



SOCIETY *for the*  
STUDY *of* EVOLUTION

# **Handbook for SSE Council and Committee Members**

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# Table of Contents

## SSE Council Members and Other Contacts

[Structure of SSE Council](#)

[Broad Duties of the SSE Council](#)

[Duties of the Executive Council](#)

[Duties of the Presidents \(1 yr term\)](#)

[Duties of the North American Vice-President \(2 yr term\)](#)

[Duties of the non-North American Vice-President \(2 yr term\)](#)

[Duties of the Executive Vice-President \(3 yr term\)](#)

[Duties of the Secretary \(3 yr term\)](#)

[Duties of the Treasurer \(3 yr term\)](#)

[\*\*Duties of the Council class members \(3 yr term\)\*\*](#)

[\*\*Duties of the Graduate Student Advisory Committee \(GSAC\)\*\*](#)

[\*\*Duties of the \*Evolution\* Editor-in-Chief \(3 yr term\)\*\*](#)

[\*\*Duties of \*Evolution Letters\* Editor-in-Chief\*\*](#)

[Compensation for Council Members](#)

## Committees

[Council Committees](#)

[Standing Committees](#)

[Standing Award Committees](#)

[Ad Hoc Committees](#)

[Collaborative Meetings and Committees with Other Societies](#)

[Appendix A: List of Award Information](#)

[Appendix B: Extended Committee Descriptions](#)



## Structure of SSE Council

Table 1. Structure of SSE Council and definitions of position titles used in this Handbook:

	Council Member	Member-elected (voting) Councilor	Council-appointed (voting) Councilor	Advisors	"Officer"	Other office	Voting Council	Executive Council / Committee	Finance Committee
<b>President</b>	X	X			X		X	X	
<b>President-Elect</b>	X	X			X		X	X	
<b>Past-President</b>	X	X			X		X	X	
<b>Executive VP (runs unopposed)</b>	X	X			X		X	X	X
<b>N. American VP</b>	X	X			X		X		
<b>Non-N. American VP</b>	X	X			X		X		
<b>Secretary (runs unopposed)</b>	X	X			X		X	X	
<b>Treasurer (runs unopposed)</b>	X	X			X		X		X
<b>Editor-in-Chief of Evolution</b>	X		X		X		X		
<b>Councilor-at-Large (9 max)</b>	X	9X					9X		
<b>GSAC Representative (3 total)</b>	X		2X	1X		1X	2X		
<b>Committee Chair(s)</b>	X			X		X			
<b>Committee Member</b>						X			
<b>Contractor / staff / business office (i.e. Heather, Kati)</b>				X		X			
<b>Editor-in-Chief of Evolution Letters</b>				X		X			

SSE Council members, Committee members, and other contacts can be found on the [SSE website](#).

## Broad Duties of the SSE Council

### Overview and General Issues

The SSE is a vibrant professional society, connecting evolutionary biologists from around the world through our annual meetings, workshops, and journals (*Evolution* and *Evolution Letters*). The SSE Council (defined below) is elected as outlined in the Society's [Constitution & Bylaws](#) to govern the society and manage its activities.

**SSE Council includes:** President, President-Elect, Past President, Executive Vice-President, North-American Vice-President, non-NA Vice-President, Secretary, Treasurer, Editor-in-Chief of *Evolution*, nine elected Councilors, and three representatives (Chair, Chair-Elect and Past Chair) of the SSE Graduate Student Advisory Committee (GSAC). All except the GSAC Chair-Elect have voting privileges.

### Specific Duties of all Council Members & Committee Chairs

- Attend twice-a-year Council meetings (in-person or virtually):
  - In January/February each year, attend a 1 or 2 day “mid-year” Council meeting. Location and format are determined by the current year’s President, during their term as President-elect in the previous year.
  - Attend two half-day “annual” meetings around the dates of our annual Evolution conference. For an in-person Evolution conference, one meeting is held the day before the start of the conference (the “opening” meeting) and one before the close of the conference (the “exit” meeting). In the case of a virtual conference or a canceled conference, the council will meet virtually around the same time period (typically late June or early July).
- Participation and voting:
  - Actively participate in discussions of issues that arise at and between Council meetings, including bringing forward proposals to be considered.
  - Council members only: vote on motions in a timely fashion (within three business days), and communicate when necessary about any potential delays in response (e.g., due to travel).
- Committee Service:
  - Serve on standing or *ad hoc* Committees, as assigned by the President and/or as specified in the Society’s governing documents, including this Handbook.

## **Duties of the Executive Council**

**(President-Elect, President, Past President, Executive VP, Secretary)**

### **Overview and General Issues**

Given the large size of the full SSE council and the increasing need to respond promptly to issues that arise, the three Presidents, the EVP, and the Secretary collectively serve as an Executive Council. The “Exec” has the authority to make decisions on behalf of the Council for matters that do not require the full Council to discuss.

### **Specific Duties of the Executive Council**

- Meet regularly (approximately twice a month), along with the Communications Manager and Treasurer (when relevant)
- Represent the SSE Council during the Joint Executive Committee meetings at the Evolution conference, along with the GSAC Chair
- Make and implement decisions, as appropriate, on an ongoing basis
- Keep the full Council informed of all decisions made by Exec

## Duties of the President-Elect, President, and Past President

(1-year term in each position, 3-year terms on Council)

### Overview and General Issues

In the face of the changing landscape of expectations from societies and journals, as well as threats to the study and teaching of evolution, the SSE Presidents play a leadership role for the Society. The Presidents should ensure that the Society is proactive about considering opportunities and responsive to the needs of its members, while always keeping in mind the **Mission of the society**: “SSE promotes evolutionary biology research, education, application, outreach, and community building in an equitable and globally inclusive manner.”

While the current President is the Chair of the Council during the year that they serve, the current President should work closely with the Past President and President-Elect to steer the directions and activities of the Society in a strategic manner. As defined in the Bylaws, the three co-Presidents, as well as the Secretary and Executive VP, form the Executive Council.

To be most effective, the three Presidents must be aware of both slowly emerging trends and quickly unfolding events and policy developments. It is necessary to be strategic in identifying which issues to address, how to do so most effectively, and who to include in efforts to accomplish objectives. Indeed, being responsive and networking effectively are important traits for successful Presidents of the SSE.

The Presidents, particularly the current President, must maintain contact with:

- The **Secretary** and **Exec. VP**. The Presidents need to be in continual contact with the Secretary and EVP regarding important matters of the Society and its business. These five individuals, as the Executive Council, also serve as the collective memory of the Society and key points of contact with the membership.
- The **Editors-in-Chief** and publisher (currently **Oxford University Press**). Issues with the journals requiring discussion arise regularly. The journals are the most enduring and visible products of the SSE. The Society’s reputation and the health of the membership is built on the success of the journals and revenue from their publication supports most of the society’s activities. It is essential that the President be aware of issues that may affect the health of the journals, including the structure and function of the relationship between the SSE and the publisher. Both the Editors-in-Chief and the publisher must have access to the Executive Council for any potential issues that might arise.
- **SSE Communications Manager**
- **SSE Committee Chairs**
- SSE’s partner societies in sponsoring the annual Evolution meetings (**American Society of Naturalists [ASN]** and the Society of Systematic Biologists [**SSB**]), including their officers
- The European Society for Evolutionary Biology (**ESEB**). This includes getting to know and staying in close contact with their officers, and is particularly important in the year preceding the Joint Evolution Congress (held every 6 years starting in 2012)

It is the duty of the President to chair meetings of Council and the Executive Committee, and thereby establish the rules and expectations for respectful discourse during these events and

generally for communication within the Society, between the Society and its membership, and between the Society and the general public.

### **Specific Duties of the Current President**

- Chairing the SSE Council meetings, chairing the SSE Executive Council and its (typically) biweekly meetings.
  - The President works closely with the Secretary to set the agenda and collect and distribute documents for Council meetings in a timely manner, preferably at least a week in advance of the meeting. The agenda for the exit meeting is less extensive and is usually based on business conducted at the main meeting.
  - As chair of the Council meetings, the President may extend invitations to additional attendees, as appropriate. By Article VI of the SSE Bylaws, chairs of all committees are advisors to council (if they are not already a council member) and hence can attend. Typically, Council meetings are attended by the chairs of the Education & Outreach committee and the Diversity Committee, the Communications Manager, the EiC for *Evolution Letters*, representatives of the journals' publisher, and the business office contacts (i.e. BSA Executive Director). Additional attendees may be invited at the discretion of the President.
- Giving the Presidential address at the annual conference.
- If desired, sponsor and organize a symposium at the annual meeting (to be determined by March of the year preceding the symposium)
- Working with the EVP to run the open membership meeting (a.k.a. the "business meeting") at the annual Evolution conference.
- Attending Joint Council meeting at the annual Evolution conference with SSB and ASN, chairing of which rotates among the current President of the three societies (ASN then SSE then SSB); this Joint council meeting also includes ESEB in years where they Joint Evolution Congress is held (every 6 years starting in 2012)
- Serving on the committee for the SSE Presidents' Award for Outstanding Dissertation Paper in *Evolution*, which consists of the President, Past President and President Elect.
- Appointing one new member to the Nominating Committee each year.
- Every three years, appointing two members of a special committee charged with selecting a new *Evolution* Editor-in-Chief. The President chairs this special committee.
- Appointing Chairs for all standing Committees and asking them for regular updates and reports:
  - Hamilton Award Committee, including the Chair
  - Diversity Committee
  - Public Policy Committee
  - Finance Committee (see Article 4 of the Bylaws)
- Working with the Communications Manager to communicate to membership via regular email messages, posts on social media and newsletters.
- Forming ad hoc Committees or task forces to address specific issues that require focused work.

### **Specific Duties of the President-Elect**

- Serving on the SSE Executive Council and Council.
- As the newest of the Presidents, the President Elect brings new energy and ideas to Council. As such, the President Elect should pay special attention to opportunities

and challenges that the Society may face and bring these to Council when appropriate.

- Attending Joint Council meetings at the annual meeting
- Serving on the SSE Presidents' Award for Outstanding Dissertation Paper in *Evolution* committee, which consists of the President, Past President and President Elect.
- In the absence of the President or in the event of the President's inability to act, the President-Elect will perform the duties of the President (Bylaws Art. IV Sec. 6)
- Oversee participation by SSE at SACNAS, including allocation of budgeted funds to travel, booth, and promotional materials

#### **Specific Duties of the Past-President**

- Serving on the SSE Executive Council and Council.
- As the President with the most experience, the Past-President serves an important role in aligning activities with the wishes of the Council. As such, the Past-President should pay special attention to carrying out the strategic plan of the Council.
- Attending Joint Council meetings at the annual meeting with SSB and ASN.
- Chairing the SSE Presidents' Award Committee (Bylaws Art. IV Sec 6)
- Announcing the SSE awards and introducing the President before their talk at the annual meetings.

The three Presidents also break ties when they arise in any Council vote, reaching a decision through discussion amongst themselves and a vote, if necessary (following the majority decision).

## Duties of the North American and Non-North American Vice-Presidents (2-year terms)

### Overview and General Issues

The Vice Presidents serve shorter terms (2 years) than all other council members (3 years).

### Specific duties of the North American and Non-North American VPs

- Chair the Graduate Research Excellence Grants committees (the GREG Rosemary Grant Advanced Award Committee in the fall of their 1<sup>st</sup> year and the GREG R.C. Lewontin Early Award Committee in spring of their 2<sup>nd</sup> year)
  - o Recruit additional members to each review committee as specified below:
    - *Lewontin: 2nd year VP, 1st and 2nd year Councilors, 3 GSAC student members, multiple advisors of previous GREG recipients and members of other SSE committees as determined by the Chair.*
    - *Rosemary Grant: 1st-year VP, 3rd-year Councilors, previous Dobzhansky winner, previous SSE Presidents' Award for Outstanding Dissertation Paper in Evolution winner, multiple GSAC/Hamilton finalists/former grantees or early faculty members, and members of other SSE committees as determined by the Chair.*
  - o Work with the Communications Manager to assign reviewers, and after evaluations are complete, obtain and review scores and comments
  - o Make final recommendations for funding, working in conjunction with the Diversity Committee.
  - o Work with Communications Manager and Membership Coordinator to notify recipients and other applicants
- Evaluate candidates for the Dobzhansky Prize (with the Secretary)
- Serve on additional committees as appointed by the President

### Specific duties of the Non-North American VP:

- The Non-North American VP is Chair of the International Committee (IC)
- Coordinate with EVP on selection of IC travel awardees (proposals due end of March)
  - o Coordinate with Membership Manager to check membership status
  - o Coordinate with Treasurer for award payments
- Coordinate with EVP on approval of recommendations of International Symposia
  - o Main task is to convey the IC chair recommendation(s) to Council for vote of approval, then report the results of the Council vote to the IC chair

### Specific duties of the North American VP:

- The North American VP is the SSE Representative on the Joint Meeting Committee (JMC)
  - o Attend the JMC meeting at the Evolution conference
  - o Collect and report details of SSE's activities at the Evolution conference to the conference organizers before registration opens in February, including:
    - Speakers and talk titles for SSE's sponsored symposia
    - Collect contacts and description for other SSE sponsored events, such as panels, workshops, and socials
    - Liaise between the JMC and the SSE Council

## Duties of the Executive Vice-President

(3-year term + 1 year *ex officio*)

### Overview and General Issues

The Executive Vice-President (EVP) has the most complicated and time-consuming job in the society. The EVP functions, along with the Secretary, as the institutional memory of the Society and is responsible for oversight of all business operations, financial management, publishing contracts, and general Society and conference activities. Because the EVP is kept up-to-date on all society business, the EVP brings an important perspective to discussions of proposed modifications of policies or activities and ways to address issues that arise.

The EVP works closely with the Treasurer to oversee budget allocations and address issues and requests related to society finances. The EVP keeps in close touch with the Editors-in-Chief and the publisher to address any issues that arise in relation to the journals. The EVP works closely with the Joint Council of tri-societies (SSE, ASN, and SSB), as well as with the Joint Meeting Committee, to ensure a smooth and successful annual Evolution meeting. The EVP is also involved in website management/design/updating with the Secretary and Communications Manager.

Both EVP and Treasurer have responsibilities related to the society's finances. The majority of the Treasurer's duties relate to accounting, disbursements, payments, monitoring spending, and making recommendations for budgeting of the society's assets. The EVP is involved in all contract negotiations, major spending decisions, and policy changes.

