Handbook

for

Society of Vertebrate Paleontology

Version 1.4

9/23/13

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Revision History

Name	Date	Reason for Changes	Version
Jennifer Holland, ED	8/15/12	Initial Documentation	Draft, 1.1
Jennifer Holland, ED	4/22/13	Completed Draft for Executive Committee Review	Draft, 1.2
Jennifer Holland, ED	7/8/13	Completed Edits for final Executive Committee Approval	1.3
Jennifer Holland, ED	8/20/13	Added gift acceptance policy and incorporated it with older new fund policy	1.4

1 Statement of Objective

The objective of the Society is to advance the science of Vertebrate Paleontology and to serve the common interests and facilitate the cooperation of all persons concerned with the history, evolution, comparative anatomy, and taxonomy of vertebrate animals, as well as field occurrence, collection, and study of fossil vertebrates and the stratigraphy of the beds in which they are found. Founded in 1940, the Society now has more than 2,300 members representing professionals, students, artists, preparators, and others interested in Vertebrate Paleontology. The Society is organized exclusively for educational and scientific purposes. The Society is also concerned with the conservation and preservation of fossil sites.

1.1 Statement of Society Purpose

The purpose of the Society is to provide a forum for professionals and hobbyists in the field of Vertebrate Paleontology. The Society exists to provide networking, educational opportunities and discussion forums for the topic. The Society utilizes available resources to support the endeavors of its members in the science.

1.2 Statement of Journal Purpose

The *Journal of Vertebrate Paleontology* exists as a vehicle for members and others in the field to publish in an internationally recognized journal thus disseminating information to the scientific community. The journal provides financial support to the Society to enable the group to continue operations and support programs of interest.

2 Society Officers

A historical tracking of those serving in these positions is to be maintained and serve as an appendix to this document.

2.1 Executive Committee

The Executive Committee is made up of the Society President, Vice President, Past President, Treasurer, Secretary and three (3) Members at Large. All votes requiring Executive Committee approval will be approved based on majority vote (5 out of 8).

2.1.1 President

2.1.1.1 Authority

The President is the Chief Executive Officer of the Society and normally presides at annual conferences and all meetings of the Executive Committee.

2.1.1.2 Term of Office

Serves one term of two years duration after which the individual continues to serve as a member of the Executive Committee as Past President for an additional two–year term. Terms of office begin and end at the adjournment of the annual business meeting held during the annual conference. The President takes this position after completing a two year term as Vice President (2.1.2)

2.1.1.3 Responsibilities

1. Presides at all meetings of the membership and of the Executive Committee in accordance with the parliamentary procedures as specified in Robert's Rules of Order. Required and traditional meetings: Executive Committee Meeting in conjunction with the Annual Meeting and Business Meeting of the membership held during the Annual Meeting. The President may call special meetings of the members or Executive Committee as necessary. A spring Executive Committee meeting is also held where the President presides.
2. Executes decisions of the Executive Committee and membership.
3. Authorizes travel for all officers and Committee members relative to the performance of Society business. Travel can only be authorized when need is established and alternative funding is not available.
4. Records requirements and conditions for all grants and makes sure they are met on time.
5. Develops annual calendars and insures adherence to the timetable of activities for various officers and committees.
6. Maintains and keeps current this Society Handbook. Reviews Handbook annually and informs Society office of additions or deletions.
7. Makes Committee Chair and Committee liaison appointments, subject to approval of Executive Committee at the Annual Meeting as needed based on term limits. If vacancies occur, the President will appoint a replacement.
8. Serves on the Finance Committee chaired by the Treasurer.
9. Signs legal documents: President signs contracts in the name of the Society and is responsible for the publishing contract for the *Journal of Vertebrate Paleontology*.
10. Signs letters of notification for Society elections.
11. Presents awards at the Annual Meeting.
12. Can convene conference calls with the Executive Committee and any interested Executive Committee members as needed between the scheduled Executive Committee meetings.

13. In addition to standing committees, the President has the authority to create Task Forces from the membership to pursue very specific goals. Generally, these groups will accomplish their goals in 6 months to 1 year and then disband. However, the tasks of some groups may be more long–standing, in which case the Task Force can transform into a standing committee.

2.1.2 Vice President

2.1.2.1 Authority

The Vice President is one of the most important offices of the Society, because this person must understand fully the ongoing activities and concerns of the Executive Committee and Society and provide continuity of decision-making and executive action.

2.1.2.2 Term of Office

Serves one term of two–year duration, after which he/she assumes the presidency of the Society.

2.1.2.3 Responsibilities

1. Acts as parliamentarian for the Executive Committee meetings.
2. Presides at meetings of membership and Executive Committee in President's absence or inability to serve.
3. Attends and serves as a member of Executive Committee meetings and special meetings called by the President.
4. Assists the President in administering the affairs of the Society as requested by the President.
5. Serves as a member of the Executive Committee.
6. Identifies long-range planning goals for implementation during tenure as Vice President and President.
7. Acts as Ethics Committee Chair when Committee action is required.
8. Executive Committee members are expected to act as liaison to a Society Committee as appointed by the President.

2.1.3 Past President

2.1.3.1 Authority

The Past President provides an “institutional memory” and experience to the Executive Committee, and is charged with the responsibility of Chairing the Meeting Committee. S/he is a full member of the Executive Committee as an officer of the Society and is a voting member of the Executive Committee.

2.1.3.2 Term of Office

The Past President serves a two–year term immediately after serving two years as President of the Society.

2.1.3.3 Responsibilities

1. Acts as a voting member of the Executive Committee.

2. In the event both the President and President-Elect are unable to fulfill the defined leadership duties, the Past President will lead the Executive Committee effort to restore the chain of power.
3. Executive Committee members are expected to act as liaison to a Society Committee as appointed by the President.

2.1.4 Secretary

2.1.4.1 Authority

The Secretary is the chief recording officer of the Society. The general responsibility of the Secretary is to record and maintain minutes and proceedings of meetings of the Executive Committee.

2.1.4.2 Term of Office

Serves a three–year term and can be reelected once.

2.1.4.3 Responsibilities

1. As a member of the Executive Committee, attends all Executive Committee meetings and special meetings called by the President and/or the Vice President.
2. Prepares detailed notes on the deliberations at these meetings; from these notes, prepares minutes for distribution to the officers and members of the Executive Committee. Prepares list of approved motions and of action items. Minutes are to be prepared within one month of these meetings.
3. Keeps a running list of items decided by the Executive Committee that should be brought to the attention of the Society membership. Interacts with the President, Vice President and Executive Director to keep action items moving towards completion.
4. Executive Committee members are expected to act as liaison to a Society Committee as appointed by the President.

2.1.5 Treasurer

2.1.5.1 Authority

The Treasurer is the Chief Fiscal Officer of the Society. The Treasurer is responsible for safeguarding all funds belonging to the Society. The Treasurer monitors the disbursement of funds according to the budgets approved by the Executive Committee; ensures that the proper records, accounts, and accounting procedures are maintained; and presents an annual audit and financial statement of the Society's business to the Executive Committee.

2.1.5.2 Term of Office

The Treasurer serves a three–year term and can be reelected without restriction.

2.1.5.3 Responsibilities

1. Serves on the Executive Committee as Chair of the Financial Oversight Committee.
2. Monitors the disbursement of all Society's funds in accordance with budgets assigned to the national office, officers and Committee members.

3. Reviews fiscal arrangement of contracts for the Society and makes recommendations to the President.
4. Assures that financial reports are provided to the Executive Committee.
5. Prepares a provisional annual budget that is comprised of individual budgets for Society activities, with assistance of the Executive Director, and presents this budget to the Executive Committee for approval at the Annual Meeting for the following year.
6. Receives and reviews prior to the spring meeting the annual financial reports prepared by the Executive Director and his/her staff for:
   a) the Society Annual Meeting;
   b) Society activities;
   c) Membership and dues collected;
   d) investment portfolio performance;
   e) the Society as a whole.
7. Presents to the Executive Committee for approval at the Spring Meeting:
   a) the annual financial report for the prior year;
   b) the final budget for the current year.
8. Reviews Annual Meeting budget, one year prior to the meeting and makes recommendations to the Executive Committee for approval.
9. Ensures that the Society's financial records are adequately maintained.
10. Authorizes the Executive Director or his/her designees to pay bills incurred and to ensure that all reports required by various government agencies, including the Internal Revenue Service, are properly prepared and submitted.
11. Signs the annual Society tax return.
12. Executive Committee members are expected to act as liaison to a Society Committee as appointed by the President.

2.1.6 Members at Large

2.1.6.1 Authority

The Society is governed by the Society Executive Committee which includes three Members at Large. These individuals serve to advise the President regarding the activities, policies and procedures of the Society. Decisions of the Executive Committee are by majority vote.

2.1.6.2 Term of Office

Elected Members at Large serve a three–year term. The terms are staggered so that only one new Member at Large is elected annually.

2.1.6.3 Responsibilities

1. The Executive Committee has broad powers directed at carrying out the decisions and wishes of the membership. The actions of officers and the composition and recommendations of various Committees of the Society are under the surveillance of the Executive Committee, which in turn is answerable to the membership.
2. The actions of the Executive Committee shall be directed toward the betterment of the Society and the scientific community. With the help and approval of the membership, the Executive Committee shall set the general policies of the Society and guide its activities.
3. Among the most important activities of the Executive Committee are those of setting general policies regarding the operation of the Journal, the organization of the Annual Meeting, and the collection, handling, and dispensation of Society monies.

4. The Executive Committee shall consider the names of candidates for leadership roles presented by the Nominating Committee; the names of those candidates approved by a majority vote of the Executive Committee shall be presented for election.
5. Members at Large are expected to attend 2 Executive Committee meetings annually. One is held in the spring and the other in the fall in association with the Annual Meeting of the Society.
6. Executive Committee members are expected to act as liaison to a Society Committee as appointed by the President.

