., presentation and poster awards) should focus on merit and diversity. Consider history of awards when breaking close ties, and recruit ad-hoc judges that improve diversity.
8. Meeting organizers should please use Appendix D in planning the meetings in a manner that will promote diversity and inclusion.

Appendix D: Meeting Recommendations Checklist

(Updated September 2021)

Meeting Recommendations Checklist

This document was developed by the MSA Diversity, Equity, and Inclusion Committee to help meeting organizers promote diversity and inclusion at future MSA Annual Meetings, and to ensure that attendee needs are being met whenever possible.

We recognize that it may not be feasible to establish all of these solutions initially or at all meetings, but view this as a general road-map for meetings going forward. Please also see broad recommendations in Appendix C.

This checklist is intended for use by the Local Arrangements Coordinator and President-Elect, and related MSA leadership involved in planning the MSA Annual Meeting.

1. Promote inclusivity and diversity.

Score: ____/15 (in person or online meeting)

- ❏ Invite speakers from historically underrepresented groups in mycology.
- ❏ Invite groups to create mixers for marginalized mycologists.
    - ❏ Establish a deadline for underrepresented groups to decide a day/time/location. Ensure everyone knows that MSA necessarily may not honor all requests.
    - ❏ Provide a prominent link on the meeting website for interested persons.
    - ❏ Ask the group to supply information for meeting program and website.
- ❏ Ensure gender balance (including non-binary individuals) among those giving talks at an MSA meeting.
- ❏ Avoid binary gender questions during the registration process, and allow conference registrants to determine how to display their name on nametag or online.
    - ❏ Offer optional pronoun buttons (supplied by DivCom) or options to present pronouns if online.
- ❏ Give land acknowledgements to indigenous people from the meeting location.
    - ❏ On meeting website.
    - ❏ In meeting program.
    - ❏ At some point during the meeting (e.g., evening reception).
- ❏ Plan some short mixers for different groups to occur during coffee breaks (e.g., “Students Flying Solo”; “MSA Families”).
- ❏ Allow attendees to directly invite up to three other attendees to visit their poster or talk.
- ❏ Have a dedicated diversity event (e.g., DivCom Town Hall, panel, workshop, story collider), or invite a guest speaker to discuss an aspect of diversity.

2. Promote a safe and positive MSA meeting experience.

Score: ____/8 (in-person meeting) or _____/5 (online meeting)

- ❏ Consider safe, affordable housing locations/settings for all MSA community members.

- ❑ Consider state and local policies regarding discrimination in selecting meeting venues and locations.
- ❑ Consider mentorship program to pair students with each other and with an MSA member-mentor.
- ❑ Implement a Code of Conduct (CoC).
    - ❑ Make CoC available on meeting website.
    - ❑ Tick CoC acknowledgement button to complete meeting registration.
    - ❑ Print large placards to make the CoC visible in high traffic areas or make evident if the meeting is online.
- ❑ Provide a mechanism at the conference for optionally anonymous attendee feedback on DEI related issues, experiences, and recommendations.

3. Offer thoughtful facilities and resources for in-person meetings.

Score: ____/15 (in-person meeting)

- ❑ Establish at least one gender-neutral restroom.
- ❑ Assess dietary restrictions during registration process.
    - ❑ Offer vegetarian and vegan meal options (e.g., a salad bar).
    - ❑ If necessary, ensure food options consider allergies.
    - ❑ Offer alcohol alternatives at networking events.
- ❑ Assess need for dependent care during morning and afternoon sessions.
    - ❑ Offer travel grants.
    - ❑ Accept submissions of need before or during registration.
- ❑ Establish a private pumping room for nursing mothers (if necessary).
- ❑ Assess impairment needs of registrants (e.g., hearing, vision, mobility, etc.).
    - ❑ Implement accommodations for identified special needs.
    - ❑ Promote online availability of posters and graphical abstracts for talks when possible.
    - ❑ Promote a culture that includes closed captioning and supports visual standards such as colorblind-supportive palettes, adequate text size, etc.
- ❑ Establish a quiet/tech-free space for attendees.

4. Offer thoughtful facilities and resources for online meetings:

Score: ____/7 (online meeting)

- ❑ Accommodate virtual attendance for all in person events when possible.
- ❑ Consider time zones and bandwidth limitations for participants when possible.
- ❑ Ensure that plans to record material are agreed upon by presenters.
- ❑ Offer virtual options at a lower cost or, when possible, free.
- ❑ Provide accessibility standards for recorded talks and posters.
  - ❑ Closed captioning and alternate text for oral papers.
  - ❑ Visual standards such as colorblind-supportive palettes, adequate text size etc.

Total policies implemented:

____/38 (in person meeting)

____/27 (online meeting)