The EVP is the primary representative of the society to all third parties and the primary signatory on any agreements or contracts, including the society's annual income tax filings. The EVP has the opportunity to develop their own initiatives to improve and expand Society operations and services to members. The term will be three years with the possibility of re-election to the position. The stipend for the EVP is set at \$15K per year (last reviewed in 2019). This stipend amount should be reviewed by the Council every two years (odd years).

EVP is generally responsible for overseeing, together with the Communications Manager, that all award competitions are proceeding in a timely manner. An overview of the timing of these can be found here:

[https://docs.google.com/spreadsheets/d/1rbb\\_YvwjEaeJgxqqDrurzMLyG6N3qP1EUIHGty2B9ZU/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1rbb_YvwjEaeJgxqqDrurzMLyG6N3qP1EUIHGty2B9ZU/edit?usp=sharing)

EVP maintains a list of potentially relevant external events (e.g., workshops, meetings, seminars, etc.) that may be of interest to the SSE, such as Societies Consortium, AAAS, Access+. Council members can sign up to participate and report back to council:

[https://docs.google.com/document/d/1eBjNjKkNmID0N\\_pQPU8fFHwJteklI8fzxvwiVqVDk8U/edit?usp=sharing](https://docs.google.com/document/d/1eBjNjKkNmID0N_pQPU8fFHwJteklI8fzxvwiVqVDk8U/edit?usp=sharing)

<b>Specific Duties of the Executive Vice-President by Month:</b>
<b>January</b>
<ul style="list-style-type: none"> <li>• With turnover of EVP, coordinate transfer of all files, contacts, etc.</li> </ul>

<ul style="list-style-type: none"> <li>• Coordinate with Communications Manager, Secretary and Committee chairs to ensure that membership of various committees is updated, and Slack channel memberships and SSE website are updated to reflect the changes</li> <li>• Coordinate with Treasurer and accountants (currently Armanino) to approve and file previous fiscal year financial statements.</li> <li>• With turnover of Treasurer, EVP, and/or conference organizers, work with Treasurer to facilitate access to accounts, issuance of new bank signature cards and credit cards; this can be done through the business office for bank accounts and credit cards, and/or directly with Vanguard Investments for investment accounts <ul style="list-style-type: none"> <li>◦ EVP, Treasurer, Executive Director and Financial Manager are signatories on the main bank accounts</li> <li>◦ EVP, Chief Meeting Organizer(s) and Professional Conference Organizer are signatories on the conference account</li> <li>◦ Treasurer and EVP carry SSE credit cards</li> <li>◦ Note that all requests for signing authority and credit cards are approved by the Secretary</li> <li>◦ EVP and professional conference planner have access to online statements for conference bank accounts</li> <li>◦ Treasurer and EVP have access to: <ul style="list-style-type: none"> <li>▪ online statements for main bank accounts</li> <li>▪ QuickBooks online</li> <li>▪ online statements for investment accounts</li> </ul> </li> </ul> </li> </ul>
<b>February</b>
<ul style="list-style-type: none"> <li>• Coordinate with Secretary to follow-up on and/or delegate action items from mid-year meeting, as appropriate</li> <li>• Coordinate opening of annual meeting registration with conference organizers (usually mid February)</li> <li>• Establish registration discount codes needed by SSE and ensure they are distributed to relevant people (award winners, Council members, journal editors)</li> </ul>
<b>March</b>
<ul style="list-style-type: none"> <li>• Coordinate with conference organizers to finalize reconciliation of previous year's annual meeting expenses and status of conference bank accounts in preparation for tax season</li> <li>• Work with the Communications Manager to announce call for annual meeting symposium proposals for the following year's annual meeting <ul style="list-style-type: none"> <li>◦ coordinate with President on whether to call for one or two new symposia (one if the President elects to organize their own symposium, two if not)</li> </ul> </li> <li>• Work with conference organizers on items related to upcoming annual meeting, as needed</li> </ul>

- Facilitate discussion and approval of OUP proposed subscription and APC increases for *Evolution* and *Evolution Letters*. Evolution changes are dealt with by council; EL by the Oversight committee

## April

- Coordinate with the publisher each year to negotiate changes and obtain council approval for subscription pricing and purchasing options for *Evolution* and *Evolution Letters*
- Coordinate with Treasurer to select student/postdoc “lottery” travel awardees by lottery (see below for procedure)
  - send list to Communications Manager to arrange for notifications
  - coordinate with business office for checks to be issued
  - coordinate with Treasurer on distribution of travel awards at the annual membership meeting
- Coordinate with International Committee (IC) Chair and the Treasurer on selection of [IC travel stipend awardees](#) (proposals due end of March)
  - Coordinate with Membership Manager to check membership status and approve total amount recommended for funding (~ \$20,000 per year)
- Coordinate with IC Chair and the Secretary on recommendations of [International Event Grants](#) (proposals due end of Feb)
  - Main task is to convey the IC chair recommendation as well as EVP recommendation to Council for vote, then report the results of the Council vote to the IC chair, and Treasurer for coordination of payment

## May

- Coordinate closely with the Joint Meeting Committee (JMC) and the conference organizers to make sure everything is in place for the annual meeting

## June

- Attend Joint Council as well as SSE council meetings
- Coordinate with the Treasurer to submit and present a report on the status of society business and finances at the annual council meeting. Send a copy to all Council members **prior to the annual meeting**, asking the Secretary to add the discussion of the report to the agenda (Bylaws Article 3)
- Work with President to decide how to schedule and run the annual membership business meeting
- In the third year of the term, nominate the next Executive Vice-President; consult with others as needed.

## July

<ul style="list-style-type: none"> <li>• Coordinate with the conference organizers to reconcile budgeting for the current year's annual meeting</li> <li>• Coordinate with Secretary to follow-up on and/or delegate action items from annual council meeting, as appropriate</li> <li>• Coordinate with 1<sup>st</sup>-year Vice President and Communications Manager to advertise GREG Rosemary Grant Awards competition and other award competitions and open online submissions (typically September 1)</li> <li>• File reports with the <a href="#">State of Colorado</a> each year to renew our good standing and 501c3 status <ul style="list-style-type: none"> <li>o Certificates of Good Standing should be kept on file and may be requested throughout the year by various contractors or entities; they can be downloaded at any time from the <a href="#">State of Colorado</a> website</li> <li>o SSE was registered as a 501c3 in the State of Colorado on August 31, 2005</li> <li>o SSE's EIN is <b>20051330405</b></li> </ul> </li> </ul>
<b>August</b>
<b>September</b>
<ul style="list-style-type: none"> <li>• Issue call for society symposia for next year's Evolution meeting</li> <li>• Join/Renew membership in AAAS</li> </ul>
<b>October</b>
<b>November</b>
<ul style="list-style-type: none"> <li>• Post symposium proposals for council discussion and vote</li> <li>• final date to approve and file tax documents (work normally starts much earlier in the year by Treasurer and accountants)</li> </ul>
<b>December</b>
<ul style="list-style-type: none"> <li>• Negotiate with DRYAD and approve usage and subscription fees for data archiving for <i>Evolution</i> and <i>Evolution Letters</i></li> <li>• Coordinate with insurance company to renew insurance policies (Dan Luechtefeld, LHG Insurance)</li> </ul>

#### **Broad Duties of the EVP:**

1. Chief responsibility is for the overall health of the Society, keeping Council apprised of what is going on and consulting with Council on major decisions and changes, and for expenses over ca. \$5,000.

- The Executive Vice President and Treasurer should have signing authority on all accounts and all contracts held by the society. Other members of Exec can serve if circumstances demand. Any changes to signing authority are made with the approval of the Secretary.
- Serve as the primary liaison with the publisher and other publishing partners along with the Editors-in-Chief, Communications Manager, and Managing Editor

- Help coordinate the activities of various SSE standing and ad hoc committees. It is often important to have at least one person able to see all of the moving parts and when changes in one activity might affect another with regard to time, personnel, budget, etc. or offer opportunities for synergy and efficiency.
2. Annual meeting planning and preparation. The Executive Vice-President works with the Joint Meeting Council to make sure everything is in place for the meeting, including scheduling of Council meetings at the start and end of the meeting, symposia, social events, workshops, President's address, award announcements, membership business meeting, etc. Review previous meeting programs to make sure all events get scheduled.
    - Make sure annual meetings are scheduled (venues and housing booked) 3-5 years out, in coordination with the Joint Meeting Committee and the other societies.
    - The SSE Executive Vice President is the sole signatory on all meeting contracts. All contracts, however minor they may seem, must be approved by the Society's lawyer prior to signing.
    - The Executive Vice President is the liaison with the lawyer for all matters, including those related to the meeting. Most of the Society's interaction with the lawyer relates to the meeting, so the retainer for the lawyer is paid for by the conference budget.
  3. Coordinate website management/design/updating and social media activity with the Secretary and Communications Manager.
  4. Serve as institutional memory, assist the President as needed, inform and consult with the President and Secretary as needed on matters of importance to the Society; make suggestions and push for changes in direction as you feel is important (or not). A close relationship and frequent contact should be maintained with the Secretary.
  5. Other activities may be initiated. Activities and initiatives that fall below the \$5000 budget limit do not technically require Council approval, though in practice the EVP should consult Council whenever there is a question about initiating a new or ongoing financial commitment. Communicate with the Treasurer and Finance Committee (if relevant) regarding new spending.
  6. Consult with the Nominating Committee on potential nominees for the next Executive Vice President.
  7. Every 5 years, negotiate and obtain council approval of a contract with Wiley (or other publisher, if Council so chooses) for publishing *Evolution* and *Evolution Letters* (in consultation with the Evolution Letters Oversight Committee and with approval of European Society of Evolutionary Biology).
  8. Every 10 years, renew the society's trademark use of **Society for the Study of Evolution Inc.**. This is done via application to the Patent and Trademark Bureau, 1500 Market Street, 12th Floor, East Tower, Philadelphia PA 19102, [www.patentandtrademarkbureau.com](http://www.patentandtrademarkbureau.com). Last renewed December 25, 2016.
 

**SSE's Trademark Registration Number is 3359814**  
**SSE's trademark will renew in December 2026**
  9. Coordinate with the Secretary to onboard new Council members, Committee members, and Officers and make sure the Society is running smoothly.

## Duties of the Secretary

(3-year term)

### Overview and General Issues

The Secretary (together with the EVP) is responsible for day-to-day operations of the society, and should be a good communicator. Among other things, the Secretary is responsible for managing communications to Council members and to the membership, running elections, organizing ballot measures, keeping archived records of Council and Society activities, taking minutes at Council and Executive Council meetings, assisting the President and EVP with agenda setting for meetings, distributing materials and chasing documents for Council meetings and elections, and chairing the Dobzhansky Prize competition. The Secretary also works closely with the Communications Manager and the Membership Manager to manage communications with the membership. The term is three years with the possibility of re-election to the position. Stipend will be set at \$12K per year.

<b><u>Specific Duties of the Secretary by Month:</u></b>
<b>January</b>
<ul style="list-style-type: none"> <li>● Update Handbook for Council Members (share with Officers and Committees;ask Communication Manager to update on the SSE website.)</li> <li>● Onboard newly elected council members.</li> <li>● With turnover of President, Secretary, Treasurer, EVP, and/or Communications Manager, facilitate transfer of access to dedicated SSE email accounts, online workspaces, and provide letterhead templates</li> <li>● Work with the President on committee appointments, especially the Nominating Committee.</li> <li>● Coordinate with Communications Manager, EVP, and Committee chairs to ensure that membership of various committees is updated, and Slack channel memberships and SSE website are updated to reflect the changes</li> <li>● Coordinate mid-year Council meetings, including putting together the agenda with the President and EVP.</li> <li>● Oversee the Dobzhansky Prize competition, including coordinating with the VPs on the call for nominations, the criteria, rubric, ranking of nominees, award selection, and notification. The deadline for nominations is currently Dec 1 annually. Winners and other nominees must be notified and talk(s) arranged.</li> </ul>
<b>February</b>

- Communicate with the Chair of the Nominating Committee, including providing guidelines to solicit nominations for ballots with a deadline of March 1. Remind them that they should provide a list of duties to potential nominees (including a link to this handbook), and need to present a slate of nominees to the Secretary by the beginning of June (see Constitution Article 5 and Bylaws Article 3 for timelines).
- Coordinate with EVP to follow-up on and/or delegate action items; help the Presidents, EVP, and Communications Manager with deadlines for activities and awards.

### March

- Coordinate with Conference organizers to schedule SSE and joint Council meetings at the annual conference
- Coordinate the Secretaries of ASN and SSB (and ESEB, as appropriate) to schedule the joint council meetings. The Presidents, EVP and Secretary participate in the Joint Council meeting.
- Every 3rd year, set the agenda for the Joint Council meetings.
- Arrange who will introduce LAA winner's talk at the virtual meeting and present their plaque at the in-person (person who nominated them should be invited first)
- Coordinate selection of the Dobzhansky Prize winner in conjunction with the Vice Presidents, inform winner(s) and runner(s) up by March 1. Send letters to applicants not selected.

### April

- Consult with the President to set an agenda for annual Council meetings.

### May

- Call for any needed reports from committees or officers for the annual Council meetings.
- Distribute minutes of previous year's meeting to the Council.
- Coordinate with other societies regarding Joint Executive Council Meeting at Evolution conference
  - responsibility for organizing and chairing the Joint Exec meeting rotates from year to year in the following order: SSE, ASN, SSB
  - SSE is responsible every three years starting in 2019 (2022, 2025, 2028, 2031...)
- Solicit CVs and candidate statements from nominees.
- Work with Communications Manager to announce Dobzhansky Prize winner, and alert Treasurer of awardee.