2.2 *Journal of Vertebrate Paleontology* Editors

2.2.1 Authority

The *Journal of Vertebrate Paleontology* shall be the official Publication of the Society. The Senior Editor is the Chief Executive Officer for the Society's Publication. The editors of Society Publications shall be appointed by the President with the approval of the Executive Committee, and serve a three–year term. Multiple, consecutive terms are allowed. There are two Senior Editors and one Managing Editor and each three–year term is staggered such that one office is appointed every year. This ensures continuity of the Publications. This group supervises all activities of the Journal and makes a report of these activities to the Executive Committee to be presented at the spring and fall Executive Committee meetings. These individuals also head the Publications Committee.

2.2.2 Term of Office

Each term is three years in length and filled by appointment on the advice of the current Editors and by approval of the Executive Committee. Multiple, consecutive terms are allowed.

2.2.3 Responsibilities

2.2.3.1 Senior Editor

1. Primary responsibility of the Senior Editor is for both the scientific and editorial content of the Journal.
2. Acts as the official liaison to the publisher of the *Journal of Vertebrate Paleontology* and provides advice to the President, who is responsible for the publishing contract for the *Journal of Vertebrate Paleontology*.
3. Appoints, with approval of Executive Committee, a volunteer staff to include a Managing Editor, technical editors, a memoirs editors, business officers, marketing officer, book review editor, advertising officer and an editorial board.
4. Reports to Executive Committee at the spring and fall Executive Committee meetings.
5. Provides input in the preparation of the yearly budget, prepared by a designated provider.
6. Serves as Chair of the Publications Committee.

2.2.3.2 Managing Editor

It is the job of the Managing Editor of the *Journal of Vertebrate Paleontology* to check over an accepted manuscript, make any necessary edits, and then export all of the files to the vendor publisher for production. By the time the Managing Editor receives the manuscript, it has been

seen by a technical editor, has gone through the review process, been recommended for acceptance by a handling editor, and formally accepted by a Senior Editor.

When the Managing Editor receives an accepted manuscript, the procedure is as follows:

1. Check over manuscript details to make sure that the author has signed off on copyright transfer, determine whether there are any color figures (sometimes authors mistakenly submit color picture files when they intended gray scale), and then assign it to an issue.
2. Scan the main document for readability. Usually the editing process has caught most of the problems, but every once in a while a manuscript slips through in still poor shape. The Managing Editor will have to work with the corresponding author to sort out these problems.
3. Check over the main document for journal-specific formatting. Most of the review process is concentrated in making sure that the science makes sense, thus the reviewers and handling editor will often miss formatting issues. Common format problem areas are:
    a) Formatting of the title page
    b) Formatting of primary, secondary, and tertiary headings; spacing between sections
    c) Systematic Paleontology section, especially formatting of synonymies
    d) Literature Cited section
    e) Figure Captions
4. Check the figure files to ensure they at least 600 dpi; are they the correct size (18.3 cm for full page, 12.2 cm for 2/3 page, or 9 cm for single column; and any color, that should be, has been converted to gray scale.

3 Vendor Contract Services

The Society of Vertebrate Paleontology contracts selected providers to supply the following services:

1. Governance via Executive Director support
2. Membership Management
3. Publications Support
4. Accounting and Financial Services
5. Meeting Management Services

For detailed descriptions of all provided services, refer to the current service provider contract.

4 Committees

Society Committees are categorized by function under the categories of Society Operations, Professional and Education, Publications and Media, and Annual Meeting. The authority, membership and duties and responsibilities of each Committee are detailed below. Note that individuals holding the position of Chair or member of a Society Committee must be a current, paid member of the Society.

4.1 Society Operations

4.1.1 Development Committee

4.1.1.1 Authority

The Development Committee has the authority to plan programs and discuss donation issues related to the Society. All suggestions are provided to the Executive Committee for approval prior to any actions being taken.

4.1.1.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.1.1.3 Duties and Responsibilities

1. Evaluate existing development programs.
2. Initiate new development goals.
3. Identify new revenue sources for the Society.
4. Implement the fundraising plan for each year.
5. Provide two annual reports to Executive Committee to summarize activities.

4.1.2 Financial Oversight Committee

4.1.2.1 Authority

It is the responsibility of this Committee, with aid from vendor services, to prepare an Annual Society Budget and submit it for Executive Committee approval at the time of the fall meeting prior to the year's start. This budget shall include estimated income sources and appropriate estimates of expenditures of Committees, officers, meetings, and publications. The Committee makes recommendations concerning investment policies and considers means to increase Society income.

4.1.2.2 Membership

The Finance Committee is chaired by the Society Treasurer whose term as Chair coincides with the Executive Committee term. Members serve as advisors as appointed by the Chair. The Society Treasurer will serve as liaison between the Committee and the Executive Committee.

4.1.2.3 Duties and Responsibilities

1. Prepare a consolidated annual budget to be submitted for Executive Committee approval at the time of the fall meeting. The budget shall be prepared in consultation with the Society office. The budget shall specify expenditures for all aspects of the Society.
2. Review annually the financial records of the Society, submitted by the Accounting Office.
3. Make recommendations to Executive Committee regarding means of increasing Society income, investment policies, justifiable expenditures, and cash balances.
4. Make recommendations to Executive Committee concerning the raising and disbursing of funds relative to the Annual Meeting and Program.
5. Assist in the performance of the Treasurer's duties.
6. Recommend policy relative to allowable expenses.
7. Set rules (subject to Executive Committee approval) relative to required receipts and record keeping on the expenditure of budgeted funds by Officers and Committee Chairs.
8. Review activities of Committees to ensure coordination of solicitations in support of the Annual Meeting.
9. Review related web pages and make suggestions for keeping content up-to-date.
10. Special Audit Subcommittee review proposals for completion of the annual audit and oversees the process with the selected vendor.
11. Provide two annual reports to Executive Committee to summarize activities.

4.1.3 Government Affairs Committee

4.1.3.1 Authority

The Government Affairs Committee promotes and responds to government-related issues that affect Vertebrate Paleontology, including research and education as well as preservation and protection of paleontological resources. This Committee also fosters professional relationships with other scientific organizations that share the Society's legislative goals.

4.1.3.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.1.3.3 Duties and Responsibilities

1. Hold a meeting at the Annual Meeting to discuss current events related to the field.
2. Suggest actions to the Executive Committee including press releases from the Society to address current events in the field.
3. Meet at other times of year on an as needed basis to address current events.
4. Advise Executive Committee on issues related to illegal fossil sales and questionable customs issues.
5. Report on activities to the Executive Committee twice annually.

4.1.4 Membership Committee

4.1.4.1 Authority

The primary purposes of this body are to increase individual memberships in the Society and to determine effectiveness of member recruitment initiatives. This may include a review of member benefits and efforts to increase networking opportunities for members. The Committee Chair also confers with the Executive Director on acceptance of new member applications and Emeritus applications.

4.1.4.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.1.4.3 Duties and Responsibilities

1. Handle all requests for Emeritus membership.
2. Review membership drive efforts and makes recommendations for enhanced processes.
3. Track membership numbers and Committee liaison reports to Executive Committee at the two annual Executive Committee meetings on trends
4. Review member benefits and makes suggestions on enhanced programs.
5. Review related web pages and make suggestions for keeping content up-to-date.
6. Act as the review panel for Jackson Travel Grant, Institutional Membership and Honorary Membership awards.
7. Report on activities to the Executive Committee twice annually.

4.1.5 Nominating Committee

4.1.5.1 Authority

The Nominating Committee is responsible for identifying and recruiting qualified candidates for the annual election to elect officers and members-at-large of the Executive Committee.

4.1.5.2 Membership

The Nominating Committee is comprised of a Chair as appointed by the President and an advisory membership as chosen by the Chair. Membership must be comprised of Society's Past Presidents and is comprised of the Chair and two additional members. An Executive Committee Member will be selected by the President to serve as liaison between the Committee and the Executive Committee. No member of the Executive Committee can be a member of the Nominating Committee other than the liaison.

4.1.5.3 Duties and Responsibilities

1. Initiate the development of candidate selection by contacting the Committee members and requesting suggestions for each position to be elected. At least two candidates for each position should be proposed, unless an officer elects to run for a second term.

2. Members of the Nominating Committee shall consider possible candidates. The discussion should include evaluation of criteria appropriate for each position.
3. Present the ballots to the Executive Committee for final approval.
4. Review related web pages and make suggestions for keeping content up-to-date.
5. Report on activities to the Executive Committee twice annually.
6. Follow the election timeline as follows:

Election Schedule

Scheduled Date	Process
September-November	Nominating Committee prepares slate of candidates
December 3	Nominating Committee provides names and contact info to Business Office
December 4	Notification of slate to Executive Committee
December 5-17	Business Office collects bios and prepares online and paper ballots
December 18-21	Nominating Committee approval of ballots
January 7	Slate and bios posted on society website
February 25	Online voting opens
February 27	Paper ballots mailed to members with no email
March 18	Online voting reminder sent
April 2	Final online voting reminder sent
April 8	Online voting closes, paper ballots due
April 9	Business Office notifies Nominating Committee Chair of election results
April 11	Business Office sends out notification to Executive Committee
April 17	Business Office sends out notification to candidates
April 24	Announcement of election results posted on society website

November 1	New officers are introduced and take office at annual Business Meeting

4.2 Professional and Education

4.2.1 Education and Outreach Committee

4.2.1.1 Authority

The Education and Outreach Committee coordinates activities related to web inquiries about the Society or about paleontology and school programs; develops and implements programs for the general public regarding the importance of Vertebrate Paleontology and Evolution; and monitors challenges to the teaching of science, including evolution. This Committee has also sponsored symposia, short courses and publications on its own or in collaboration with other professional and amateur scientific associations.

4.2.1.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.2.1.3 Duties and Responsibilities

1. Update web content on related pages.
2. Coordinate activities for educational purposes as a Society outreach effort.
3. Consider potential new programs to expand outreach.
4. Report on activities to the Executive Committee twice annually.