### June

<ul style="list-style-type: none"> <li>• Take minutes at all SSE Council meetings and Joint Council meetings every 3rd year. Circulate minutes to the Council following the meeting for approval by vote.</li> <li>• Ask SSE Council to ratify the next slate of Council nominees at the annual meeting.</li> <li>• Introduce Dobzhansky Prize conference talk and present prize at annual Evolution conference.</li> </ul>
<b>July</b>
<ul style="list-style-type: none"> <li>• Assist with post-annual meeting and conference wrap up.</li> </ul>
<b>August</b>
<ul style="list-style-type: none"> <li>• Prepare election ballot with names and links to web-based election materials (i.e., CVs candidate statements). Election materials must be made available to the membership at least 1 month prior to the election (Bylaws Article 3). <ul style="list-style-type: none"> <li>o CVs and candidate statements are included in web-based election materials</li> </ul> </li> <li>• Prepare any additional ballot issues or votes on amendments to the constitution.</li> <li>• Coordinate with President-Elect on the next mid-year Council meeting and poll Council about potential dates (typically held January or February)</li> </ul>
<b>September</b>
<ul style="list-style-type: none"> <li>• Schedule meeting times for the Executive Committee for the remainder of the calendar year.</li> </ul>
<b>October</b>
<ul style="list-style-type: none"> <li>• Submit election materials to the Business Office and the Communications Manager; send email to members and ask them to vote in September (see Constitution Article 5 and Bylaws Article 3 for timelines).</li> </ul>
<b>November</b>
<ul style="list-style-type: none"> <li>• Run election for a four-week period, starting no later than early November</li> <li>• Final call for nominations for Dobzhansky Prize and SSE Presidents' Award.</li> </ul>
<b>December</b>
<ul style="list-style-type: none"> <li>• Get election results from the Business Office; notify those who are or are not successful candidates.</li> <li>• Send Constitution/Bylaws and info about mid-year meeting to election winners.</li> <li>• Present to Council for approval the list of nominees for the new class of Assoc. Editors for <i>Evolution</i> along with their CVs</li> </ul>

- Work with President and EVP to organize mid-year meeting in January/February.
- Schedule meeting times for the Executive Committee for the beginning of the next calendar year.

**Broad Duties of the Secretary:**

- With the President, EVP, Communications Manager, and business office, coordinate communication with the membership. The Secretary also communicates with the Nominating Committee, Committee Chairs, and other key point people throughout the year. Their primary duties are to maintain communication on Council business between journal offices, the Business Office staff, Council, Committee members, and members of the society. The Secretary serves on the Council and the Executive Council (the former meets twice per year, typically, and the latter meets twice per month, typically).
- Assist the President. In general, the Exec-VP and the Secretary tend to provide most of the information/support for the President. Thus, if the President is contacted regarding society business, s/he will generally contact the Exec-VP and the Secretary as they will have the longest “memories” in the society. This is a variable job – some Presidents are proactive, others are very hands-off. It is best to coordinate with the Exec-VP when there is society business involved, however the Secretary often fields questions from people who are thinking about running for Council or who might be interested in serving on a committee, and can often provide a good idea of what the responsibilities are to people considering those posts.
- Maintain archives of Society and Council activities, including but not limited to: posting motions for votes, tracking vote tallies, making/keeping rubrics and records for committees and awards, and working with Treasurer to track/notify people entitled to free memberships or registration. One of the biggest roles of the Secretary is to coordinate the timing, agendas, invitation lists, and solicitation/distribution of reports and materials for all Council and Executive Council meetings.
- Be flexible. The Secretary tends to be the person people approach to get answers. The Secretary often relays information/decisions from the Executive Council to other parties. Members often e-mail asking for confirmation of their membership status. These can be sent to Amelia Neely of the business office. Commercial interests may contact the Secretary to gain access to the Society (e.g., offering services). Heather Cacanindin at the business office can help with renting our membership list for paper mailings. Such requests must be approved by the Secretary.
- Following nomination of an *Evolution* Editor-in-Chief by the Editor-in-Chief Selection Committee, the Secretary must call for a secret ballot to the council to actually elect the Editor-in-Chief.
  - o Note that the *Evolution Letters* Editor-in-Chief is selected by a separate process, in coordination with the *Evol Lett* Oversight Committee and ESEB executive officers
- Handle copyright requests:
  1. The publisher administers permissions for SSE regardless of year of publication. We are signatory to the industry-wide STM Agreement that regulates fees for reuse of published materials and terms of re-use, but rights for reuse are granted back to authors on an exception basis (see #3).
  2. If someone asks for permission to use materials published in *Evolution* or *Evolution Letters*, they can always be referred to the journal’s permissions page. The publisher’s permissions page has everything a requester needs, but should someone come back with a problem, please refer them to the managing editor ([managingeditor@evolutionsociety.org](mailto:managingeditor@evolutionsociety.org)).
  3. Be aware that authors do not need permission to reuse their own figures in new works, as long as they cite *Evolution* as the source of those figures, and use no more than 15% of the original article.

## Duties of the Treasurer

(3-year term + 1 year *ex officio*)

### Overview and General Issues

The Treasurer shall manage financial records and make payments on behalf the society. The term will be three years with the possibility of re-election to the position. Stipend will be set at \$12K per year.

Both the Treasurer and EVP have responsibilities related to the society's finances. The majority of the Treasurer's duties relate to accounting, disbursements, investments, and payments. The Treasurer monitors the society's spending and investments (including ensuring that the Society's investment policy is followed); ensures the Society's compliance with Internal Revenue Service (IRS) reporting requirements; chairs the Finance Committee; and makes recommendations for budgeting of the society's assets. The EVP is responsible for all contract negotiations and financial policy changes.

One of the treasurer's most important jobs is working with the society's contracted accountants to submit our annual Form 990 to the IRS. Note that either the EVP or the Treasurer must be named on Form 990, and thus must be a permanent resident of the US at the time of filing.

In the first year of a new Treasurer, the Past-Treasurer will take the lead role in preparing and submitting SSE's taxes, working with the SSE business office (Tricia/Finance manager).

The Society's Tax ID is: 48-6121424

The Society's EIN is: 20051330405

<b><u>Specific Duties of the Treasurer by Month:</u></b>
<p><b>January</b></p> <ul style="list-style-type: none"> <li>• Coordinate with Business Office and contracted accountants to issue IRS MISC-1099s to awardees</li> <li>• Submit a mid-year financial report to the Council, together with recommendations and perspective on the financial health and direction of the Society prior to the mid-year meeting.</li> <li>• Pay Handling Editors of Evolution their stipends</li> <li>• Pay out recurring annual checks, including contributions to NCSE, AIBS, etc.</li> <li>• Coordinate with Financial Manager to follow up on any uncashed checks from the previous fiscal year</li> <li>• With turnover of Treasurer, EVP, and/or conference organizers, work with EVP to facilitate access to accounts, issuance of new bank signature cards and credit cards; this can be done through the business office for bank accounts and credit cards, and/or directly with Vanguard Investments for investment accounts               <ul style="list-style-type: none"> <li>o EVP, Treasurer, Executive Director and Financial Manager are signatories on the main bank accounts</li> <li>o EVP, Chief Meeting Organizer(s) and Professional Conference Organizer are signatories on the conference accounts</li> <li>o Treasurer and EVP carry SSE credit cards</li> <li>o Note that all requests for signing authority and credit cards are approved by the Secretary</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>o EVP and professional conference planner have access to online statements for conference bank accounts</li> <li>o Treasurer and EVP have access to: <ul style="list-style-type: none"> <li>▪ online statements for main bank accounts</li> <li>▪ QuickBooks online</li> <li>▪ online statements for investment accounts</li> </ul> </li> </ul>
<b>February</b> <ul style="list-style-type: none"> <li>• Coordinate with the Lewontin GREG award committee to determine the total number of awards that can be supported with the annual budget plus any donations received for the GREG program and Gilchrist fund</li> </ul>
<b>March</b>
<ul style="list-style-type: none"> <li>• Coordinate with the Business Office and contracted accountants on previous year's financial information in preparation for tax season <ul style="list-style-type: none"> <li>o deal with uncashed checks</li> <li>o adjust accounting codes, as appropriate</li> <li>o coordinate with EVP and contracted accountants to approve and file previous fiscal year financial statements and finalize all tax documents for filing (note that request for a delay can be coordinated with the contracted tax accountants)</li> <li>o Note that in year 1 of a new Treasurer, tax preparation is led by the past-Treasurer</li> </ul> </li> </ul>
<b>April</b>
<ul style="list-style-type: none"> <li>• Coordinate with Hamilton symposium organizer to award funds to Hamilton finalists and ensure that no finalists are receiving two travel stipends</li> </ul>
<b>May</b> <ul style="list-style-type: none"> <li>• Convene a Finance Committee meeting to confer with the society's investment managers and monitor the society's investments as detailed in the investment policy</li> <li>• Send annual financial report to Communications Manager for posting on the SSE website</li> </ul>
<b>June</b>
<ul style="list-style-type: none"> <li>• Along with the EVP, submit and present a financial report at the annual council meeting. Send a copy to all Council members prior to the annual meeting (Bylaws Article 3)</li> </ul>
<b>July</b>
<ul style="list-style-type: none"> <li>• Process all reimbursement requests arising from the annual meeting <ul style="list-style-type: none"> <li>o collect and keep on file all receipts for all costs that are reimbursed</li> </ul> reimbursements are issued either as checks in US funds or wire transfers to individual bank accounts; either type can be issued to individuals or institutions at the request of the recipient; keep track of reimbursements in a spreadsheet that is shared with the Business Office </li> </ul>

<ul style="list-style-type: none"> <li>• Prepares checks or wires to award recipients (SSE Presidents' Award, Dobzhansky, Gould, IDEA) <ul style="list-style-type: none"> <li>◦ collect W9 and W8-BEN tax forms for any individuals receiving an award exceeding \$599</li> </ul> </li> <li>• Coordinate with symposium organizers from the annual meeting to arrange for reimbursement for participants <ul style="list-style-type: none"> <li>◦ Symposium organizers get \$9,000 (or other award amount based on current fiscal year's budget) to cover expenses, to be divided among themselves and speakers to cover travel costs as they see fit. Registration fees are NOT waived for symposium organizers or speakers, although the \$9,000 can be used to cover reimbursement of registration fees if the organizers choose to do so</li> <li>◦ Reimbursement requests for symposia should be made by the symposium organizers (not individual speakers) to the Treasurer; the symposium organizers will determine how the budget is disbursed, and reimbursement requests forwarded to the Treasurer</li> </ul> </li> <li>• Coordinate and pay Secretary, Treasurer and EVP stipends <ul style="list-style-type: none"> <li>◦ no one should individually request their own stipend payment, so coordinate with the other officers to approve payments</li> <li>◦ confirm whether each wants the stipend to go to their institutions or to be made out to them personally before writing checks (W9s or W8-BENs are only required if issued to the individual; splitting of the stipend between the individual and institution is acceptable)</li> </ul> </li> </ul>
<b>August</b>
<b>September</b>
<ul style="list-style-type: none"> <li>• Coordinate with the Rosemary Grant GREG award committee to determine the total number of awards that can be supported with the annual budget plus any donations received for the GREG program and Gilchrist fund</li> </ul>
<b>October</b>
<b>November</b>
<b>December</b>
<ul style="list-style-type: none"> <li>• Pay <i>Evolution Letters</i> editorial stipends, and request reimbursement from ESEB for their share <ul style="list-style-type: none"> <li>◦ There are three <i>Evol Lett</i> associate editors who are paid directly by the societies; SSE and ESEB split those costs 50-50</li> <li>◦ Coordinate with SSE business office for year end adjustments</li> </ul> </li> <li>• Coordinate with SSE business office for year end adjustments</li> </ul>

#### **Broad Duties of the Treasurer:**

- Chief responsibility is to manage the finances and financial health of the Society
- Coordinate and communicate with committee chairs on annual budget spending allocations, and tracking committee spending through the fiscal year. EVP is added to these communications as well.

- Coordinate with the SSE Finance Committee in planning the annual budget and investment strategy, and follow current finance policy obligatory reviews.
- Monitor and assess annual income and expenditures in relation to the budget and keep all receipts related to reimbursements
- Monitor investment accounts (this is not handled by the business office). Check in with Vanguard Investments a few times each year to discuss strategy and allocation.
- Coordinate with the business office to:
  - pay all invoices, fees, grants, prizes, awards, stipends and reimbursements
  - monitor and approve any and all payments by check, wire transfer or credit card
  - keep accurate and current records of income and expenses
  - follow up on any uncashed checks older than 1 year
  - keep in contact with bank regarding finances and financial records
  - keep records of all awards, stipends, honoraria and geographic locations of awardees/recipients (check, codes for registration or other) for tax filing
- Coordinate with tax accountants, the SSE business office and the EVP for filing of appropriate annual tax forms. Note that the EVP should file and sign income tax filings unless the EVP is not a US resident, in which case the Treasurer should sign. It will help if either the EVP or the Treasurer is a US resident at any given time.
- Manage routine expenses (e.g., bank or accounting fees, awards, etc.). Unless specified differently by Council, any routine charges and/or charges under \$5,000 can be spent without needing to consult Council.
- Avoid writing checks to yourself. Be alert to any conflicts of interest in any financial decisions. Consult with someone with formal training in identifying conflicts of interest as needed.
- Both current Treasurer and current EVP should have signing authority on all accounts held by the society. Any changes to signing authority are made with the approval of the Secretary.

## Duties of the Council Members

(3-year term)

### Overview and General Issues

Council positions turn over on Jan. 1 of each year. It is expected that all council duties will be carried out promptly (e.g., responding to votes and queries via Slack or email within three business days), communicating to the secretary when necessary about any potential delays (e.g., absence or lack of email access due to travel).

### Specific duties of all Council Members:

Attend the mid-year meeting (~1-2 days in Jan or Feb or equivalent, via Zoom) and attend in-person both the entrance and exit meetings at the annual society conference (i.e. Evolution meeting), normally in June. Council members are expected to make every effort to participate in these meetings.

As opportunities arise, participate in various workshops/symposia/meetings of other organizations (e.g., Societies Consortium) that are relevant to the SSE and, if relevant, report back to council and/or specific committees. A list of these events is maintained by the EVP and is [accessible here](#).

Communicate as needed on Society business throughout the year, including but not limited to:

- approving each new class of Associate Editors (AEs) for *Evolution*
- approving each new Editor-in-Chief for *Evolution*
- review each slate of nominees for open council positions
- evaluating conference symposium proposals
- providing input to Council on budget issues, Handbook and By-Law amendments or revisions, conference logistics, and any other topic that arises
- voting on motions put to Council
- participate in Evolution journal planning sessions

### Specific duties of each Council class (by year):

First- and Second-year Councilors:

- Review Graduate Research Excellence Grant - Lewontin Early Award applications (Feb-March)

Third-Year Councillors:

- Review Graduate Research Excellence Grant applications - Rosemary Grant Advanced Award (September - October).
- Serve on the Gould Prize nominating committee (January - February).

## Duties of the Graduate Student Advisory Committee (GSAC)

### Overview and General Issues

The main duty of the SSE Graduate Student Advisory Committee (GSAC) is to represent the interests of SSE's graduate student and postdoc membership to the SSE Council and help with communication from Council to these members. Graduate students represent 40% of SSE's membership, and as such, have a vested interest in SSE's overall direction and planned initiatives. GSAC members network with SSE student members, liaise between Council and graduate student membership, and facilitate interactions between SSE faculty and graduate student members. The GSAC provides a sense of community and information for graduate students and postdocs in evolutionary biology, both during their graduate career and upon making career transitions.

**Chair:** One member of the incoming GSAC each year will be selected to serve as GSAC chair. Members that serve as chair will serve an additional year for a total of a three-year term. They will serve as chair-elect during their first year, as GSAC chair during their second year, and then as past-chair during their third year. Generally, the chair will be a GSAC member who is relatively advanced in their graduate program. GSAC chair and past-chair participate in SSE council votes.

**Composition of GSAC:** GSAC members must be graduate students or postdocs who are members of SSE. GSAC members must be graduate students at the time of application, at least one year into their PhD program. The GSAC will consist of 7 members, with three members added every year, including one member being selected as chair-elect with an additional year of service. Each non-chair member will serve a two-year term, beginning and ending January 1. New GSAC members will be chosen via the process and criteria defined in the GSAC section of the appendix.

**Additional Duties:** GSAC members take part in a variety of activities throughout the year which emphasize the needs of early-career researchers, such as planning events for the Evolution meetings and taking part in the review of the GREG awards. Full description of the activities undertaken by GSAC around the year can be found in the Committee Appendix.

## Duties of the *Evolution* Editor in Chief

(3-year term)

### Overview and General Issues

The Editor in Chief (EiC) of *Evolution* is responsible for overseeing all aspects of the functioning of the journal *Evolution*.

The EiC should stay in close contact with the Managing Editor, publisher, and full editorial board at all times. The EiC should also stay in frequent contact with the Communications Manager and the EVP.

The EiC participates in Council as a voting member.

Procedures for nomination of the *Evolution* EiC are outlined in the Constitution Article 5 and in the Committee section below. The *Evolution* Editor-in-Chief received an annual stipend, covered by the editorial allocation received from the publisher. This stipend is currently \$30,000 per year. The term may be renewed or extended with the approval of Council.

### **Specific duties of the *Evolution* EiC:**

- Management of the assignment, review and acceptance of manuscripts submitted to the journal *Evolution* in coordination with the *Evolution* editorial board
- Solicitation for the submission of high quality contributions to the journal, invitations for review articles, supplements and oversight of any other special features of the journal (book reviews, letters and so forth) as appropriate
- Nomination of members to the *Evolution* editorial board, with each term to begin January 1, and replacements of editors as necessary (all appointments subject to Council approval)
- Coordination with the publisher regarding the submission, review and publishing of manuscripts for *Evolution*
- Service as a voting member of SSE Council, including attendance at the annual Evolution conference and at bi-annual meetings of SSE Council Submission of formal reports to SSE Council at their bi-annual meetings (typically January and June)
- Optional: Organization of special journal-related events at the annual Evolution conference
- Coordination with the Digest Editor, Managing Editor, and Communications Manager of the Society for the Study of Evolution
- Strategic planning for the journal, in consultation with Handling Editors, Council, and committees, as appropriate, including on matters related to DEI
- Service as primary contact to the community regarding the journal (e.g., presubmission inquiries, requests for waived page charges, responding to surveys of journals)

### **EiC Evolution – specific duties by month:**

#### **January**

- Welcome new AE board
- Hold AE training x 2
- Set yearly plans and priorities, including for special / topical journal issues
- HEs + Editorial Manager meeting
- Attend mid-year SSE Council meeting
- Meet with DC
- Initiate search for new HE if needed (to start in following January)

#### **February**

- HEs + Editorial Manager meeting
- Initiate collation of authors for special issue topics to arise from main summer meeting

#### **March**

- Approval of new HE by SSE Council (if needed)
- HEs + Editorial Manager meeting

#### **April**

- Open and promote call for new AEs (thank existing nominees, ask if they want to remain nominated)
- HEs + Editorial Manager meeting

#### **May**

- Initiate organization of Editorial Board meetings
- HEs + Editorial Manager meeting
- Prepare EiC report for Council
- Meet with DC

**June**

- Attend Evolution meetings, promote journal, solicit papers
- Meet the Editor events + other relevant conference events
- HEs + Editorial Manager meeting
- Attend SSE Council meetings

**July**

- Provide pre-slate of AEs to Council (July or August)
- HEs + Editorial Manager meeting

**August**

- Discussion of pre-slate of AEs with SSE Council
- HEs + Editorial Manager meeting

**September**

- Invite new AEs from approved pre-slate of AEs invite alternatives if needed
- HEs + Editorial Manager meeting
- Meet with DC

**October**

- Provide list of AEs and their CVs to Council, seek approval for AE slate
- HEs + Editorial Manager meeting

**November**

- Prepare mid-year Council EiC report
- HEs + Editorial Manager meeting
- Annual review and update of editorial policies and procedures

**December**

- Send out AEs handbook & set AE training and buddies
- HEs + Editorial Manager meeting
- Revise plans and priorities for following year
- Thank outgoing AEs, welcome new AEs
- Maintain / update Q&A doc for AEs, HEs

## **Duties of *Evolution Letters* Editor-in-Chief**

(unspecified term length)

**Overview and General Issues**

The Editor in Chief (EiC) of *Evolution* is responsible for overseeing all aspects of the functioning of the journal *Evolution Letters*.

The EiC should stay in close contact with the publisher at all times, as well as the Managing Editor, Communication Manager and EVP. Because the journal *Evolution Letters* is co-owned by SSE and ESEB, there is an additional “Oversight Committee” (OC) consisting of members representing both societies (see below). The EiC should seek guidance and overall direction from the Oversight Committee on important issues.

Procedures for nomination of the *Evolution Letters* EiC are determined in consultation with ESEB and the *Evolution Letters* Oversight Committee as the need to replace the EiC arises.

**Specific duties of the *Evolution Letters* EiC:**

- Management of the assignment, review, revision and acceptance of manuscripts submitted to the journal in coordination with the editorial board

- Solicitation for the submission of high quality contributions to the journal, invitations for review articles, supplements and oversight of any other special features of the journal (book reviews, letters, etc.) as appropriate
- Nomination of members to the editorial board in consultation with the Oversight Committee
- Coordination with the publisher regarding the submission, review and publishing of manuscripts, marketing, advertising and other specific duties related to the journal
- Attend the annual Evolution conference and at bi-annual meetings of SSE Council
- Submission of formal reports to SSE Council semi-annual meetings (typically January and June)
- Optional: Organization of special journal-related events at the annual Evolution conference
- Coordination with the SSE Communications Manager of the Society for the Study of Evolution for marketing, advertising and other specific duties related to the journal
- Strategic planning for the journal, in consultation with editors, society Councils, committees, and the Oversight Committee, as appropriate
- Service as primary contact to the community regarding the journal (e.g., presubmission inquiries, requests for waived page charges, responding to surveys of journals)

## **Contracted Staff**

### **Communications Manager**

**(half-time contracted, no term limits)**

#### **Overview and General Issues**

The Communications Manager is responsible for coordinating and implementing communications between SSE Council and its membership.

The Communications Manager should stay apprised of all SSE activities. Therefore, the Communications Manager should stay in frequent contact with the Executive Council (especially the Secretary, EVP, and Treasurer) as well as the EiCs and all committee chairs.

Compensation for the Communications Manager is contracted for a half-time position. Currently, the Communications Manager is contracted through Duke University.

#### **Specific duties of the Communications Manager:**

- Manage grant and prize solicitations, submissions, evaluations, and winner announcements via the SSE social media accounts, website, and awards module
- Engage evolutionary biology community via the SSE social media accounts
- Serve as public point of contact via email and social media
- Craft monthly email newsletter and coordinate distribution with business office
- Promote Society, journal, and committee new and activities to the community via email, website, and social media
- Maintain all pages on the SSE website with up-to-date news, society information, Council Handbook, and jobs board
- Support committee and annual meeting activities as needed

### **Personnel in the Business office (Executive Director, Membership Manager, Financial Manager, IT Manager)**

**(quarter-time contracted, renewed periodically)**

#### **Overview and General Issues**

SSE has no fixed location or office space. We currently contract with the Business Office of the Botanical Society of America (BSA) for services of an executive director, membership manager, financial and accounting manager, and IT support.

The business office provides a physical mailing address, phone numbers, voicemail, email addresses,

#### **Specific duties of the Executive Director:**

- Serve as primary contact for all SSE-related business and key account executive for SSE
- Coordinate and oversee the duties and responsibilities of all other business office personnel
- Meet with SSE council or committee members upon request and respond to any and all inquiries in a timely manner

- Submit a formal report of all business office activities to the SSE council at the bi-annual meetings and on request
- Notify SSE of any planned service interruptions or issues, and any perceived issues related to the needs of the membership

#### **Specific duties of the Membership Manager:**

- Maintain an online association management system to use as SSE's membership database
- Work with SSE council on membership fees and any data to be gathered from members and/or analyzed upon request
- Coordinate direct email communications with members at large and with individual community members who contact the business office
- Conduct a membership renewal campaign annually (November)

#### **Specific duties of the Financial Manager:**

- Manage the bank accounts of SSE and coordinate with the EVP and chief meeting officer on the accounts used for the annual Evolution conference. Manage all payments on behalf of SSE, including but not limited to any received and approved invoices, awards, reimbursements, etc.
- Maintain all accounting records and make them available to professional accountants on request
- Coordinate all financial reporting, including annual tax reporting with Treasurer

#### **Specific duties of the IT manager:**

- Provide updates and support for the association management system software
- Maintain secure servers hosting all SSE data, including the SSE membership database
- Maintain a publicly available website for the society
- Maintain a members-only portal on the SSE website with access to the online journal
- Maintain a portal for submissions of award applications
- Provide expertise on data privacy and security issues

### **Evolution Digests Editor**

**(half-time contracted, no term limit)**

- Solicit, edit, and manage reviews for Digest submissions via the Evolution Digests site and Manuscript Central
- Engage community via the *Evolution* journal social media accounts

### **Managing Editor for *Evolution* and *Evolution Letters***

**(term limited to the duration specified in publication contracts)**

- Provide a professional, primary interface with authors and enhance the author experience for submission and publication in both journals

- Work closely with the editors and publisher to broaden the journals' global reach, increase submissions, and promote the journals to authors, funders, and the global community of researchers
- Maintain and grow contacts with authors, editors, and reviewers from around the world
- Contribute to the development of new journal content
- Introduce best practice and innovations in scientific publishing, responding to the changing academic publication landscape
- Support the editors in maintaining highest standards of research integrity for the journals
- Interact with editors, reviewers, and authors to achieve efficient progression of manuscripts and expedite transparent decision making
- Maintain, streamline, and improve the manuscript submission system (ScholarOne)
- Participate in presentations at editorial board meetings and attend relevant SSE and ESEB meetings
- Assist the societies with promoting content via broad media platforms
- Represent the journals to the wider research community

Details concerning ESEB/SSE handling of Evolution Letters, including finances and the joint Oversight Committee, are to be detailed in a MOA between the two societies (in preparation).

## Compensation for Council and Committee Members

### Reimbursements

All travel expenses for Council attendance at the annual Evolution meeting are paid up-front by individuals or their host institutions and then reimbursed afterwards. Registration fees may be covered by discount codes and the meeting invoices SSE for their use. After the annual meeting, participants email scanned receipts to the Treasurer following the travel reimbursement policy and the Treasurer arranges reimbursements. Reimbursements for residents of the US and Canada are made by check. Reimbursements to individuals residing in other locations can be made by check or wire transfer.

For the annual meeting, SSE covers registration, coach-class travel, and up to \$500 to cover accommodation for the President, President-Elect, Past President, Executive VP, North American and Non-North American Vice Presidents, Secretary, Treasurer, Education Committee Chair, Editors-in-Chiefs, and Communications Manager (full accommodation covered for Communications Manager). Per diem expenses are not reimbursed.

Unless specified otherwise, accommodation costs will be maximally reimbursed at the negotiated rate for hotels at our annual meetings or at the federal reimbursement rates by location for travel to other events (<https://www.gsa.gov/travel-resources>) and is limited to the duration of the event plus 1 day before and 1 day after the event as needed for travel purposes.

For other councilors: SSE covers registration, coach-class travel and up to \$500 to cover accommodation expenses. Per diem expenses are not reimbursed.

For the Hamilton Committee Chair(s): SSE covers registration, coach-class travel and up to \$500 to cover accommodation expenses. Per diem expenses are not reimbursed.

For the GSAC chair, past chair, and GSAC chair-elect: SSE covers registration, coach-class travel and up to \$500 to cover accommodation expenses. Per diem expenses are not reimbursed.

For other GSAC reps attending the annual meeting: SSE covers registration and up to \$500 to cover travel and accommodation expenses (up to \$1000 for reps traveling internationally to the meeting). Per diem expenses are not reimbursed.

The cost of meals is covered only for International Travel Stipend awardees from low GDP countries.

SSE covers only Economy class travel (air or rail) that must be booked at least 4 weeks in advance of travel. Fares booked within 4 weeks of travel will be reimbursed at the discretion of the Treasurer. SSE will cover mileage and/or rental car fees as appropriate for driving to Council events. Mileage for personal vehicles will be reimbursed at the current US federal mileage rate. Registration waivers are non-transferable (i.e. if not needed by the person to which it is granted).

### Other compensation

Several officers and editors receive compensation in the form of annual stipends. They are reportable as income if received as direct payment to the individual. Stipends may also be paid to an institution or split between the individual and institution. Appropriate income tax forms (i.e., W9 for US taxpayers and W8-BEN for non-US taxpayers) are required to be on file before

payment is issued. Stipends paid to residents of the US and Canada are made by check. Stipends paid to individuals residing in other locations can be made by check or wire transfer, as applicable and within our bank-imposed limits for wire transfers.

#### **Executive Vice President**

Currently receives a stipend of USD \$15,000 per year.

#### **Secretary**

Currently receives a stipend of USD \$12,000 per year.

#### **Treasurer**

Currently receives a stipend of USD \$12,000 per year.

Officer stipend amounts were last reviewed in 2019 and should be reviewed by the Council every two years (odd years).

#### **Evolution Editors**

Effective July 1, 2016, annual allocation to the *Evolution* EIC will be USD \$30,000, and annual allocations to the two handling editors will be USD \$15,000 each. USD \$10,000 will be used to refund registration fees for all the associate editors of *Evolution* who attend the yearly conference (starting in 2017), and SSE will make up any shortfall (i.e., if more than ~23 AEs attend in one year). Registration waivers are non-transferable.