4.2.2 Preparator's Committee

4.2.2.1 Authority

This Committee coordinates activities relevant to preparation of fossils at the Annual Meeting and during the year through a listserv. These activities include a preparation symposium or session and staffing of a preparation demonstration table at the Annual Meeting and coordinating the information about preparation on the appropriate society web page.

4.2.2.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections

are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.2.2.3 Duties and Responsibilities

1. Update relevant web page content.
2. Provide Preparator resources for members as requested.
3. Hold meeting at the Annual Meeting for both the Committee and Preparators to discuss relevant topics.
4. Report on activities to the Executive Committee twice annually.

4.2.3 Student and Postdoctoral Liaison Committee

4.2.3.1 Authority

The Student and Postdoctoral Liaison Committee, chaired by a student member, is responsible for organizing events to benefit student and Postdoctoral members at the Annual Meeting and to maintain communication among student and Postdoctoral members during the course of the year.

4.2.3.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.2.3.3 Duties and Responsibilities

1. Organize events to benefit student and postdoc members including the student round table and re-print exchange event held at the Annual Meeting.
2. Maintain communications and networking opportunities for student and post-doc members throughout the year.
3. Update relevant web page content.
4. Report on activities to the Executive Committee twice annually.

4.3 Publications and Media

4.3.1 Archives

4.3.1.1 Authority

The Archives Committee will document the founding, history, and activities of the Society from its beginning to present, excluding those records currently in use. The responsibility for maintaining the Society's archives generally will be carried out by this standing Committee. The Committee Chair will act as liaison between the Smithsonian Archives (repository) and the Society. It will be the Chair's responsibility to receive material listed in the guidelines and transfer it once a year to the repository. As far as possible, it will also be the responsibility of the Chair to locate those documents relating to the Society's history that appear to be missing.

4.3.1.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.3.1.3 Duties and Responsibilities

1. Compile and organize Society archive materials held in various locations.
2. Transfer records to digital format.
3. Post appropriate content on the website for member access.
4. Report on activities to the Executive Committee twice annually.

4.3.2 Media Liaison

4.3.2.1 Authority

This Committee arranges for members of the Society to present their scientific findings to the press by writing, reviewing or facilitating press releases each year; by organizing the press conference at each Annual Meeting, and by cultivating contacts with the media. The ultimate goal is to raise the profile of the Society with the media and the public.

4.3.2.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.3.2.3 Duties and Responsibilities

1. Facilitate press releases as related to the journal and Society.
2. Organize the annual press conference held at the Annual Meeting.
3. Explore other options for expanding the profile of the Society with the media and in the public.
4. Report on activities to the Executive Committee twice annually.

4.3.3 Publications Committee

4.3.3.1 Authority

This Committee oversees the Society's print publications (The *Journal of Vertebrate Paleontology*, the Memoir series and any special publications or joint publication ventures such as *Paleontological Electronica*). Activities include receiving, coordinating reviews and editing manuscripts and illustrations; and recommending opportunities, sales of Publications and new media initiatives (i.e. CD-ROM products, etc.) relevant to the print publications. The Publications Committee reviews policies about submission to the journal, the number of papers to publish each year and fees related to publications, paper reprints and PDF reprints.

4.3.3.2 Membership

This Committee shall be composed of two Senior Editors and members from the general membership appointed by the Senior Editors to serve the required positions to support journal publications. An Executive Committee member will be appointed by the President to serve as a liaison between the Committee and the Executive Committee. Members of this Committee are typically also on the Editorial Board and fulfill the other journal positions.

4.3.3.3 Duties and Responsibilities

1. Handle all activities and coordination with the vendor services for publication of the *Journal of Vertebrate Paleontology*.
2. Review related web pages and make suggestions for keeping content up-to-date.
3. Report on activities to the Executive Committee twice annually.

4.3.4 Website and Social Media Committee

4.3.4.1 Authority

The primary purpose of this body is to modify and maintain the Society's website as a viable platform, responsive to the needs of the membership, with oversight from the Executive Committee.

4.3.4.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.3.4.3 Duties and Responsibilities

1. Review website content and suggest regular updates.
2. Investigate new technology as related to website design and function for continuing website functionality improvements.
3. Investigate social media and other technologies to improve the general marketing of the Society in serving the membership.
4. Work with other Committees in maintaining any online presence the Society has outside the main Society website.
5. Report on activities to the Executive Committee twice annually.

4.4 Annual Meeting

4.4.1 Auction Committee

4.4.1.1 Authority

The Annual Auction Committee shall be responsible for the marketing and implementation of the annual auction activities held in conjunction with the annual Society conference. The proceeds

are directed to the general Legacy League fund to be used at the discretion of the Executive Committee for awards, programs, or other directives related to the mission of the Society.

4.4.1.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to twelve members. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.4.1.3 Duties and Responsibilities

1. Organize and hold the annual auction in conjunction with the Annual Meeting.
2. Report on activities to the Executive Committee twice annually.

4.4.2 Awards Committee

Multiple awards as describe in section six are managed by the Awards Committee. The Committee is responsible for soliciting, accepting and reviewing nominations and applications for award candidates annually and making selection recommendations to the Executive Committee prior to the mid-year meeting for approval. In the case of insufficient applications or nominations on any given year, it is acceptable to not award a prize that year.

4.4.2.1 Authority

The Awards Committee is tasked with soliciting nominations for various awards. The Committee has the authority to select the annual winner of the respective awards based on applications. Final approval from the Executive Committee is required prior to official announcement of the awardees and this occurs at the mid-year meeting held annually in the spring.

4.4.2.2 Membership

The Committee is comprised of a Chair as appointed by the President and fourteen members; each acting as award Chair for the individual Society awards. Each award Chair leads a team of award review panels which are assigned and administered by the award Chair at will. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.4.2.3 Duties and Responsibilities

1. The Committee identifies and reviews applicants for various awards following the guidelines of the award as outlined in section 6. Applicants are reviewed, selections made and all applicants notified by the Chair in a timely fashion to be complete by May of the meeting year so that proper processes can proceed for awards presentation preparation.
2. Review related web pages and make suggestions for keeping content up-to-date.
3. Report on activities to the Executive Committee twice annually.

4.4.3 Host Committee

4.4.3.1 Authority

The Host Committee changes every year in conjunction with the selected Annual Meeting location. The Host Committee, working with the Society Business Office, is responsible for planning and implementing the Annual Meeting. This Committee generally consists of Society members affiliated with the host institution(s) for the Annual Meeting.

4.4.3.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to 12 members based on the city selection for the Annual Meeting from submitted proposals. Terms are served from the time of proposal to the completion of the Annual Meeting for which they are hosting. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.4.3.3 Duties and Responsibilities

1. Welcome Reception
2. Guest Speaker
3. Sponsorship
4. Field Trips and Workshops: Call for field trips and workshops to be sent by November 1 and are due by December 12. Proposals are sent directly to the Host Committee, then forwarded to headquarters office and then reviewed and approved by the Executive Committee. Information requested in the call for Field Trips:
    a) Start Date
    b) End Date
    c) Description
    d) Cost- single/ double (if lodging is involved)
    e) Trip Min (must know if leader(s) is/are being counted in this number)
    f) Trip Max (must know if leader(s) is/are being counted in this number)
    g) Registration Deadline
    h) What is included and if they need their own money for meals, etc.
    i) Departure location and time
    j) Return location and time
    k) Field Trip Leader: Full Name, Address, City, County, Postal Code, Telephone, Fax, Email
    l) Field Trip Co-Leader: Full Name, Address, City, County, Postal Code, Telephone, Fax, Email
5. Educators' Workshop Liaison (includes list of local educators)
6. Collections
7. Exhibits
8. Opening plenary speaker and guest speaker(s) (if applicable)
9. Volunteer coordination
    a) Local public relations/press
    b) Logo and T-shirts
10. Sourcing of DJ's for the auction and After Hours Party

11. Local restaurant list and map (unless already on the convention bureau website)
12. Annual Meeting Page and First Circular due February 11
    a) Welcome letter from Host Committee
        i. Include in text: any highlights about the area, institution, etc.
        ii. Photos for a revolving series on the meeting home page (must have description text and photo credits in order to use them)
    b) Collections information (local and outlying areas if applicable)
        i. Description
        ii. Times (if viewing will be available, dates and times collections are available, sign up information including collections contact person: phone, email and deadline to sign up to view the collections
        iii. Outlying area museums and attractions of interest
13. Educators' Workshop Coordinated with the Education and Outreach (E&O) Committee due March 1
    a) This workshop is developed by the E&O Committee, for local educators about teaching the scientific evidence for evolution. The Host Committee oversees the local outreach for attendees (and usually the registration for) this event. The event requires space at the museum/institution (unless the host hotel/convention center is more suitable) for a maximum of fifty people. Promotion is important. This is a workshop for educators about teaching the scientific evidence for evolution. The Education & Outreach Committee handles this workshop and should contact the Host Committee to coordinate this workshop to include required AV equipment for use by Educators' Workshop
14. Other
    a) Sponsorship: commercial, government/city/local funding for the meeting
    b) Welcome Reception arrangements, cost per person for food, cash bar etc. It is expected that the Host Committee will provide the museum space inclusive of security, gift shop staffed (if applicable).
    c) Auction
        i. Move materials from museum to the hotel
        ii. Specific address at the museum for attendees to ship auction materials beforehand.
        iii. Plastic bags provided by museum or convention bureau.
    d) Opening Plenary – welcome/introduction (2-3 minutes) and opening session speaker (approx. 5-6 minutes). Also, provide 100-150 word biography on the opening session speaker.
    e) Business Meeting introductions/Thank You
    f) Complimentary Admission to the Museum
        i. Heavy sales during welcome reception at the gift shop
        ii. Store needs to stock up on paleo items
        iii. Discount at gift shop
    g) Site visit with Society Business office staff – TBD
    h) All contracts are signed by the Society Business Office
    i) Entertainment (DJ) – Host Committee to provides suggestions and contact information due January.
    j) Short list of local photographers and pricing to use at the meeting (very low budget). We usually get the name of someone from the university or local institution to keep costs down due January.
    k) Exhibitors for the meeting- need local contacts that might want to exhibit such as casting companies, book sellers…. HQ will then solicit due January.
    l) Field Trips – Receipts due after the conference from Field Trip leaders to the business office. Reimbursement is provided after the conference.

m) Preparator's needs, if any.
n) Press/Media Lists (local and national list if available) due March 1
o) One complimentary room – Tuesday – Sunday- Name due July 1
p) T-shirts / Lapel pins (specs and art sent to Society for approval) due March 1
q) List of Volunteers for Registration/ Hospitality Desk (approximately 5 volunteers for October 28-October 30 and 2 people from November 31-November 2) due August 1
r) Save the Date - Meeting Circular (electronic) online March 1
s) Abstract and Award submission dates: Abstract site opens February 12
t) Registration opens: May 15 (after approval of meeting budget)

4.4.4 Program Committee

4.4.4.1 Authority

The group has authority to make decisions, as approved by the Executive Committee, to develop annual scientific programs to serve the goals of better efficiency and coherence in the organization of the meetings, and assurance of financial security of the annual event.