The timing for yearly allocations will be:

- EiC paid on July 1
- HEs paid biannually on January 15 and July 15

#### **Evolution Letters Editors**

Effective July 1 2017, yearly allocation to the *Evolution Letters* EiC will be USD \$22,000. Each associate editor will receive USD \$2000. The contracted editorial budget from the publisher will cover a total of USD \$40,000 per year for these stipends. Any remaining costs are split between SSE and ESEB.

Timing for yearly allocations to *Evolution Letters* will be:

- EiC and all AEs paid in December.

## Committees

Article VI of the [SSE Bylaws](#) establishes policies governing committees. Committees are established by Council resolution, or by the President at the authorization of Council. A resolution to establish a committee:

- i) must name the committee and identify its type (see below)
- ii) must establish its purpose
- iii) must state what powers, authority and duties have been delegated to the committee
- iv) must establish how the chair and members are appointed or elected
- v) may state what procedures the committee will use in carrying out its work

### Committee Types

- **Council Committees** - must consist of two or more Councilors, and must not have any members who are not members of the Council.
- **Standing Committees** - formed for an indefinite period of time to address a particular ongoing need within the Society; must consist of at least one Council member and can be populated by Society members and nonmembers.
- **Temporary Committees** - same as Standing Committees but have a maximum duration.
- **Ad Hoc Committees** - are populated by Society members and may include nonmembers. Are NOT required to have any Council members.

No committee can consist of fewer than two members. The president may serve as an ex-officio member of any committee. Committee chairs are appointed by the Executive Council/Committee and typically serve three (3) year terms. All committees submit oral or written reports to the Council twice annually. All committees must follow Society procedures for meetings and activities as defined in the Bylaws. Committees will record minutes of all meetings and file them with the Secretary. The Council has the power to amend, alter, or repeal the decisions of its committees, subject to limitations (see Bylaws), and may dissolve any committee.

## 1) Council Committees

Established by Council to delegate part of the power of the whole Council to authorize expenditures and draft budgets, policies and programs to be approved by the full Council. Composed only of Council members.

### Executive Council/Committee

**Purpose/Powers:** to make decisions between Council meetings, including financial and budgetary decisions.

**Composition:** President, Past-President, President-Elect, Executive Vice-President, Secretary  
All Executive Council decisions must be recorded in official minutes, which will be submitted to the full Council. The Executive Council must make reasonable efforts to inform all Council members of the issues to be dealt with at an Executive Council meeting.

## 2) Standing Committees

Formed for an indefinite period of time to focus on aims and goals that contribute to the broader SSE mission and/or to serve certain populations within the general SSE membership. Must consist of at least one Council member and can be populated by Society members and non-members. Generally speaking, fulfilling this mandate involves informing the Council of developments pertaining to the committee's subject area and facilitating related initiatives and activities as listed in the committee descriptions below. For many standing committees, funding is a line item in SSE's annual [discretionary budget](#), which is subject to Council approval.

**Meetings:** Each standing committee is responsible for presenting a brief report on its activities to Council at the annual and mid-year Council meetings. The Committee will normally meet during the Society's Annual Meeting. The Committee will communicate throughout the year and potentially meet electronically or in person if necessary.

**Composition:** Committee chairs are appointed by the Executive committee except in a few cases where the Constitution & Bylaws state that the President does this. Standing committee chair serves as a non-voting council advisor (unless they are already a voting member of Council) and attends Council meetings at the invitation of the President, acting as a liaison between the Committee and Council. Committee chairs will nominate additional committee members and will seek approval of these nominations and term renewals from the President. Committee member term limits are as defined in the Committee descriptions below. Membership and Committee activities are strictly voluntary. Members or chairs of any committee may be removed at the discretion of the President or as outlined in the Constitution & Bylaws.

### International Committee

**Mandate:** Foster relationships and coordinate initiatives between SSE and other non USA-based evolutionary oriented societies, foster contacts between young scientists from different countries, serve as consultants on issues related to international membership and sponsored international activities.

**Chair:** The Non-North American VP.

*Duties of the International Committee Chair:*

- To oversee the turnover of committee members at the start of each calendar year, coordinating with the Secretary (who maintains a list of committee interests by Council members), EVP, and Communications manage (so they can update Slack channels and SSE website)
- To establish a committee which will formulate proposals to be submitted to the SSE council. This committee can be made up of as many people as deemed adequate by the chair.
- To convene a meeting of the International committee at the annual Evolution meeting
- To present the initiative suggested by the committee to the SSE council
- To submit an annual report of the committee activities to SSE council
- To chair the committee to evaluate the applications for international travel awards to the annual Evolution conference and proposals for sponsored international events

**Composition:** The Chair will appoint additional committee members from the general membership of the Society, each of whom will serve a three-year renewable term on the Committee. The Chair will seek approval of these nominations and term renewals from the President.

**Additional Activities:** This committee will serve as lead in evaluating applications and recommending funding for [International Travel awards](#) and International Event Grants.

### **Diversity Committee**

**Mandate:** Promote inclusivity in the Society, regardless of race, age, gender, gender identity or expression, sexual orientation, marital or parental status, disability, ethnicity, nationality, veteran status or religious preference. The Committee will identify and support activities that increase inclusion, reduce obstacles, and promote career progression for underrepresented groups within the Society.

**Chair:** May be co-chaired. The Committee is not required to be chaired or co-chaired by a member of Council. The chair(s) oversee the turnover of committee members at the start of each calendar year, coordinating with the Secretary (who maintains a list of committee interests by Council members), EVP, and Communications manager (so they can update Slack channels and SSE website)

**Composition:** At least one member of the committee must be a voting member of Council. The Chair will solicit applications for additional committee members from the general membership of the Society. All members are subject to approval by the President (Bylaws, Article IV, section 6). Each committee member will serve a three-year renewable term on the Committee.

**Additional Activities:** In order to complete its tasks, the Committee may organize or support the organization of targeted activities, such as networking luncheons, panel discussions, mentoring teams, and workshops. The Committee will be in charge of sponsoring and/or organizing activities at the annual meetings that promote and enhance the diversity of the scientific community.

### **Diverse Careers Committee**

**Mandate:** To:

- Run a workshop for trainees at the annual Evolution conference on diverse careers and how to prepare for them
- Assist students with development of transferable skills for diverse careers
- Connect trainees with contacts across a broad range of potential careers (e.g., academia, various industries, government, private-sector)

**Chair:** The Committee will be chaired by a full-time employed PhD who was trained in evolutionary biology or a closely related discipline. Because of the abundance of role models already available to trainees in research-academia, the chair should often be an individual who is not presently a tenure-track/ tenured professor at a Research 1 university.

**Composition:** The Chair will appoint additional committee members representing the range of possible careers that trainees in evolutionary biology may pursue. The chair(s) oversee the turnover of committee members at the start of each calendar year, coordinating with the Secretary (who maintains a list of committee interests by Council members), EVP, and Communications manager (so they can update Slack channels and SSE website). The size of the committee can vary commensurate with the number and range of activities developed and deployed in a given year.

**Additional Activities:** In 2014, a whitepaper was prepared by an SSE-appointed taskforce on career opportunities for trainees. The Diverse Careers committee should refer back to the recommendations laid out in this document and the recommendations, assess what has been already accomplished, and determine which new tasks to pursue.

### **Finance Committee**

**Mandate:** Addressed in Bylaws, Article VI, section 7. It is responsible for monitoring all aspects of the Society finances, including developing policies/guidelines governing the management of Society funds (e.g., our endowment). Proposed major changes in investments, expenditures and/or income should be reviewed by the Finance Committee, following which the committee will make specific recommendations to the Council for its approval.

**Composition:** The Treasurer (chair), Executive Vice-President, the past Treasurer, and two additional members of the Society that serve two-year terms. The additional members shall be nominated by the President and elected by the Council at the annual meeting of the Society. In the circumstance that the past Treasurer is unavailable to serve, a third nomination will be sought by the President.

**Meetings:** The Committee will meet with the society's investment manager at least once a year. As detailed in the Budgeting Procedure, the committee reviews the proposed budget each year and submits concerns or its approval to Executive Council. The Committee will communicate as needed throughout the year.

**Additional Activities:** This committee will review the audit (performed externally by a professional auditing service) and make a recommendation to Council to approve/disapprove the audit in time for the annual meeting, will monitor the investments as described in the society's investment policy, and will provide guidance on financial matters as they arise. In cases where the Committee recommends against an item approved by Council, the Committee's reasons will be transmitted to Council for revote and/or revision. A revote on the budgetary item then requires a two-thirds majority vote by Council to override the Finance Committee and be approved.

## **Education and Outreach Committee**

**Mandate:** The Education and Outreach Committee will act to identify, facilitate and promote effective ways for SSE to improve the quality of evolution education. In this role, the goals of this committee are to:

- Serve as liaison to education organizations and institutions on the subject of evolution
- Provide opportunities for the SSE membership to consider educational issues
- Implement educational activities as approved by the SSE Council
- Provide leadership to the membership of SSE on educational issues

**Chair:** The Committee will be chaired by an SSE member with Education and Outreach expertise. The Chair position will normally last for three consecutive years and may be renewed.

### **Specific duties:**

Conduct Education and Outreach Committee business

- Set agenda and chair business meeting (usually Monday breakfast at June meeting)
- Communication during the year (e.g. votes, subcommittee work, etc)
- Oversee committee membership (e.g. confirm new reps from ASN, SSB every 2 years)

Coordinate E & O Committee activities (serve ex-officio on sub-committees)

- Annual meeting events (Education Symposium, Public Outreach Lecture, K-12 Teacher Workshop, etc.)
- Education & Outreach events (NABT evolution education workshop, SACNAS, etc.)
- T.H. Huxley Award (see below)
- Education and Outreach Grants
- Gould Award (see below)
- Work with the Communications Manager to update education pages of SSE website (education materials, public policy statements, podcasts of Gould Award talks, etc.)

Assist the Council

- Serve ex-officio on the SSE Council (attend Council June and mid-year meetings)
- Assist President & Executive Secretary on education/outreach/public policy issues (e.g. help draft letters or public statements regarding legislation affecting evolution education)

**Composition:** The chair oversees the turnover of committee members at the start of each calendar year, coordinating with the Secretary (who maintains a list of committee interests by Council members), EVP, and Communications Manager (so they can update Slack channels and SSE website). The Chair will appoint additional committee members from the general membership of the Society, each of whom will serve a three-year renewable term on the Committee. Membership and Committee activities are strictly voluntary.

**Additional Activities:** Coordinate various Education and Outreach activities associated with SSE, including:

- Annual meeting events (Education Symposium, Public Outreach Lecture, K-12 Teacher Workshop, etc.)
- Education & Outreach events (NABT evolution education workshop, SACNAS, etc.)
- T.H. Huxley Award (see below)
- Small Grants for Local and Regional Outreach
- Gould Award
- Working with the Communications Manager to develop and revise education pages of SSE website

### 3) Standing Award Committees

There are several committees that exist solely to award a specific prize. These are detailed in the Awards section for the relevant prizes.

#### **Theodosius Dobzhansky Award Committee**

**Mandate:** This committee is charged with awarding the annual Theodosius Dobzhansky Prize to recognize the accomplishments and future promise of an outstanding early-career evolutionary biologist. The prize was established in memory of Professor Dobzhansky by his friends and colleagues, and reflects his lifelong commitment to fostering the research careers of young scientists.

**Chair:** The current SSE Secretary is the chair of this committee.

**Composition:** In addition to the Secretary, this committee is composed of the North-American and non-North-American Vice Presidents.

**Specific Duties Pertaining to the Award:** See “Award Description” procedures below.

#### **SSE Presidents’ Award for Outstanding Dissertation Paper in Evolution Committee**

**Mandate:** This committee is charged with awarding an annual prize for an outstanding Ph.D. dissertation paper published in an issue of the journal *Evolution* during a given calendar year.

**Chair:** This committee is chaired by the current SSE President.

**Composition:** In addition to the current president, this committee is composed of the Past-President and the President-Elect of SSE.

**Specific Duties Pertaining to the Award:** See “Award Description” procedures below.

#### **Hamilton Award Committee**

**Mandate/Award Description:** This committee facilitates the annual Hamilton awards, which is an award for an outstanding student presentation at the Evolution meeting. Students apply to have their talks evaluated for the award and these abstracts are screened by the Hamilton Award evaluation committee. Fifteen (15) finalists are selected to give talks in the Hamilton symposium at the meeting. A minimum of three judges evaluate each talk with a standard ballot. The Committee then processes all the ballots, compiles the scores for each student presentation, and then decides on a winner to be announced at the SSE banquet.

**Chair:** Chair is appointed by current SSE President.

**Composition:** The W. D. Hamilton Award committee shall consist of seven (6) members including a chair appointed by the President. Each member serves a 3 year term and these are staggered such that two new members are appointed each year. One member serves as ‘junior’ chair in their 2nd year, and chair in their 3rd year.

Further information about the application and judging processes can be found at <http://www.evolutionofsociety.org/index.php?module=content&type=user&func=view&pid=15>

### **Lifetime Achievement Award Committee**

**Mandate:** This committee facilitates the awarding of the SSE Lifetime Achievement Award which recognizes individuals who have made outstanding contributions to the field of evolutionary biology through either their own research contributions, mentorship of trainees, service to the evolution community, or some combination thereof. Nominations will be solicited from members of the Society.

**Chair:** Current SSE President

**Composition:** The Lifetime Achievement Award Committee shall consist of the Nominating Committee and the voting members of the SSE Council.

**Specific Duties:** The Nominating Committee, after possibly soliciting additional information from members, will choose up to six persons nominated by members and forward an unranked list to the Council, who will choose the awardee from this list.

### **Graduate Research Excellence Grants (GREG) Committees**

#### **GREG R.C. Lewontin Early Award Committee**

**Mandate:** This committee is charged with awarding the R.C. Lewontin Early GREG award. The goals of this award (typically \$2500) are to assist students in the early stages of their PhD programs by enabling them to collect preliminary data (to pursue additional sources of support) or to enhance the scope of their research beyond current funding limits (e.g. by visiting additional field sites, or working at other labs)

**Chair:** The chair of this committee is the current Vice President of SSE.

**Composition:** The committee includes the Vice President, Council members in the first and second years of their terms, three GSAC student representatives, and 1-2 advisors of previous GREG recipients.

**Specific Duties Pertaining to the Award:** See “Award Description” procedures below.

#### **GREG Rosemary Grant Advanced Award Committee**

**Mandate:** This committee is charged with awarding the Rosemary Grant Advanced GREG award. The goal of this award (typically \$3500) is to assist students in the later stages of their Ph.D. programs. Funds can be used to enhance the scope of dissertation research, such as to conduct additional experiments or field work.

**Chair:** The Chair of this committee is the current Vice President of SSE.

**Composition:** The committee includes the Vice President, Council members in the third year of their terms, the previous Dobzhansky Prize winner, the previous SSE Presidents’ Award for Outstanding Dissertation Paper in Evolution winner, and two of the following: past GSAC members, Hamilton finalists, former Rosemary Grant Advanced Awardees, or early faculty members.

**Specific Duties Pertaining to the Award:** See “Award Description” procedures below.

### **Stephen Jay Gould Award for Improving the Understanding of Evolution Committee**

(Subcommittee of the Education and Outreach Committee, see above)

**Mandate:** This committee is charged with awarding the annual Stephen Jay Gould Award for Improving the Understanding of Evolution. With this annual award the Society for the Study of Evolution will recognize, promote and reward individuals who have increased public understanding of evolutionary biology and its place in modern science. The goal of this award is to promote increased visibility and understanding of evolutionary science in the general public. To this end, the award will recognize the efforts of an individual who has made significant contributions to communicating an understanding of evolution in the spirit of the activities pursued by Stephen Jay Gould. This award is granted once every three years.

**Chair:** The Chair of this committee is a member of the SSE Education and Outreach committee, as appointed/approved by the Education and Outreach Chair.

**Composition:** This committee is composed of two members of the Education Committee and the two 3<sup>rd</sup> year council members.

**Specific Duties Pertaining to the Award:** See “Award Description” procedures below.

### **T.H. Huxley Award Committee**

(Subcommittee of the Education and Outreach Committee, see above)

**Mandate:** This committee is charged with awarding the T.H. Huxley Award, given annually to recognize, and promotes the development of high quality evolution education resources.

**Chair:** The Chair of this committee is a member of the SSE Education and Outreach committee, as appointed/approved by the Education and Outreach Chair.

**Composition:** This committee is composed of E&O committee members who volunteer for this role and are subsequently approved by the chair of the award committee.

**Specific Duties Pertaining to the Award:** See “Award Description” procedures below.

## **4) Ad Hoc Committees**

Formed often (but not always) for a finite period of time to accomplish a specific goal or project. Unlike standing committees, ad hoc committees are generally not given a budget. These are populated by Society members and may include nonmembers; there is no requirement for a Council member to be part of such committees.

**Meetings:** For the duration of the committee itself, each ad hoc committee is responsible for presenting a brief report on its activities to Council at the annual and mid-year Council meetings. The Committee will normally meet during the Society’s Annual Meeting and will communicate throughout the year.

**Ad Hoc Committee Formation:** Any SSE member in good standing may bring forth a proposal to form a new ad hoc committee to address a particular need, which will then be subject to a Council vote.

**Committee Chairs:** Each ad hoc committee chair serves as non-voting council advisor (unless they are already a voting member of Council) and attends Council meetings, acting as a liaison between the Committee and Council. Committee chairs are generally appointed by Council. These duties are limited solely to the time period in which the ad hoc committee is needed.

**Committee Composition:** The Chair can nominate additional committee members from the general membership of the Society and seek approval from the President. Membership and Committee activities are strictly voluntary.

### **Nominating Committee**

**Mandate:** Addressed in Bylaws, Article VI, section 8. It is the duty of the Committee, after receiving from the membership proposals for nominations for each office (including vacancies on the Council), candidates for SSE elected offices: two candidates for each office except for the offices of Executive Vice-President, Treasurer, and Secretary, for each of which a single nomination shall be made. (Editor-in-Chief of the journal *Evolution* also runs unopposed but is nominated by an independent search committee; see Bylaws, Article IV, section 4). In selecting candidates, due consideration shall be given to representation of the various fields of interest to the Society. The committee shall transmit its nominations to the Secretary at least three months before the election for Council consideration and approval.

**Composition:** The committee shall consist of three members, one appointed by the President each year for a three year term. The committee is chaired each year by the most senior member.

### **Evolution Editor-in-Chief Nominating Committee**

**Mandate:** This committee is charged with nominating a candidate for the position of Editor-in-Chief of the journal *Evolution*.

**Chair:** The current SSE President is the chair of this committee.

**Composition:** This committee consists of the President, one member of the Editorial Board and one member of Council (both appointed by the President).

Additional Activities: Procedures and activities related to this committee are outlined in the Society bylaws, Article IV, section 4

### **Other recent ad hoc committees**

**Strategic planning committee (formed summer 2024):** create a strategic plan for the Society.

**Constitution & Bylaws review (formed Feb. 2021):** Updating the SSE Constitution and Bylaws to reflect recent updates to SSE governance, such as the many new standing committees, and updating the handbook for consistency with said changes.

**Members:** Andrea Case (Chair), Sally Chang, Eric Nagy, Maria Orive

**Code of Ethics (formed Feb. 2020):** Creating a Code of Ethics for SSE.

**Members:** Amy Angert (Chair), Chris Caruso, Vince Formica, Mark Rausher.

**Publications Committee (Formed Jan. 2020):** Formed to assess our relationship with and other options for our current publisher for the journals *Evolution* and *Evolution Letters*.

**Members:** Andrea Case, Ruth Shaw, Mark Rausher, Lynda Delph, Aneil Agrawal, John Stinchcombe, Mark McPeck, Stacey Smith, Suzanne Edmands, Butch Brodie, Tracey Chapman, Jon Slate

**Evolution Task Force (Formed Feb. 2021):** Aimed at assessing and improving the health of the journal *Evolution*.

**Members:** Mark Rausher, Tracey Chapman, Matt Hahn, Liz Alter, Emily Laub, Thomas Flatt

**Social Media Policy (Formed Feb. 2021):** Creating a policy surrounding the use of social media on behalf of the Society.

**Members:** Kati Moore, Sarah Schaack, Leonie Moyle, Maria Orive, Joel McGlothlin

## Descriptions of Collaborative Meetings and Committees with Other Societies

### Joint Executive Council

**Mandate:** The Joint Executive Council is the decision-making body charged with making decisions about matters that will affect the membership of all three societies (ASN, SSB and SSE).

**Chair:** The society Presidents chair the Joint Council in turn on a rotating basis. ASN chairs in 2021, SSE chairs in 2022, SSB chairs in 2023 and so on.

**Composition:** This body is made up of the current executives from each of the three societies plus the two contracted Chief Meeting Organizers. Each society can specify who attends on their behalf. SSE council members that attend joint council include: The three Presidents, EVP, Secretary, JMC representative, and the GSAC Chair.

### Joint Meeting Committee

**Mandate:** This committee is charged with handling the day-to-day logistics and decision-making related to the annual Evolution meetings, and making recommendations about larger issues that will need approval from the Joint Executive Council (i.e. the location of future meetings).

**Composition:** This committee is composed of the Chief Meeting Organizers, as well as at least one representative of ASN, SSB and SSE. For SSE, the North American Vice President serves on this committee.

### Code of Conduct

**Mandate:** This committee is charged with developing and implementing a Code of Conduct that will apply to all official society activities, both in-person and virtual.

**Chair:** The current chair of this committee is the SSE EVP

**Composition:** This is a Tri-Society committee with reps from each society and at least one student or postdoc rep.

### ASN/SSE/SSB Inclusiveness, Diversity, Equity, and Access (IDEA) Award Committee

**Mandate/Award Description:** This committee facilitates the IDEA award process and works to select a winner of the award. The IDEA Award will be given to a person at any career stage who has strengthened the ecology and evolutionary biology community by promoting inclusiveness and diversity in our fields. The award can also be presented to a group. The recipient(s) will each receive a plaque at the annual meeting of ASN/SSB/SSE and a \$1000 honorarium (shared among recipients if more than one)

**Chair:** The person serving the last year of their term on this committee (see below) will serve as chair.

**Composition:** The IDEA Award Committee will be composed of one member appointed from each of the three societies and one graduate student or postdoc member appointed by one society at a time in rotation. Ideally the three society-appointed members of the committee will serve three-year staggered terms, so that one member is replaced in each year. The graduate student/post-doc member will serve on

for a one-year term. For the initial years, hopefully some of the members can be persuaded to serve 2 or 4 year terms to initiate this rotation. Care should be taken that the committee itself be diverse and representative. Among the societies, there should be representation of the fields of ecology, evolution, and systematics, so that the full scope of fields encompassed by our societies are present.

### **With ASN:**

#### **Public Policy Committee**

**Mandate:** The Public Policy Committee will advise the Executive and Council on issues of science and public policy. In particular, the Committee will monitor changes to policies and laws that impact evolution as a field, the support and integrity of scientific research, the research, and/or the dissemination of research of SSE members. The Committee will liaise with other appropriate international, national, and organizations with similar goals with respect to advancing evolutionary science, and provide advice to the Executive and Council about activities that are worth pursuing in keeping with the Society's mission. Release of reports, policy documents, and public statements must be vetted through the Society's Executive.

**Chair:** The Committee will be chaired by a voting member of Council. The Chair position will normally last for the remainder of that Council member's term.

**Composition:** The Chair will nominate/appoint additional committee members from the general membership of the Society, each of whom will serve a three-year renewable term on the Committee.

**Additional Activities:** In order to complete its tasks, the Committee may choose to sponsor workshops and symposia, to interact with the AIBS, AAAS, and other organizations involved in science policy, and to host/attend other events as the Committee deems necessary and appropriate.

### **With ESEB:**

#### **Evolution Letters Oversight Committee**

**Mandate:** The Oversight Committee will manage editorial and policy matters relating to *Evolution Letters*. The Committee will agree to objectives and financial targets for the journal each year in November of the previous year. The Committee will be responsible for consideration and review of marketing opportunities and consideration of strategy, editorial, and Article Publication Charges pricing policy in relation to the publication of the journal, including performance and remuneration of the Editor-in-Chief. The Committee shall review the Editor-in-Chief's performance annually.

**Chair:** The Chair of the Committee will alternate yearly between a member of SSE and a member of ESEB (see below).

**Composition:** The committee consists of five members: two SSE-appointed representatives, two ESEB-appointed representatives, and one committee-appointed member. The four society-appointed representatives serve four-year terms with staggered replacements that alternate between societies (i.e., one representative replaced per year, SSE one year and ESEB the next). Each society-appointed representative serves as chair of the committee for one year during their 3rd year of service, meaning that the chair position alternates between societies yearly. It is up to each society how to select their representatives.

The committee-appointed member is chosen by the OC by vote, with an emphasis on identifying someone with relevant experience in journal management (e.g., a former Editor-in-Chief or Handling

Editor at *Evolution Letters*, *Journal of Evolutionary Biology*, *Evolution*). The committee-appointed member serves a three-year term, renewable once should they be willing, and the committee approves. The vote to approve a new or renewed committee-appointed member will take place prior to the end of the term of the current committee-appointed member. The committee-appointed member does not serve as chair during their time on the committee.

**Meetings:** The Committee may meet quarterly via conference call and yearly in person at the annual Evolution meeting.

## Appendix A: List of Award Information

### Demographic Data from Award Applications: Collection and Use

Beginning with the 2020 [Graduate Research Excellence Grant](#) competitions, SSE will request voluntary demographic information from award applicants in an effort to address bias and promote equity in awarding across multiple axes of diversity.

#### IMPORTANTLY:

1. Answering demographic questions is voluntary — each question includes an option not to answer and applicants may choose to answer as many or as few questions as they wish.
2. Information on identity will NOT be available to the evaluation committee during the first step of the evaluation process—the scoring and ranking of application materials. These data will be a tool to assess the diversity of overall applicant pools and differences between the composition of the applicant pools and the awardee population.

SSE will request information on the following identities:

- Racial/ethnic identity
- Sexual orientation identity
- Gender identity
- Ability identity
- Socioeconomic identity

For the first round of implementation, data on racial/ethnic identity, gender identity, and institution location may be used in conjunction with application scores and rankings to determine the final award distribution. Data in other identity categories will be collected to assess any areas of potential bias in soliciting and distributing awards in these categories, with the possibility of further adjustments to our procedures for advertising, collecting, and evaluating applications and nominations in the future.

**DATA PRIVACY STATEMENT:** Upon completion of each competition, answers to demographic questions will be anonymized and disassociated with all identifying information. Anonymized responses will be archived in order to analyze the composition of applicant pools over time.

## Sponsored SSE Symposia

**Purpose:** The Society for the Study of Evolution supports symposia (typically two) at its annual meetings in order to highlight new topics, provide new perspectives, or generate new syntheses. The exact configuration of symposia may vary from year to year, but proposals should tentatively assume six half-hour slots.

**Prize:** Support for organizers and participants in sponsored symposia to attend and present at the annual meeting (up to \$9000 per symposium). The SSE Council accepts requests for additional funds for dependent care costs if this would allow a speaker to attend.

**Eligibility:** Symposium proposals may be submitted by any SSE member

**Call for Nominations:** Generally applications for Symposia open in the Spring of the year PRIOR to the intended meeting (i.e. would open in spring 2020 for a 2021 symposium), and applications are due on/around June 1st of the preceding year, with notification by July of the preceding year. Proposals should be sent by email to the EVP ([execvp@evolutionsociety.org](mailto:execvp@evolutionsociety.org)) as a single attachment in PDF format (under subject heading: SSE Symposium Proposal). Please expect and request confirmation of receipt of the proposal.

**Selection Process:** Proposals are read by Council and discussed and voted on at the SSE Council summer annual meeting.

**Criteria:** SSE Council seriously considers the diversity of participants as a criterion for symposium funding. Symposium organizers are expected to take into account gender, seniority, nationality, and other axes of diversity traditionally underrepresented in Society symposia, and to describe their efforts in the proposal.

### Application must include:

- A title and list of organizers, with affiliations.
- A synopsis of the symposium theme (one page). This synopsis should clarify what is novel or synthetic about the symposium and why it would be of interest to the membership of the society.
- A statement that the symposium and its participants are unique among recent SSE sponsored symposia (one paragraph). Symposia from the past three SSE meetings should be consulted to ensure that there have not been recent related symposia (see below). In case of overlap, the proposal must differentiate itself clearly from the recent symposium. If the proposed topic helps fill a gap in the areas covered by past SSE symposia (e.g., in terms of sub-field or taxonomic focus), this should be highlighted.
- A list of speakers, including institutional affiliations, career stage (i.e., student, postdoc, junior scientist <10 years post-PhD, senior scientist), and tentative title. Organizers may or may not be speakers.
- A description of how the topic of each speaker's proposed talk fits together with the theme of the proposal (one page). This is particularly important in cases where the connection of a title to the topic and/or to the field of evolution is less clear. This section should provide a rationale for how the talks will fit together to support the theme of the symposium.
- A statement that all potential speakers have been contacted and agree to participate in the symposium.
- A diversity statement detailing the ways in which the organizers have ensured that the speakers reflect an array of perspectives (one paragraph). Symposium organizers are expected to take into account gender, seniority, nationality, and other aspects traditionally underrepresented in Society symposia when preparing proposals.
- A reference section.