4.4.4.2 Membership

The Committee is comprised of a Chair as appointed by the President and up to 12 members. Chair terms are served in 3 year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed. An Executive Committee member, as appointed by the President, will serve as a liaison between the Committee and the Executive Committee.

4.4.4.3 Duties and Responsibilities

The Program Committee is responsible for gathering, reviewing and organizing submitted abstracts, and for planning a comprehensive program of oral presentations and posters for the Annual Meeting. The Program Committee reviews proposals for symposia and also oversees production of the Abstract Volume which is posted online for attendees and made available via a vendor contracted printing service for individual print orders. Below are the detailed processes and duties.

1. Maintain and train a diverse membership on the Program Committee through recruitment/emails/phone/Annual Meetings.
2. Work with Business office to update/improve/clarify website, submission, and review sites through emails and conference calls.
3. Recruit Symposia for Annual Meeting, lead a Committee review, and choose program selections. Also involves customizing text for accept/reject letters and follow-up emails. Obtain and editing symposia text from the organizers for the Circular.
4. Consulting with Business Office on the floor plan for the Annual Meeting to make sure there are no issues regarding amount, use, and quality of space for the talks and posters. These issues vary every year and require some knowledge of past meetings to understand potential problems.
5. To varying degrees, providing feedback to the Executive Committee on the balance between (and impact of) ongoing requests for special sessions (e.g., E&O; Conservation; Prep; plenary speakers; etc.) and the general scientific sessions.
6. Help with text for notifications sent to the membership leading up to abstract submission.
7. During the abstract submission, many issues arise that require the Chairs to act as an intermediate between the Business Office and Society member. This takes the form of many emails,

and monitoring the live abstract submission site. This becomes particularly intense in the last couple of weeks of abstract submission.
8. Review process: Chairs assign abstracts to reviewers by specialty (up to five reviewers per abstract). Chairs monitor reviewers to ensure deadlines are met, and answer questions (sometimes requiring some type of action including contacting authors). The Chairs do not review abstracts.
9. Post-review process 1: parse submission and review data to determine talks/posters/accepts/rejects.
10. Post review process 2: contact symposia organizers to balance out those sessions with appropriate abstracts from the general submissions.
11. Post – review process 3: organize program into topical sessions while reducing conflict). Also involves ordering posters and talks and choosing moderators from the volunteer list.
12. Post - review process 4: parse out abstracts recommended by the Committee for the media from the accepted group. These are then sent to Media Liaison Committee.
13. Prepare all the data so it can be input into the system by the Business Office.
14. Draft acceptance & rejection notices; deal with submitter return responses.
15. Send email to abstract editors with a spreadsheet highlighting the abstracts identified as particularly problematic (references, major editing required, ESL, etc.) so they can start their process. Sometimes the editing process must occur prior to true abstract acceptance.
16. Proof abstract volume program content (times, room numbers, moderators, etc).
17. Deal with withdrawn abstracts if timing allows.
18. Organize annual Committee meeting.
19. Provide mid-year and annual reports to the Executive Committee.
21. Identify/recruit/train people who have done very well in the Program Committee to step in as Chairs at the end of the term.

5 Annual Meetings

5.1 Guidelines for Scientific Program

The annual program should follow the same template that has worked historically for the Society to include sessions of interest. The Program Committee as described in section 4.4.4 has ultimate authority over the annual program material.

5.2 Guidelines for Meeting Marketing

Marketing for the Annual Meeting is handled by the contracted meeting management company and supported by very active participation of the Host Committee.

5.3 Guidelines for Abstracts

Abstracts are submitted from approximately mid-February to late April annually via an online system as provided by the meeting management company. The Program Committee has the ultimate authority in the review and selection of abstracts for inclusion in the program.

5.4 Guidelines for Sponsorship Solicitation

Sponsors and exhibitors for the meeting are solicited by the meeting management company and supported by activities of the Host Committee. Exhibit and sponsorship fees are collected and accounted for in the meeting budget to help offset the expense of running the meeting.

5.5 Field Trip and Workshop Policy

Proposals for field trip and workshop offerings at the Annual Meeting will be accepted annually from the membership. For each proposal, field trip and workshop leaders must state the suggested fee to be charged to cover direct costs. An administrative fee of $5 per person will be added to the proposed fee. Field Trip proposals must include all transportation, food, admission fees and any reimbursable supplies with associated costs. Workshop proposals must include all AV, Internet expenses and any reimbursable supplies with associated costs. All field trip and workshop expenses must be supported via attendee registration fees collected at the time of registration with the exception of room rental for workshops which is provided complimentary by the Society if the space and time is available in the ratified meeting venue contract. Additional space/time will not be contracted unless the extra expense will be covered by workshop attendee registration fees. Field trip leaders can request reimbursement for expenses incurred such as transportation or admission costs, food or supplies provided to attendees. Workshop leaders can request reimbursement for expenses as outlined in their proposal. Arrangements for AV and Internet are made directly by the meeting managers and related costs are paid for by the Society. The Society is reimbursed for these expenses from collection of the workshop registration fees. Field trip and workshop leaders may not receive payment for their time. All reimbursements requested must be accompanied by original receipts and the total requested may not exceed the per person collected fee for the event minus the administrative fee. Reimbursement checks will be sent after the meeting. Any excess registration fees collected and not utilized for vendor services or other reimbursable expenses for workshops or field trips will remain with the Society and utilized to support the Annual Meeting. Proposals are solicited and collected by the Host Committee and reviewed and approved by this Committee as well.

5.6 Annual Meeting Site Selection

Groups of Society members are invited to submit proposals for future year meetings if they desire to host the annual Society event in their city. Proposals must be received by September three years prior to the suggested meeting year. For example, a 2016 meeting proposal must be submitted by September 2013. Proposals must include the following information:

1. Suggested venue for meetings and related rates.
2. Suggested hotel accommodations and related rates.
3. Opening Reception suggestions, Host Committee sponsorship, details of catering, transportation etc.
4. List of nearby Vertebrate Paleontological related attractions.
5. Other details to support the proposal.
6. Other financial and non-financial support the Host Committee will be providing should the city be selected.

While local prospective Host Committees are welcome to obtain assistance from the local Convention and Visitors Bureau for support in collecting information to submit in their proposal, Annual Meeting proposals must begin with a Society member led prospective Host Committee and not a commercial or state/local government commerce driven group to ensure the proper local support and member interest in a location. Refer to section 4.4.3 for Host Committee duties.

6 Awards

Review and selection is the duty and responsibility of the Awards Committee as outlined in section 4.4.2. All selections are subject to Executive Committee review and approval which occurs during the annual mid-year meeting. It is not mandatory that all awards be presented every year; the Committee should make every effort to award, at minimum, the three awards of high recognition (Gregory, Skinner, and Romer-Simpson Medal). All award amounts are provided to awardees in the form of a check in United States Dollars (USD).

6.1 Alfred S. Romer Prize

6.1.1 Description

The Alfred Sherwood Romer Prize recognizes an outstanding scientific contribution in Vertebrate Paleontology by a predoctoral student. Selection is based on the scientific value and quality of a submitted abstract summarizing an original research project. The prize is awarded based on the scientific value and quality of the oral presentation of that research during the Romer Prize session at the Society Annual Meeting.

6.1.2 Eligibility Requirements

1. Current membership in the Society is required.
2. A predoctoral student is defined as a student in an undergraduate or graduate degree program who has not received a doctoral degree or has held a doctoral degree for less than one year at the time of the Annual Meeting.
3. Previously published abstracts cannot be submitted.
4. Only single-authored projects are considered.
5. Past Romer winners are not eligible to apply.
6. The work is relevant to Vertebrate Paleontology with direct applications or relevance to understanding and interpreting the vertebrate fossil record, particularly for projects describing new methods developed from living organisms and/or actualistic studies.
7. The work should address a question or a set of questions in a scientific fashion and provide results that have a robust scientific implication.
8. The work should present a complete, comprehensive study including sufficient background and information on methods for the evaluation of the significance and suitability of the research and methods.

6.1.3 Application Process

Applications are accepted via the abstract submission system via a check box to allow applicants to indicate their interest in applying. The following required document must be submitted during the application process.

1. A signed cover letter (PDF format) that states the student's current degree program, estimated date of completion and institution.
2. List of all undergraduate and graduate degrees previously awarded, degree dates and awarding institutions.
3. Statement of the current position held and institution in the case of an applicant who already has a doctorate but that will be within one year of the degree date at the time of the Annual Meeting.

Those not selected as finalists to present in the Romer session may withdraw their abstract or preset it for review to the Program Committee for regular session consideration. The winner is selected from finalists on-site and announced at the Award Banquet.

6.1.4 Award

The winner of the Romer Prize receives a certificate and an award stipend of $750 both presented at the Award Banquet.

6.2 Colbert Student Poster Prize

6.2.1 Description

Selected and presented on-site at the Society of Vertebrate Paleontology's Annual Meeting, the Edwin H. and Margaret M. Colbert Prize recognizes an outstanding student poster presentation. The prize was named in honor of the Colberts' contributions to Vertebrate Paleontology.

6.2.2 Eligibility Requirements

1. Current membership in the Society is required.
2. The competition is open to all students who wish to present aspects of their graduate, or in exceptional cases, undergraduate Paleontologic research. Students must present in their title banner (see below) an affiliation with the academic institution where the research was or is being conducted.
3. The poster must be single authored.
4. One submission per year is accepted.
5. Awarded individuals may not enter the competition again.

6.2.3 Application Process

Applications are accepted via the abstract submission system via a check box to allow applicants to indicate their interest in applying. Posters in the competition will bear a specific marking to designate them as being part of the competition. Preliminary judging of posters will occur after poster set-up time but prior to the regular poster session (without the presenters present). Layout and content will count equally in the judging of posters. The panel will select five finalists. The Colbert Prize Panel will visit finalist's posters during the regular poster session to evaluate the presenter's knowledge of the material covered in the poster. The winner will be announced at the Award Banquet.

6.2.4 Award

The winner of the Colbert Prize will receive a certificate and an award stipend of $600 both presented at the Award Banquet.

6.3 Dawson Predoctoral Fellowship Grant

6.3.1 Description

The Mary R. Dawson Predoctoral Fellowship Grant recognizes and supports graduate student research excellence. This award recognizes research excellence and promotes a successful career in Vertebrate Paleontology by supporting the recipient’s dissertation research travel, data collection and analyses.

6.3.2 Eligibility Requirements

1. Current membership in the Society is required.
2. The applicant must be a PhD candidate (i.e., completed qualifying exam or equivalent) at time of application.
3. The successful applicant will be chosen on the basis of scholarly contribution of the proposed project, excellence in student professional activities, and leadership and promise of a productive and important professional role in Vertebrate Paleontology.

6.3.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

1. Detailed description of dissertation research project (three pages, single-spaced maximum) including the hypotheses to test and proposed methods, the intellectual merit of the proposed research and its broader relevance to advancing the field of Vertebrate Paleontology, and a brief outline of organization of the research, the timetable and logistics of the proposed project.
2. Budget and Justification Document (one page maximum) including a breakdown of how the Dawson Award would be used and a list of other research support (current and applied for), travel expenses, permit costs, professional expenses, supplies, additional expenses.
3. Curriculum vitae.
4. Literature cited.
5. Advisor Letter of Support with full contact information and a statement that the applicant has been admitted to candidacy for a PhD (or equivalent).
6. Non-advisor letter of support with full contact information.
7. Nominee photo.

6.3.4 Award

The Dawson Grant winner receives an award stipend of $3,000 and a plaque both presented at the Award Banquet.

6.4 Estes Memorial Grant

6.4.1 Description

The Richard Estes Memorial Grant was established to enhance graduate student research by providing an award at the Annual Meeting of the Society. The award is directed toward research in nonmammalian Vertebrate Paleontology, with emphasis on systematics, morphology, biogeography and paleoecology. The review panel especially welcomes projects involving one-off field-based activities.

6.4.2 Eligibility Requirements

1. Current membership in the Society is required.
2. Applicant must be a graduate student at the time of application.

6.4.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

1. Detailed budget information including travel and living expenses, permit and material costs and additional expenses as well as other funding for the project.
2. Project Description (three pages, single-spaced maximum) including the hypotheses, the broader relevance to Vertebrate Paleontology, a brief outline of the timetable and logistics of proposed project. State likely completion date for the research.
3. Letter of support from project advisor or major professor including full contact information.
4. Nominee photo.

6.4.4 Award

The Estes Grant winner will receive a $1,200 award stipend and a plaque both presented at the Award Banquet.

6.5 Jackson Student Travel Grants

6.5.1 Description

This program was developed to encourage student participation in the Society of Vertebrate Paleontology Annual Meeting.

6.5.2 Eligibility Requirements

1. Current student membership in the Society is required.
2. Enrollment at a recognized academic institution is required.
3. First author on a submitted oral or poster presentation, must apply for the award prior to receiving confirmation of abstract acceptance due to decision timelines. Final award decisions will be announced once abstract acceptance has been confirmed by the Program Committee.
4. Previous grantees are NOT eligible.

6.5.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

1. Submitted abstract title and authorship information.
2. Detailed financial information about additional funding already receiving to attend the meeting.
3. A personal statement describing how attending the Annual Meeting would contribute to the academic program.

6.5.4 Award

Travel Grant winners are provided a stipend check ($400 domestic/$600 international). Checks are provided to winners at the registration desk and a slide announcing the awardee names is displayed during the Award Banquet.

6.6 Patterson Award

6.6.1 Description

The purpose of this award, named in honor of Dr. Bryan Patterson, is to support student field work in Vertebrate Paleontology. Particular consideration is given to proposals for field work that

are innovative rather than routine, venturesome rather than predictable, unusual rather than run-of-the-mill.

6.6.2 Eligibility Requirements

1. Applicants and their sponsors must be current Society members.
2. Both undergraduate and graduate students are eligible to apply.

6.6.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

1. Written statement of how the award would contribute to the success of the work.
2. Budget for the project covering major categories.
3. Title and description of the project.
4. Nominee photo.

6.6.4 Award

The Patterson awardee receives a $2,000 stipend and a plaque both presented at the Award Banquet.

6.7 Taylor & Francis Best Student Article

6.7.1 Description

An annual award funded by Taylor & Francis, publisher of the *Journal of Vertebrate Paleontology*. The selection is handled by the Taylor & Francis Best Student Paper review panel. It is awarded to the best student first-authored paper published in the *Journal of Vertebrate Paleontology*.

6.7.2 Eligibility Requirements

1. Current membership in the Society is required.
2. The student must be the first author on the paper.
3. The manuscript must have been initially submitted no more than 18 months after degree is awarded and the reported research need not be restricted to the student's thesis work.
4. The contribution of each author to the paper must be declared in writing. This could be at time of submission or requested subsequently, if the paper is nominated by the editors for consideration.
5. The award made in any one calendar year shall be based on papers published in the *Journal of Vertebrate Paleontology* during the previous calendar year (papers in 'early view' are not eligible; they may be considered in the year they are published in print in the *Journal of Vertebrate Paleontology*).
6. Award Criteria: Quality and originality of research, importance to immediate community (e.g. fish, mammal, dinosaur workers), importance to broader Vertebrate Paleontology community, potential interest to the wider community in terms of public engagement as judged by the plain language/non-specialist paragraph written by the student first author to aid press releases and potential for paper to generate future research.

6.7.3 Application Process

Applicants utilize the submission system used to submit papers to *Journal of Vertebrate Paleontology*. A student first author shall declare during submission that the work qualifies for consideration for the *Journal of Vertebrate Paleontology* Best Student Paper Award by checking the appropriate box.

6.7.4 Award

There is a first place and second place winner designated for this category. The first place winner receives a plaque and an award check for $700. The second place winner receives a plaque and a check for $300. In the case that 2 qualifying winners cannot be identified, a single award of a plaque and $1,000 will be awarded. Funds for this award are provided annually by the Publisher, Taylor & Francis. The presentation for both stipend and plaque is made at the Award Banquet.

6.8 Gregory Award

6.8.1 Description

The Joseph T. Gregory Award honors outstanding service to the welfare of the Society of Vertebrate Paleontology. The review panel may consider applicants from previous years if there is a lack of current year nominees. In this case, the Chair should contact past (three year) nominators to inquire if they wish to re-activate their nomination and clarify if there is any new information to consider. The Chair must keep track of nominations and selections and pass this historical information on to future panel Chairs.

6.8.2 Eligibility Requirements

Nominees do not need to be members of the Society of Vertebrate Paleontology.

6.8.3 Application Process

Nominations are submitted directly to the Chair of this award, not via the online award application. Nominations are required to be accompanied by the following documentation**:**

1. One letter of nomination which includes the names of at least one, but up to three, colleagues who have agreed to write a Letter of Support should it be requested.
2. Additional Letters of Support from those named may be requested by the review panel or Executive Committee in order to make the final awardee selection.

6.8.4 Award

The winner of the Gregory Award receives complimentary registration for the Annual Meeting to include attendance at the Award Banquet at which time the prize is to be presented in the form of a plaque. No other reimbursement for travel or stipend is provided.

6.9 Skinner Prize

6.9.1 Description

The Morris F. Skinner Award honors outstanding and sustained contributions to scientific knowledge through the making of important collections of fossil vertebrates — it shall also be

made to those persons who encourage, train or teach others toward the same pursuits. The review panel may consider applicants from previous years if there is a lack of current year nominees. In this case, the Chair should contact past (three year) nominators to inquire if they wish to re-activate their nomination and clarify if there is any new information to consider. The Chair must keep track of nominations and selections and pass this historical information on to future panel Chairs.

6.9.2 Eligibility Requirements

Nominees do not need to be members of the Society.

6.9.3 Application Process

Nominations are submitted directly to the Chair of this award, not via the online award application. Nominations are required to be accompanied by the following documentation:

1. One (1) letter of nomination.
2. Letters of Support from at least two (2) but no more than four (4) colleagues provided as an attachment to the email communication to the Award Chair.

6.9.4 Award

The winner of the Skinner Award receives complimentary registration for the Annual Meeting to include attendance at the Award Banquet at which time the prize is to be presented in the form of a plaque. The winner is also provided a reimbursement up to $2,000 to help defray the cost of traveling to the meeting.