**Notification of Award Status:** Applicants are notified via e-mail by the end of July of the year in which they submitted their application in order to prepare for the following year's meeting.

## Theodosius Dobzhansky Award

**Purpose:** The Theodosius Dobzhansky Prize is awarded annually by the Society for the Study of Evolution to recognize the accomplishments and future promise of an outstanding early career evolutionary biologist. The prize was established in memory of Professor Dobzhansky by his friends and colleagues, and reflects his lifelong commitment to fostering the research careers of young scientists.

**Prize:** The Dobzhansky Prize is accompanied by a check for U.S. \$5000. The recipient is expected to be present to receive the award and to give an oral presentation about their research. To facilitate attendance, SSE provides funds to cover the costs of conference registration, accommodation during the conference, and expenses for travel to and from the conference.

**Eligibility:**

Your university must have officially awarded your degree (Ph.D. or equivalent) between January 1, 2017 and January 1, 2021.\*

You must be actively involved in research in the field of evolutionary biology.

Applicants do not have to be members of the Society for the Study of Evolution, but membership is encouraged.

**Call for Nominations:** The call for nominations opens in late summer and nominations are due by the end of January. Candidates may apply directly or may be nominated. Each nomination must be supported by the following materials detailing the candidate's career to date:

- (1) a curriculum vitae
- (2) a summary of research accomplishments of up to 3 pages
- (3) a statement of up to 4 pages of research plans for the next 5 years (note length limitation)
- (4) pdf copies of three recent publications
- (5) three reference letters

**Selection Process:** The Dobzhansky committee will read nomination packages and aim to make a final decision on a winner by March 15th. Each application is read by at least 2 reviewers for a first round of scoring in three areas (Engagement, Past Research, Future Research Potential), based on the written materials provided. Scores are normalized by reviewer means, and applicants are ranked. Top applications are read by all three reviewers, and winner(s) are selected. In recent years (beginning 2020) there has been the possibility of naming one winner and 1-2 honorable mentions.

**Criteria:** We consider candidates working on all areas of evolutionary biology, broadly defined. We are specifically looking for candidates that take creative approaches to answering pressing questions in evolutionary biology. We will consider people working on any taxonomic group (i.e., plants, animals, fungi, microbes, etc.) and who take empirical and/or theoretical approaches. We value diversity, and are seeking a broad and diverse applicant pool from all axes and components of diversity in the evolutionary biology community. Add more details about specific rubric/criteria [here](#).

**Notification of Award Status:** The recipient will be notified of the award in late March, and is awarded at the [annual meeting](#) of the Society for the Study of Evolution.

## SSE Presidents' Award for Outstanding Dissertation Paper

**Purpose:** This award is awarded annually by the Society for the Study of Evolution for an outstanding Ph.D. dissertation paper published in an issue of an SSE journal (i.e. *Evolution* or *Evolution Letters*) during a given calendar year.

**Prize:** The award comes with a \$1000 honorarium

**Eligibility:** To be eligible for consideration, a manuscript must be based on graduate work of the primary author. The manuscript must have been published in an issue of the journal *Evolution* in the year prior. For example, nominees for the 2021 competition must have been published in an issue of the journal *Evolution* in 2020 (Volume 74). Nominees do not need to be members of SSE.

**Call for Nominations:** Applications open in the fall and close January 31. Nominations are accepted through our online awards portal.

**Selection Process:** The award committee will read nomination packages and aim to make a final decision on a winner by March.

**Criteria:**

**Notification of Award Status:** The recipient will be notified of the award in late March, and is awarded at the annual meeting of the Society for the Study of Evolution.

## Hamilton Award for Outstanding Graduate Student Presentation

**Purpose:** This is an award for an outstanding student presentation at the Evolution meeting. The W. D. Hamilton Award for Outstanding Graduate Student Presentation will be given to a current or recent graduate student who presents an outstanding talk based on their graduate work at the annual meeting.

**Prize:** The winner(s) of the award will each receive \$1,000 and a one-year membership to the Society for the Study of Evolution, which includes one year of access to the journal *Evolution*. Up to two Honorable Mentions will each receive a one-year membership to the Society for the Study of Evolution, including access to *Evolution*.

**Eligibility:** Current graduate students who have been enrolled in a graduate program for at least two (2) years and recipients of a Ph.D. within twelve (12) months of the date of the annual meeting are eligible to compete for the Award. Applicants must also be SSE members in good standing. Note that the Hamilton competition is for dissertation research, and abstracts may not contain results arising from postdoctoral studies. Applicants must be members of SSE.

**Call for Nominations:** The application to become a Hamilton award finalist is part of registration for the annual meeting. Applicants must check a box during registration indicating their interest for the Hamilton Award and submit an abstract. Meeting registration will open in March and abstract submission for this award general closes on or around April 15th. Finalists will be notified in mid-May.

**Selection Process:** Students apply to have their talks evaluated for the award and these abstracts are screened by the Hamilton Award evaluation committee. A subset of abstracts is selected for evaluation at the meeting. A minimum of three judges evaluate each talk with a standard ballot. The Committee then processes all the ballots, compiles the scores for each student presentation, and then decides on a winner to be announced at the SSE presidential address.

**Criteria:** The most competitive talks will be those that can convey a complete story. Such talks are most likely to be given by graduate students who are close to completing their dissertations or by former graduate students who wish to present results from a dissertation defended within the past year. Talks that primarily present preliminary data or just an initial part of a dissertation are not likely to be competitive, and we strongly suggest that those students wait to compete for this award.

**Notification of Award Status:** The winner is announced by the President.

### Specific Committee Member Duties Pertaining to the Award:

- Evaluate the submitted abstracts of presentations and select a subset for evaluation at the annual meeting.
- Recruit judges for evaluation of the presentations
- Coordinate with the meeting organizers to acquire the schedule of student presentations
- Take information from the meeting schedule and compile a spreadsheet of student presentations with their times, session, and location (not trivial)
- Finalize the score sheet and instructions for the judges
- Assign judges to talks, accommodating time conflicts and conflicts of interest (not trivial)
- Check the final judging assignments and presenter schedule, and list errata
- Meet with judges at the beginning of meeting to discuss judging procedures
- Tally scores and participate in final award selection

## Lifetime Achievement Award

**Purpose:** The award recognizes individuals who have made substantial contributions to the study of evolution, who have demonstrated outstanding mentorship of trainees, and/or who have provided noteworthy service to the evolution community.

The winner is asked to give a keynote LAA talk at the virtual Evolution meetings

**Prize:** There is no cash value for the prize, but the awardees will be reimbursed for costs to attend the annual meeting at which the award is presented.

**Eligibility:** SSE values the contributions of diverse researchers and encourages nominators to consider all potential mentors and colleagues. Self-nominations are welcome. Nominees do not need to be current members of SSE.

**Call for Nominations:** Complete an online form below with your name and the nominee's name.

Nominators are asked to provide a short (250 words or less) statement in support of the nominee. You will also be asked if you would be willing to provide a longer and more detailed nomination letter at a later date. **Selection Process:** The Nominating Committee, after possibly soliciting additional information from members, will choose up to six persons nominated by members and forward an unranked list to the Council, who will choose the awardee from this list.

**Criteria:** The Award will recognize individuals who have made outstanding contributions to the field of evolutionary biology through either their own research contributions, mentorship of trainees, service to the evolution community, or some combination thereof.

**Notification of Award Status:** The winner will be notified by the Secretary and will be invited to the next annual conference to receive the award. The Secretary is responsible for arranging who will introduce the LAA virtual talk and who will present the plaque at the in-person meeting.

## Graduate Research Excellence Grants (GREG)

The Graduate Research Excellence Grants were established in 2018. The early award (named for R.C. Lewontin), for first and second year PhD students, replaced the Rosemary Grant Award, in place from 2010 to 2017. The new advanced award, for PhD candidates, was named for Rosemary Grant instead. More information about these awards can be found here:

<http://www.evolutionarysociety.org/content/society-awards-and-prizes/graduate-research-excellence-grants.html>

### GREG R.C. Lewontin Early Award

**Purpose:** These awards are to assist students in the early stages of their PhD programs.

**Awards:** Awards will range from \$1,500 - \$2,500 with the purpose of assisting students in the early stages of their PhD programs. Funding is not limited to any particular aspect of research. Funds can be used to collect preliminary data (to pursue additional sources of support) or to enhance the scope of their research beyond current funding limits (e.g. by visiting additional field sites, or working at other labs). Recipients are not required to use the awarded funds by a certain time, and may deviate from any timeline described in their proposal. Typically, around 20 projects will be awarded in a given year.

**Eligibility:** Only PhD students in their first two years of their programs are eligible. Eligibility can be confirmed by the advisor or graduate director stating that the student fulfills this requirement. Previous applicants to the **GREG Rosemary Grant Advanced Award** are ineligible to apply. Applicants AND their mentors must be members of SSE. This award is not limited to students in the United States. Students do not have to be enrolled in an evolutionary biology program to apply, but proposals must address a topic in evolutionary biology.

**Call for nominations:** The Secretary has on file the call for applications, which should be sent out in November, and again in January, with a deadline of February 15. The business office creates a spreadsheet of applicants.

**Selection process:** The committee Chair assigns proposals such that at least two members read each one. Committee members should swap proposals in the case of conflicts of interest (e.g. same institution, collaborator lab). The committee Chair will establish a process for submission of scores and discussion of applications with the goal of identifying award winners around mid-April.

**Criteria:**

The scoring is based on 30 pts, with equal weighting for the different categories.

Below, 1 is low and 5 is high, where the numbers can be thought of as poor, fair, good, very good and excellent.

(1) Motivation of research: How well does the proposal situate the project in the context of the field by stating the big-picture question and/or the broader significance?

(2) Clarity of hypotheses or questions: Are the hypotheses clearly stated? Does the proposal provide sufficient rationale so that the evaluator can understand the logic behind the hypotheses?

(3) Clear contribution: Does the proposed project address a clear/novel/interesting question that is likely to move the field of evolutionary biology forward? Does the proposal link motivation with hypotheses?

(4) Explanation of methods / analysis: Does the proposal provide enough explanation to justify the proposed methods to achieve the stated goals in language that can be understood by an educated but non-expert reviewer?

(5) Connection between objectives and design: Does the proposal clearly and explicitly tie the hypothesis and methods to the motivating question? Will the proposed methods test the stated hypotheses?

Scorers should not allow English language proficiency to influence their scores, as not all applicants may be native English speakers. Note that comments will be sent to applicants without edits.

**Notification of Award Status:** Recipients of the Lewontin Early Awards will be notified via e-mail shortly after the selection process is finished (typically late April/Early May). Public announcement of the list of winners via the SSE website and social media will take place shortly thereafter, and will be announced at the presidential address at the SSE annual meeting.

### **GREG Rosemary Grant Advanced Award**

**Purpose:** These awards are to assist students in the later stages of their PhD programs.

**Awards:** Awards will range from US\$2,000 - \$3,500 and approximately ten awards will be made. Funds can be used to enhance the scope of dissertation research, such as to conduct additional experiments or field work. Funding is not limited to any particular aspect of research. Typically, around 20 projects will be awarded in a given year.

**Call for nominations:** The Secretary has on file the call for applications, which should be sent out in June, and again in August, with a deadline of September 15. The business office creates a spreadsheet of applicants.

**Eligibility:** Only advanced\* PhD students who are more than 12 months from defense date at the proposal due date are eligible. Eligibility can be confirmed by the advisor or graduate director stating that the student fulfills these requirements. Applicants AND their mentors must be members of SSE. This award is not limited to students in the United States. Students do not have to be enrolled in an evolutionary biology program to apply, but proposals must address a topic in evolutionary biology. Previous applicants to the GREG - Rosemary Grant Advanced Award who were not selected for funding are welcome to re-apply if they still meet the other eligibility requirements.

\*Advanced PhD students are defined as:

- 3rd year or beyond in a >4-year doctoral degree program ("post candidacy")
- 2nd year of a 3-year doctoral degree program
- Other (explanation required in the letter from your thesis advisor or graduate director for what makes you eligible for the "advanced" award)

**Selection process:** The committee Chair will establish a process for submission of scores and discussion of applications with the goal of identifying award winners around mid-November. Typically, around 10 projects will be awarded in a given year. The committee Chair assigns proposals such that at least two members read each one. Committee members should swap proposals in the case of conflicts of interest (e.g. same institution, collaborator lab).

### Criteria

The scoring is based on 30 pts, with equal weighting for the different categories.

Below, 1 is low and 5 is high, where the numbers can be thought of as poor, fair, good, very good and excellent.

(1) Motivation of research: How well does the proposal situate the project in the context of the field by stating the big-picture question and/or the broader significance?

(2) Clarity of hypotheses or questions: Are the hypotheses clearly stated? Does the proposal provide sufficient rationale so that the evaluator can understand the logic behind the hypotheses?

(3) Clear contribution: Does the proposed project address a clear/novel/interesting question that is likely to move the field of evolutionary biology forward? Does the proposal link motivation with hypotheses?

(4) Explanation of methods / analysis: Does the proposal provide enough explanation to justify the proposed methods to achieve the stated goals in language that can be understood by an educated but non-expert reviewer?

(5) Connection between objectives and design: Does the proposal clearly and explicitly tie the hypothesis and methods to the motivating question? Will the proposed methods test the stated hypotheses?

Scorers should not allow English language proficiency to influence their scores, as not all applicants may be native English speakers. Note that comments will be sent to applicants without edits.

**Notification of Award Status:** Recipients of the Lewontin Early Awards will be notified via e-mail shortly after the selection process is finished (typically late October/Early November). Public announcement of the list of winners via the SSE website and social media will take place shortly thereafter, and will be announced at the presidential address at the SSE annual meeting.

## Gould Prize

**Purpose:** The goal of this award is to promote increased visibility and understanding of evolutionary science in the general public. To this end, the award will recognize the efforts of an individual who has made significant contributions to communicating an understanding of evolution in the spirit of the activities pursued by Stephen Jay Gould.

**Prize:** The award includes a cash prize of \$5,000 and the expectation that the recipient will present the Public Outreach Seminar at the Evolution Meeting (expenses for travel/lodging and registration would be covered by the SSE).