6.10 Lanzendorf PaleoArt Award

6.10.1 Description

The John J. Lanzendorf PaleoArt Prize was created to recognize outstanding achievement in paleontological scientific illustration and naturalistic art. These are the only art awards presented by the scientific community that specifically recognize accomplishments in paleontological visualization. PaleoArt is broadly defined as the scientific or naturalistic rendering of paleontological subject matter pertaining to vertebrate fossils. PaleoArt is one of the most important vehicles for communicating discoveries and data among Paleontologists, and is critical to promulgating Vertebrate Paleontology across disciplines and to lay audiences.

6.10.2 Categories

1. **Scientific Illustration**: works that are regarded as text-figures within the body of a scientific paper or as online supplementary material. Submissions must have been published in, or prepared for Publications in a research paper. The name of the research paper should be included as part of the submission.
2. **2-Dimensional Art**: works that typically would NOT be regarded as text-figures within the body of a scientific paper or as online supplementary material.
3. **3-Dimensional Art**: works that exist in the 3D physical (not digital) realm (e.g., sculpture).
4. **National Geographic Digital Modeling and Animation Award**: works, including animations, created in 3D digital programs. Submissions must have been published in, or prepared for Publications in a research paper. The name of the research paper should be included as part of the submission.

6.10.3 Eligibility Requirements

1. Submissions are limited to two examples of work completed by an artist or studio within the last two years that have not been previously submitted for the Lanzendorf PaleoArt Prize.
2. Awards are not limited to any particular vertebrate group, such as dinosaurs.
3. Applicants do not need to be members of the Society of Vertebrate Paleontology.

6.10.4 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

EACH 2 Dimensional (2D), 3 Dimensional (3D) and Scientific Illustration entry requires:

1. One (1) image which should not exceed 1.5 MB in .jpeg format
2. A title for the work.

EACH Digital Modeling and Animation entry requires:

1. One (1) animation clip of no more than 30 seconds plus one second of playback for title, artist, contact information and credit.
2. One still image of the animation with the same formatting specifications as for the 2-Dimensional, 3-Dimensional and Scientific Illustration categories.
3. The video will be accepted via a YouTube link only.
4. A title for the work.

6.10.5 Award

Winners of each category receive a plaque and a $600 stipend check (amount dependent on Sponsor's annual donation) both presented at the Award Banquet.

6.11 Hix Preparator's Grant

6.11.1 Description

The Marvin and Beth Hix Preparators' Grant is intended to further the field of Vertebrate Paleontology through the advancement of preparation and the study of materials and methods used to reveal and preserve fossil information.

6.11.2 Eligibility Requirements

1. Current membership in the Society is required.
2. Preference will be given to proposals for training apprenticeships and workshops – primarily travel expenses to learn or teach preparation.
3. Committee will consider any proposal which furthers the field of Vertebrate Paleontology through the advancement of preparation.

6.11.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

1. Total budget requested from the Society with travel, living, supply and additional expenses outlined. Include information about other funding you are receiving.
2. Project Description to include goals, objectives, relevant logistics and timetable. Must be a three-page, double spaced document.
3. Three letters of support (with full contact information for the person providing the letter (name, institution, phone and email address).
4. Curriculum vitae to include preparation and training experience.
5. Additional project personnel contact information and curriculum vitae.
6. Nominee photo.
7. If application is for preparation training, a letter of support from the trainer and one from the trainer's supervisor must be provided.

6.11.4 Award

The Hix Awardee is provided a plaque and an award stipend in the amount of $3,000 both presented at the Award Banquet.

6.12 SEDN - Program for Scientists from Economically Developing Nations

6.12.1 Description

This program was established to offer annual awards to promote opportunities for international scientists from nations with developing economies to present research at the Society of Vertebrate Paleontology Annual Meeting. This program provides funding for travel expenses that prove to be an obstacle for scientists from developing nations.

6.12.2 Eligibility Requirements

1. Have citizenship in, and currently reside in, an economically disadvantaged nation, as defined by a ranking of <0.75 on the UN Development Index.
2. Be first author on a submitted abstract for an oral or poster presentation.

6.12.3 Application Process

Application materials are submitted directly to the award Chair. Documents to be submitted are:

1. A completed application form.
2. An abstract (title limited to 255 characters, body limited to 2,200 characters). If an abstract contains a citation, reference, figure, caption or ad hominem statement, it will be automatically declined.
3. A one-page maximum (single-spaced) description of how the opportunity to present research at the Society's Annual Meeting will enhance the recipient's career goals in Vertebrate Paleontology.

6.12.4 Award

The SEDN awardee is provided reimbursement for travel and accommodation costs up to $3,000 based on submitted receipts and is also given complimentary registration to the meeting.

6.13 Romer - Simpson Medal

6.13.1 Description

The A.S. Romer - G.G. Simpson medal, the Society's highest award, is awarded for sustained and outstanding scholarly excellence in the discipline of Vertebrate Paleontology. The review panel may consider applicants from previous years if there is a lack of current year nominees. In this case, the Chair should contact past (3 year) nominators to inquire if they wish to re-activate their nomination and clarify if there is any new information to consider. The Chair must keep track of nominations and selections and pass this historical information on to future panel Chairs.

6.13.2 Eligibility Requirements

Nominees do not need to be members of the Society.

6.13.3 Application Process

Nominations are submitted directly to the Chair of this award, not via the online award application. Nominations are required to be accompanied by the following documentation:

1. A formal letter of nomination.
2. At least two (2) seconding letters of support. Each letter must bear the contact information of the person providing the letter (name, institution, phone and email address). Nominating and supporting letters should explain how the individual fits the criteria for the award, emphasizing the nominee's contributions to Vertebrate Paleontology over the span of his/her career.
3. Curriculum vitae of the nominee.
4. Nominees may include vertebrate paleontologists who have made outstanding and sustained contributions to the field from mid to senior career levels.

6.13.4 Award

The awardee is provided a medal presented at the Award Banquet, complimentary registration for the meeting and travel and accommodations reimbursed up to $3,000 based on submitted receipts. The awardee is also invited to present a brief (10-15 minute) speech during the award ceremony.

6.14 Honorary Membership

6.14.1 Description

Honorary membership is given in recognition of distinguished contributions to the discipline of Vertebrate Paleontology. Up to two honorees are named per year.

6.14.2 Eligibility Requirements

Nominees do not have to be a member of the Society of Vertebrate Paleontology.

6.14.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

1. A letter of nomination.
2. Three (3) additional letters of support. All letters of support should be compiled into one electronic file. Each letter of support must bear the contact information of the person providing the letter (name, institution, phone and email address).
3. Curriculum vitae of nominee.
4. Nominee photo.

6.14.4 Award

Awardees are provided a plaque to be presented at the Award Banquet and lifetime membership in the Society. See description of Honorary Lifetime Member in section 7.11.8 for a list of member benefits for this category. No other travel, registration or other stipend is provided.

6.15 Albert E. Wood Award

6.15.1 Description

The purpose of this award, named in honor of Dr. Albert E. Wood, is to support student research that involves museum and university vertebrate fossil and/or natural history collections. Proposals must be for collection-based work on some aspect of vertebrate evolution, with special attention given to those that greatly enhance the value of fossil material already residing in collections.

6.15.2 Eligibility Requirements

1. Applicant and sponsor must be current Society members.
2. Both graduate and undergraduate students may apply.

6.15.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

1. Description of the project (750 character limit).
2. Written statement (500 character limit) of how this award would contribute to the success of your collection-based work.
3. Budget with major categories.
4. Nominee photo.

6.15.4 Award

The awardee is provided a plaque and an $850 stipend check both presented at the Award Banquet.

6.16 Institutional Membership

6.16.1 Description

This program was established to increase access to electronic-based Publications and news of the Society of Vertebrate Paleontology for institutions based in areas with developing economies. The aim is to promote access by scientists and students to the scientific activities of

the Society. The program is particularly intended for those who are based at institutions with limited funds.

6.16.2 Eligibility Requirements

1. Nominations must be submitted by current Society members.
2. Eligibility is limited to institutions established in economically disadvantaged nations, as defined by a ranking of <0.75 UN Development Index.
3. Up to five institutions may be selected for Institutional Membership.

6.16.3 Application Process

Applications are submitted via the online award submission system. The following are required as supporting documentation for the application:

- Description of the institution's activities (one page, single-spaced) and how increased access to the Society would enhance research by scientists and students at the institution.
- Description of the institution's scientific role including the number of scientists currently affiliated with it, their scientific activities, the nature of any vertebrate collections housed there, and the number of students involved, with their university affiliations. Applications are enhanced by demonstration of an active role in teaching by the institution.
- Nominee/Institution photo.

6.16.4 Award

The awardee is provided a plaque and a $1200 stipend check both presented at the Award Banquet.

7 Policies/Procedures

7.1 Society Investment Policy

7.1.1 Introduction

It is the policy of the Executive Committee (Board) of the Society of Vertebrate Paleontology to treat all assets of the nonprofit organization, including funds that are legally unrestricted, as if held by the Society in a fiduciary capacity for the sake of accomplishing its mission and purposes. The basic investment standards shall be those of a prudent investor as articulated in applicable state laws.

The guiding principles of this investment policy range from low to moderate volatility for unrestricted and temporarily restricted funds, and low volatility for permanently restricted funds.

It is the responsibility of the Board to approve the Investment Policy of the Society and select an investment company and financial advisor.

It is the responsibility of the Treasurer to communicate with the investment advisor and carry out the approved investment policy.

It is the responsibility of the Financial Oversight Committee (FOC) to establish a long-term investment strategy designed to achieve the goals of the Society. This group also monitors all funds as related to investment procedures, and to review the investment portfolio performance annually. The Financial Oversight Committee shall also grant exceptions to this policy, Board guidelines, and investment objectives when deemed necessary. The Financial Oversight Committee shall recommend changes in this policy to the Board. In discharging its authority, the Committee can act in the place and stead of the Board.

It is the responsibility of the FOC to monitor performance relative to accepted indices (included below) and Society's accepted returns and losses (included below) and periodically make recommendations to the Board regarding retention or dismissal of investment company or financial advisor.

Investment assets included in this policy are those Society assets that are available for investment in the public securities markets as stocks, bonds, cash, or cash equivalents, either directly or through intermediate structures. Liquid assets are described in the Society's Gift Acceptance Policies, and are governed by those rules and not by these investment policies.

7.1.2 Committee Organization

The leadership and membership of the Board and the FOC shall be in accordance with the Society bylaws and policies.

The Treasurer shall receive monthly statements from the selected investment company and shall provide quarterly investment reports to the FOC and to the President of the Board.

The FOC shall meet quarterly and annually at the Society's Annual Meeting. The President of the Board or the Treasurer can call a special meeting when appropriate. FOC members shall be advised prior to meetings involving discussion of the investment portfolio.

7.1.3 Investment Objectives and Goals

The Society's primary investment objective is to preserve and protect its assets by earning a total return for each category of assets (Fund) that is appropriate for each Fund's time horizon, distribution requirements, and risk tolerance. Funds are separated for accounting purposes, but are combined within a single investment account with the approved investment company. They may include both temporarily and permanently restricted funds. Funds may be added or discontinued in accordance with Society policies and Federal NPO regulations.

The Estes Fund is a Society Fund invested separate from other Society Funds. It is a separate account with the approved investment company. The Estes Fund consists of both temporarily and permanently restricted funds.

Additional Funds include operating reserves and may include residual Funds invested with an investment company other than the currently selected company.

7.1.4 Long-Term Goals

Long-term goals are to be achieved over a five (5) year moving time period.

The total investment portfolio return (less withdrawals) should exceed the composite performance of the securities markets annually, after applicable fees. The securities markets are represented by the returns of the Standard & Poor's (S&P) 500 Index (equity), the Lehman Aggregate Bond Index (fixed-income), and 91-day Treasury Bills (cash equivalents), Morningstar/Lipper averages for a variety of fund types (mutual funds). These returns will be weighted according to the allocation of fund assets to each market.

7.1.5 Short-Term Goals

Short-term goals are to be achieved over a two (2) year moving time period.

The annual portfolio value losses should not exceed ten percent (10%) in any one year. The possibility of occasional moderate losses of less than three percent (3%) is accepted as necessary to achieve acceptable long-term results.

7.1.6 Investment Products and Asset Allocations

Allowable investment products include:

1. Direct Investments: money market accounts; short-term certificates of deposit (CD); U.S. Treasuries, and mortgage backed and zero coupon securities.
2. Electronically Traded Funds (ETF's): An exchange-traded fund (ETF) is an investment vehicle traded on stock exchanges, much like stocks. An ETF holds assets such as stocks or bonds and trades at approximately the same price as the net asset value of its underlying assets over the course of the trading day. Most ETFs track an index, such as the Dow Jones Industrial Average or the S&P 500. ETFs may be attractive as investments because of their low costs, tax efficiency, and stock-like features.
3. Fixed-Income Securities: medium- to long-term certificates of deposit (CD), U.S. Treasuries, mortgage backed and zero coupon securities, and high grade corporate bonds.

No issues may be purchased with more than 30 years to maturity.

Investments in securities of a single issuer must not exceed ten percent (10%) of the Society investment portfolio. Securities of the U.S. Government and its fully guaranteed agencies are excluded.

Stock Mutual Funds in combination, will comprise an investment in diversified portfolios of equities through mutual funds. These funds may include small, medium, and large cap mutual funds, and may include both growth and value funds.

Investments in individual stocks or separate stock accounts managed by an investment advisor are prohibited.

Actual asset allocations for the investment funds will be established and maintained by the Society within the range guidelines below:

Fund Type	Stock Mutual Funds	Fixed Income	Cash/Cash Equiv.
Operating Reserves	0%	0-50%	50-100%
Unrestricted and Temporarily Restricted Funds	30-60% (temporarily restricted funds show be at the lower end of this percentage spread)	35-75%	5-35%
Restricted Funds (permanently)	20% or less	80 – 100% based on preserving capital and generating enough capital to fund the award each year	5-20%

7.1.7 Stock Transfers by Donors to Society Funds

Any stock transferred to the Society by a donor must be sold after the transfer is completed. The sale should take place within one week after the completion of the transfer. Stock can be held by the Society only if it is a donor stipulation that is accepted by the Executive Committee.

7.1.8 Investment Restrictions

Society investment assets are to be managed with regard to the following restrictions for tax, risk, or mission purposes:

1. Tax-Based Restrictions: The Society is a charitable organization under § 501(c)(3) of the Internal Revenue Code. Consequently, its income is generally exempt from Federal and State income tax with the exception of income that constitutes Unrelated Business Taxable Income (UBTI). Since UBTI can be generated by leveraged investments (resulting in "debt-financed income"), the Society will not utilize leveraged investment strategies unless the Investment Committee grants a specific exception as described below.
2. Risk-Based Restrictions: The Society will not directly engage in commodities transactions or option strategies (puts, calls, straddles) nor will it invest in any non–publicly traded securities including but not limited to managed futures funds, hedge funds, private equity funds, or other alternative investments unless approved by the Committee as provided below.

7.1.9 Cash Flow Requirements

The Board will be responsible for advising the Treasurer and FOC in a timely manner of the Society's cash distribution requirements from any managed portfolio or Fund. Each investment company and advisor is responsible for providing adequate liquidity to meet such distribution requirements.

7.2 *Journal of Vertebrate Paleontology* Editorial Stipend Policy

Annually, the contracted publisher provides editorial staff support which increases by the CPI annually. Each year, $2000 will be retained to cover the expense of the editorial board meal provided at the Annual Meeting. Funds not used will be retained in the Society's accounts and may be used to cover miscellaneous editorial expenses such as gifts, appreciation plaques etc. not to exceed the $2000 total. The following journal volunteer editors are provided with the defined percentage of the remaining editorial staff support provided by the contracted publisher in the form of a stipend.

Senior Editors (2) = 30%
Managing Editor (1) = 12%
Technical Editors (3) = 7%
Memoirs Editor (1) = 7%

7.3 Protocol for Reporting a Violation of the Bylaw on Ethics

The Vice President is charged with convening a review panel for the purpose of responding to allegations of violations of the Society Code of Ethics, a code which became part of the Bylaws as of 1995.

All reports of a possible ethics violation should be sent in writing to the Vice President. The review panel may communicate with the accuser(s) if additional information is required, and may conduct independent research to verify information. In all situations, confidentiality will be of primary consideration for all parties.

The Vice President, on behalf of the Executive Committee and review panel, will conduct all communications with the accused. Based on these communications and independent research, the panel will report to the Executive Committee their findings and a recommended course of

action. The Executive Committee will discuss and decide on the final course of action and the Vice President with communicate the findings and decision to all involved.

7.4 SVP Gift Acceptance Policy

7.4.1 Introduction

The Society of Vertebrate Paleontology (SVP) is a private, not-for-profit entity that functions on revenue from membership dues, annual meeting registrations, journal subscriptions, and donations. This Gift Acceptance Policy exists to ensure that monetary gifts to the society are encouraged and accepted in a manner consistent with SVP's statement of society of purpose as defined in section 1.1 of the society handbook. This policy governs the acceptance and disposition of all gifts made to the society and whether such gifts are outright, based on annual donations from an individual, or from an estate. The policy relates to all types of monetary gifts received via direct contribution, investment transfers, estate planning or any other means of transfer of monies in the sum of $5,000 or greater. Gifts valued at $4,999 or under are considered minor gifts and do not require the process described in this policy. These sums are deposited directly into the designated existing fund as indicated by the donor or to the Legacy League if undefined. Donations in these amounts may not have any donor-designated restrictions. The Society does not accept gifts of real estate, personal property, or any tangible items that require an assessment of the value, liquidation, or require management or maintenance of the item itself or its disposition.

7.4.2 Oversight and Authority

The Development Committee is charged with the initial review of gift proposals. The Development Committee reviews proposals and makes recommendations to the Executive Committee, who has the ultimate authority on whether or not a gift should be accepted. Once the Executive Committee has made a final decision, the Executive Committee will communicate the decision to the proposer. The Development Committee composition is described in section 4.1.1 of the Society Handbook. If a member of the Development Committee or the Executive Committee has a special interest or personal connection to the donor or the proposed fund, that individual must recuse themselves from any discussions or decisions related to the proposal and must adhere to the decision made by their committee peers.

7.4.3 Proposal and Acceptance Process

Gift proposals may be presented to the Executive Committee, Development Committee or the Business Office. All gift proposals must be presented utilizing the template presented in Addendum A. No other formats, communications or verbal discussions can be considered and all society authorities must direct all inquiries to submit a formal proposal using the template. The proposal will be presented to the Development Committee for initial review to ascertain it's keeping in accordance with policy and the Society's mission and core values. The Development Committee then engages the Executive Committee and provides advice on the acceptance or denial of the proposal. It is the Executive Committee's ultimate decision to accept or decline the gift. The Business Office will act on whatever decision is made by the Executive Committee in processing the proposal and resulting donation once the proposal is formally accepted. Formal acceptance of a proposal comes in the form of a Gift Acceptance Memorandum of Understanding (MOU) as presented in the template in Addendum B. SVP welcomes gifts that fit within the definition as provided and will offer assistance as needed to ensure the successful

compilation of the MOU. If a proposal cannot be agreed upon either with the donor or within the Society, the gift is rejected.