**Eligibility:** Contributions could involve writing, research, journalism, public speaking, or other forms of communication that raise public awareness of evolutionary biology and its importance in biological understanding, education, public policy and everyday life. The pool of potential awardees will be composed of research scientists and academics (including those in the fields of history, philosophy and sociology of science), as well as K-16 teachers and popular-science authors.. No contemporary officer, editor, member of the diversity committee, or meeting organizer for any of the three societies is eligible for the award. Nominees do not need to be members of the society.

**Call for Nominations:** To allow the winner time to plan to attend the Evolution meeting, this requires advertising for nominations in the early fall of the previous year, with a January 15th deadline for those nominations. The call for nominations is intentionally left broad and unspecified as to the types of inclusion and access that may be acknowledged with this award. This is to avoid unintentionally narrowing the scope of the service to the community that may be recognized by this award. We encourage nominations for people or groups who have helped improve inclusivity, diversity and/or access to anyone marginalized on any grounds, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or ethnicity.

**Selection Process:** Any committee member with a conflict of interest with a nominee, should recuse themselves from the discussion of that particular candidate. A conflict of interest would include recent collaboration, sharing a current institution, a close personal friendship, or a supervisory relationship. The person or group suggested by the committee will be submitted to the three executive councils for approval.

1. An open nomination period from the annual meeting until Sept. 1
2. Nominations are forwarded to the award committee—Composed of two members from the Education committee and two from SSE Council (the two Council members in the second year of their term)—who add their own recommendations and then collect application materials from nominees, discuss and decide on a recipient by Oct 1.
3. Booking the outreach seminar, preparing the award announcement, making arrangements to invite the public to the outreach seminar, etc., should be completed within 5 months of the annual meeting.

**Criteria:** The selection committee will select an individual who has made a significant contribution to the public understanding of evolution using the following criteria:

- Writing and/or public speaking that makes the theory of evolution and the findings from research in evolutionary biology more accessible to the general public
- Activities related to defending evolutionary biology research and teaching from attacks by anti-evolutionists
- Showing innovation and dedication to teaching evolution in a way that can be a model for others
- Creating evolution education materials or other resources that have advanced the teaching and learning of evolution

While emphasis will be placed on making evolutionary science accessible to the general public, contributions that bring current evolution research to undergraduate and secondary school biology teaching will also be considered. Focusing the criteria in this way recognizes the importance of understanding evolution to attaining scientific literacy and the important role that the current generation of students will play in the future development of evolutionary biology

**Notification of award status:** This award will normally be publicly presented at the annual Evolution meetings. To ensure the recipient has enough time to plan to attend the meeting, the selection of the awardee needs to occur by January of the same calendar year and notification of award recipient via e-mail will take place shortly thereafter. The award honorarium and costs of the plaque will be paid by the society whose representative is chairing the committee that year. Plaques have been ordered from

Expressions Engraved (<http://www.expressionsengraved.com>; contact David Takes [david@expressionsengraved.com](mailto:david@expressionsengraved.com)), who has the design on file.

**Other specific Duties Pertaining to the Award:**

- (1) Arrange for videotaping. Have the camera stay tightly focused on the speaker (Waist up if at the podium. Full body if walking around on stage. Don't include projected slides; these will be edited in afterwards directly from the speaker's slide deck.)
- (2) If possible, arrange for an audio tape recorded from the speaker's lavalier microphone.
- (3) Arrange to get the original video and audio tapes.
- (4) Have a photograph taken on stage of the winner holding the award and, if possible, standing together with the SSE president and the chair of the Gould Award committee.
- (5) Let the speaker know in advance that the talk will be videotaped and put on the SSE Education Committee YouTube site, so they should try to avoid use of any images that are copyrighted and would not be allowed under fair use.
- (6) Fill in, print out, and be sure that the speaker signs the SSE media release form, which grants copyright to the SSE Education Committee.
- (7) Get a copy of the speaker's Powerpoint or Keynote slide deck. These will be edited into the videotape.
- (8) Send all tapes and files to Rob Pennock ([pennock5@msu.edu](mailto:pennock5@msu.edu)) for editing.

## T.H. Huxley Award

**Purpose:** This award recognizes and promotes the development of high quality evolution education resources.

**Prize:** This award provides funding for an SSE member to present evolution education resources at an education-focused session or conference approved by the Huxley Committee (e.g., education session at the annual Evolution meeting or the annual National Association of Biology Teachers conference). The award may also include up to \$500 for preparation of materials for the project. Graduate students and postdocs receive a one-year membership as part of the award.

**Eligibility:** The applicant must be a member of SSE.

**Call for Nominations:** Annual calls for nomination will be advertised on the SSE web site and through appropriate Evolutionary Biology web sources such as EVOLDIR in late January/early February. Applications consist of an online form and a letter of recommendation from either a collaborator (if the applicant is a teacher) or an advisor (if the applicant is a student or postdoc).

**Selection Process:** The selection committee will evaluate proposals based on the following criteria.

**Criteria:**

The proposed project or resource must:

- Communicate concepts in evolutionary biology to a broad audience
- Provide guidelines for transferability and adoptability
- Provide an interactive and accessible experience
- Be age-appropriate for high school, community college, or four-year college students
- Have been previously assessed for effectiveness in the classroom, incorporating feedback from students and/or other instructors who have tried it

The following types of projects will not be considered:

- Lectures
- Collections of resources without supporting curriculum
- Materials that have not been tested in multiple settings

## Appendix B: Extended Committee Descriptions

### SSE Graduate Student Advisory Council

The main goal of the SSE Graduate Student Advisory Council (GSAC) is to represent the interests of SSE's graduate student and postdoc membership to the SSE Council and vice versa. Graduate students represent 40% of SSE's membership, and as such, have a vested interest in SSE's overall direction and planned initiatives. GSAC members network with SSE student members, liaise between Council and trainee membership, and facilitate interactions between SSE trainee members and the rest of SSE. The GSAC will provide a sense of community, and a source of information, for graduate students and postdocs in evolutionary biology during their graduate career and upon making career transitions.

#### GSAC Structure

- The GSAC will consist of 6 members, with two new members added each even numbered year and three members added each odd numbered year.
- Each non-chair member will serve a two-year term, beginning and ending January 1.
- One member of the incoming GSAC each year will be selected to serve as GSAC chair. Members that serve as chair will serve an additional year for a total of a three-year term. They will serve as chair-elect during their first year, as GSAC chair during their second year, and then as past-chair during their third year. Generally, the chair will be a GSAC member who is relatively advanced in their graduate program. GSAC chair and past-chair participate in SSE council votes.
- The GSAC should hold their own meetings, whether in person or through Zoom or similar electronic communication, as often as they deem necessary.

#### GSAC member application and selection process

- A call for GSAC applications will be emailed to graduate student membership, and posted on the SSE student social media accounts, near March 1 of each year.
- To be considered for GSAC membership, applicants will submit an application to the SSE GSAC ([GSAC@evolutionsociety.org](mailto:GSAC@evolutionsociety.org)) by April 15 of each year. Application components will include a maximum one-page statement of interest and a CV, to be emailed to the SSE GSAC ([GSAC@evolutionsociety.org](mailto:GSAC@evolutionsociety.org)). Further details about these application components will be made available by March 1 along with the call for GSAC applications.
- The GSAC will choose new members. With several criteria in mind (listed below in "GSAC member requirements"), new members will be selected based on enthusiasm, leadership and communication experience, and novel ideas proposed in their statements of interest.
- GSAC members cannot serve consecutive terms. However, former GSAC members shall be eligible to serve a second term one year after the expiration of their previous term.

#### GSAC member requirements

- GSAC members must be graduate students or postdocs who are members of SSE.

- GSAC members must be graduate students at the time of application, at least one year into their PhD program.
- GSAC members should have demonstrated leadership skills.
- GSAC members must be able to communicate with graduate students from diverse locations and diverse backgrounds.
- GSAC members will make a reasonable effort to attend both summer meetings during their terms.
- GSAC members will make every effort to represent diversity in the following categories:
  - institution rank/size
  - locality (North American/non-North American)
  - ethnicity/gender
  - research focus/career stage
- GSAC members are expected to stay up to date on communications via email and Slack (e.g., responding within three business days), communicating when necessary about any potential delays (e.g., due to travel).

#### **Guidelines for GSAC interaction with SSE Council**

- The GSAC chair, past-chair, and chair-elect will attend SSE Council mid-year and summer meetings. Expenses for the annual meeting will be paid up-front by individuals and reimbursed after the annual meeting by the Treasurer. SSE will reimburse coach-class travel, registration, banquet tickets, and up to USD \$500 in lodging for the GSAC chairs. SSE Council will cover the meeting registration fee for all non-chair GSAC members attending the summer meetings as well as up to USD \$500 of travel and accommodation expenses. Non-chair GSAC members that must travel to a different continent to attend the annual Evolution meeting may request USD \$1,000 for travel or accommodation expenses. The GSAC chair will act as the locus of communication between SSE Council and the GSAC.
- To facilitate GSAC participation and understanding of SSE's long-term objectives, all GSAC members will receive meeting documents from SSE Council meetings.

#### **Guidelines for GSAC interaction with SSE student members**

- GSAC members should always bear in mind that they represent SSE to the SSE membership.
- GSAC members must be open and available for communication with SSE membership.
- GSAC members should convey SSE news to SSE student members in a timely manner.
- GSAC members should provide, maintain and encourage activity in electronic and in-person forums that facilitate communication among SSE student members and prospective SSE members.
- SSE student member newsletters will be sent through the SSE Membership Coordinator (currently Amelia Neely).
- Regular newsletters, drafted by the GSAC chair and edited by the GSAC, should be sent to SSE student members. Content should include, for example, upcoming award application or conference deadlines, SSE news items, reminders to vote in SSE Council elections, and social or professional opportunities. It is recommended that the GSAC develop a regular student member newsletter schedule. Newsletters should be sent at least quarterly, at the following times:

- 1) **Winter:** immediately following the mid-year meeting, announcing news items or new initiatives undertaken by SSE Council during the course of the mid-year meeting, and reminding students of upcoming award application deadlines;
- 2) **Spring:** upcoming conference registration deadlines and social/professional opportunities;
- 3) **Summer:** prior to the June Evolution meeting, reminding students of the SSE Student-Mentor mixer, workshops, and other opportunities during the meeting;
- 4) **Fall:** thanking students for a great Evolution meeting, any survey results, new initiatives, news items, professional/social opportunities, encouragement to vote in upcoming SSE officer elections.

### **Roles for GSAC members**

- Three GSAC members, one from each cohort as well as the past-chair, will represent student interests during attendance of SSE Council meetings (both mid-year and June). These students will also be responsible for organizing and operating the Evolution meeting SSE GSAC Booth.
- GSAC members should be willing to participate in organizing various meeting activities, including but not limited to student-faculty networking lunches, postdoc networking lunches, SSE swag for the booth during coffee breaks and poster sessions, Undergraduate Day at Evolution, and relevant coffee mixers and workshops. Non-chair GSAC members should be willing to assist with the diverse careers workshop before the annual meeting.
- The GSAC chair's duties include: drafting and facilitating communication between the GSAC and SSE graduate student/postdoc membership; facilitating communication between the GSAC and SSE Council; drafting proposals for yearly meetings; organizing new GSAC initiatives; and attending SSE Council meetings.
- The three non-chair GSAC members will assist in reviewing the Graduate Research Excellence Grant (GREG) – R.C. Lewontin Early Award. Prior to application submission, the current GSAC chair is responsible for sending the Vice President the contact information for the GSAC members reviewing the GREGs.
- One GSAC member will be responsible for maintenance and contribution to GSAC social media accounts.
- Two GSAC members, one from each cohort, will be responsible for assisting councilors with the reviews of the Early Vocational Opportunities (EVO) awards.
- Two current or former GSAC members may serve on the GREG Rosemary Grant Advanced Award Committee.
- Coordinate with Treasurer on annual budget allocation and spending of GSAC budget
- Other GSAC roles may be defined as determined by either SSE Council or the GSAC itself.

## **Education and Outreach Committee**

### **Goals of the Education and Outreach Committee:**

- Identify effective ways for SSE to improve the quality of evolution education
- Serve as liaison to education organizations and institutions on the subject of evolution
- Provide opportunities for the SSE membership to consider educational issues
- Implement educational activities as approved by the SSE Council
- Provide leadership to the membership of SSE on educational issues

**Chair:** The Committee will be chaired by an SSE member with Education and Outreach expertise. The Chair position will normally last for three consecutive years and may be renewed.

**Committee Members:** The Chair will appoint additional committee members from the general membership of the Society, each of whom will serve a three-year renewable term on the Committee. The Chair will seek approval of these nominations and term renewals from the Executive.

**Meetings:** The Committee will present a brief report on its activities to Council at the annual and mid-year Council meetings. The Committee will normally meet during the Society's Annual Meeting and will communicate throughout the year.

**Funding:** Membership and Committee activities are strictly voluntary. Requests for funding to conduct the Committee's business must be made to SSE Council.

**Additional Activities:** Coordinate various Education and Outreach activities associated with SSE, including

- Annual meeting events (Education Symposium, Public Outreach Lecture, K-12 Teacher Workshop, etc.)
- Education & Outreach events (NABT evolution education workshop, SACNAS, etc.)
- T.H. Huxley Award (see below)
- Education and Outreach Grants
- Gould Award
- Working with the Communications Manager to develop and revise education pages of SSE website

***Duties of the Education and Outreach Committee Chair:***

**Conduct Education and Outreach Committee business**

- Set agenda and chair business meeting (usually Monday breakfast at June meeting)
- Communication during the year (e.g. votes, subcommittee work, etc)
- Oversee committee membership (e.g. confirm new reps from ASN, SSB every 2 years)

**Coordinate E & O Committee activities (serve ex-officio on sub-committees)**

- Annual meeting events (Education Symposium, Public Outreach Lecture, K-12 Teacher Workshop, etc.)
- Education & Outreach events (NABT evolution education workshop, SACNAS, etc.)
- T.H. Huxley Award (see below)
- Education and Outreach Grants
- Gould Award (see below)
- Work with the Communications Manager to update education pages of SSE website (education materials, public policy statements, podcasts of Gould Award talks, etc.)

**Assist the Council**

- Serve ex-officio on the SSE Council (attend Council June and mid-year meetings)
- Assist President & Executive Secretary on education/outreach/public policy issues (e.g. help draft letters or public statements regarding legislation affecting evolution education)