7.4.4 Restricted and Unrestricted Gifts

Gifts subject to this policy (gifts $5,000 or greater) may be unrestricted or restricted. Unrestricted gifts are considered to be provided to the Society with no stipulations and will be utilized as determined, and at the sole discretion of, the Executive Committee. Once designated as unrestricted in the proposal, the donor releases any and all rights to the fund designation or use of the funds. In accepting a restricted gift, the society accepts the responsibility to administer and steward the gift in accordance with the written gift agreement as described in the Gift Proposal (Addendum A) and Gift Acceptance MOU (Addendum B). Gifts designated as restricted with the stipulation that monies are to be tracked independently of any currently held funds in a donor-named fund must meet a minimum donation deposit requirement of $50,000. The funds are deposited in the Society's investment account as part of the Legacy League Fund and tracked internally to note additions of new donations and percentage based interest and dividends. No gift will be accepted if stipulations require new account formation separate from current society accounts. The physical disposition of donated funds remains the sole discretion of the Society Executive committee and as advised by the Treasurer.

Other stipulations may apply to restricted donations such as the new fund's use to support a new award. However, new award proposals must also be approved and accepted by the Society's Award Committee in accordance with that Committee's review and approval procedures and criteria. New awards must recognize an area of research, study or work related to Vertebrate Paleontology that is not already covered by a current award and proposals must include a detailed description of how the new award meets an unfulfilled area. If a new award is proposed as related to the new fund, the donor may not have any input as to the award application procedures or criteria, the review or selection process, the award stipend or any procedures, decisions or involvement in the award process. The new award would be added to the Handbook and all criteria, administration etc. dictated by this Handbook as it does all other awards. Donors are prohibited from being members of the review panel or being review panel chairs for the award for which they have proposed. Donors wishing to create a new fund must agree to provide the Society the minimum requirement ($50,000) within a period of five years from the date of the Gift Acceptance MOU. If the donation minimum is not met, all previously donated funds will be transferred to the Society's Legacy League fund and utilized at the discretion of the Executive Committee and any previous agreements become void. Donations made by parties other than the initial donor may be considered in reaching the $50,000 minimum into a fund.

For accounting purposes, no new funds will be formally created as "restricted" funds but rather as funds tracked by Society contracted accountants and held within the Legacy League as part of the current investment account.

If a gift proposal includes restricted requirements of a new award, the Development Committee must work in conjunction with the Award Committee and Financial Oversight Committee in forming their recommendation to the Executive Committee. All three Committees must sign-off on the final Gift Acceptance MOU to demonstrate and record their approval.

If, at any time after acceptance of a restricted gift, it becomes impractical for any portion of the gift to serve the specific purpose for which it was donated and specified in the initial proposal and resulting MOU such as if the original purpose has lost relevance in the modern times, the

Development Committee may review the gift and recommend to the Executive Committee the reassignment of the gift to another society held fund which serves a purpose as similar as possible to the original intent of the gift. The definition of an original purpose becoming impractical or loosing relevance is at the sole discretion of The Executive Committee. The Executive Committee, at its sole discretion, reserves the right to change the designated purpose of the gift to a purpose that it deems most consistent with the wishes and intentions of the donor. Written notification of this reassignment will be provided to the initial donor or the designated assignee per the MOU describing the reason for the reassignment and new function of the funds.

7.4.5 Types of Gift Plans

Gifts to the Society may take one of two forms.

Outright Gifts - Outright gifts involve the permanent transfer of an asset by a donor to the Society without receipt of consideration or economic benefit by the donor in return for making the gift. Such gifts are placed at the immediate disposal of the Society via the Legacy League Fund and may be either restricted or unrestricted in purpose. Gifts of stock, mutual funds, bonds or other investment vehicles will be liquidated and consolidated with other Legacy League holdings upon receipt. Outright gifts are counted at face value once the Society owns the asset.

Planned Gifts - A planned gift is any gift, other than an outright gift of cash, which require some planning to bring to closure. Often, a planned gift enables donors to make larger gifts during their lifetime. In general, a planned gift can be an annual scheduled donation of incremental transfers to the Society or a bequest in the donor's will or other estate plan, e.g., trust. All donors who make a documented planned gift are eligible for gift recognition, however all policies must be adhered to including minimum transfers required to create new funds tracked by the Society. Only the actual monies received are considered to be finalized gifts. “Promised” monies accounted for in life insurance policies, wills, retirement plans etc. are not considered as gifts until the funds have been officially transferred to the Society accounts.

7.4.6 Accepted Assets

The following types of assets are welcomed by the Society as gifts:

- Cash
- Securities
- Retirement plan beneficiary designations
- Life insurance policies

The following criteria govern the acceptance of the gift types listed above.

Cash - Cash is acceptable in the form of currency, money orders, checks or electronic transfer (either through a wire transfer to the Society’s bank account or by a verified credit card transaction). The postmark date is the gift date for gifts of cash mailed to the Society. Checks should be made payable to “The Society of Vertebrate Paleontology”

Securities - The Society accepts publicly-traded securities which are securities regularly traded on a public stock exchange. It is the Society’s policy to sell all marketable securities on receipt. It is preferred that donors electronically transfer marketable securities directly to the Society’s investment account. Transfers made directly to the investment account are liquidated immediately and allocated per the Society's investment policy.

Retirement plan or Life insurance beneficiary designations - Donors may name the "The Society of Vertebrate Paleontology" as primary or secondary beneficiary of their retirement plans, including 403(b), 401(k), Individual Retirement Accounts (IRAs), and/or life insurance policies and qualified pension and profit- sharing plans. Gifts from retirement plans or life insurance policies may be established by sending a new beneficiary designation to the donor's plan administrator. Such designations will be recorded as pledges to the Society at the time funds are received.

7.4.7 Review Process and Criteria

In consideration of a proposal, the Committee will explore administrative and/or financial cost/benefit trade-offs. By ensuring sufficient oversight, the Development Committee assures the Executive Committee that a potential new initiative advances the Society's mission and values, and does so with a clear understanding of the associated costs and benefits. Gifts received by the society must not inhibit it from seeking gifts from other donors. All gifts must be designated to support the society, its awards, mission, or program support for society initiatives all in the field of Vertebrate Paleontology and at the discretion and approval of the Executive Committee.

7.4.8 Legal Considerations

Prospective donors should consult their own legal or financial counsel regarding the tax implications of a gift and matters related to estate planning. The Society does not provide the donor any legal counsel; advice or accounting services related to the gift in any respect and are not responsible for any resulting outcomes. Once a gift transfer is complete and deposited into the Society account, no refunds or cancellation of the donation can be made. All donations are permanent and irrevocable.

7.4.9 Accounting and Tracking

The society will maintain historical tracking of all donations and provide receipts and letters for tax purposes as needed. All fund distributions related to awards must adhere to the payout of the fund holdings determined by the Financial Oversight Committee of the Society and as functions within the Society's annual approved budget. All costs associated with the administration of the award will be deducted from the fund. If, due to administrative cost deductions or change in investment values, a fund falls below the minimum balance to support the payout determined by the Society, the Society may reduce the award stipend from that fund in any given year. If a fund is eliminated, the monies in the fund will be reallocated to other needs, as determined by the Executive Committee. In the case of a new award fund, money will not be distributed for awards until the fund contains the necessary minimum requirement ($50,000 or more). No new funds will be formally created as "restricted" funds but rather as funds tracked by Society contracted accountants and held within the Legacy League as part of the current investment account.

7.4.10 Donor Recognition

Donors to the Legacy League, which is the umbrella for all Society funds, should include appropriate letters of recognition as supplied by the Business Office for tax reporting purposes, inclusion in listings of Legacy League Members and any other individual actions of recognition the President and Development Committee wish to undertake individually. Major donors are described as donors making contributions $5,000 and above.

All information obtained from or about donors shall be held in strictest confidence by the society. The society will respect donor wishes in regard to all forms of recognition including options to remain anonymous. Standard procedures for donor recognition include posting of names in the annual program book. Donors will be recognized as requested in their proposal within the limits of the available avenues the society utilizes for recognition as defined by these standard procedures.

7.4.11 Revision to Gift Acceptance Policy

The Development Committees will periodically review these policies and make recommendations for revisions to the Executive Committee for its approval. The Executive Committee may also independently choose to review and update these policies.

7.5 Volunteers at Annual Meeting

The Host Committee organizes a number of volunteers to staff registration for the Annual Meeting. The meeting manager will provide the Host Committee a schedule of available hours required for registration activities such as bag stuffing, manning registration desk etc. This list is provided to the Host Committee in June of the meeting year. The Host Committee will provide the schedule of volunteers staffing registration functions by August 1st of the meeting year. Meeting management will then provide complimentary registration for these individuals. In the case that a volunteer has already registered, the fee will be refunded. Complimentary registration includes all concessions that are included in a regular paid registration for that year's Annual Meeting. No volunteers beyond the actual needs will be accepted or granted complimentary registration. The number of allowable complimentary registrations is limited to the number of volunteer staff required to fulfill the necessary registration and host desk services as determined by the vendor contracted Meeting Manager and is not to exceed 10 total complimentary registrations. No complimentary registration is provided for any other Annual Meeting events or functions. In order to qualify for complimentary registration, a volunteer must agree to a minimum of 12 hours of service to be provided during the annual conference onsite.

7.6 Officer Reimbursements

1. Concerning the Spring Meeting, Executive Committee members are to be reimbursed for economy, advance purchase airfare based on reasonable current airfare rates (round trip from home city), ground transportation, and hotel accommodations for two nights. Meals are also provided during the meeting.
2. Concerning the Annual Meeting, Executive Committee members are to be reimbursed for economy, advanced purchase airfare based on reasonable current airfare rates (round trip from home city), ground transportation, and one night's hotel stay to offset the early arrival necessary for attendance at the Executive Committee meeting. Complimentary registration is not provided. The President and Vice President are provided a complimentary guest room for the duration of the meeting via the concessions provided in the hotel contract.
3. There are no per diem allowances or any other reimbursable expenses provided to officers including but not limited to meals, banquet tickets etc.
4. Executive Committee Members are asked to commute to the relevant events where possible and reasonable.
5. Requests for reimbursement must be made within 3 months of the event. Request made after this limit will not be considered.

7.7 Program Committee Chairs and Host Committee Chairs

Program Committee Chair(s) (2 individuals) are to be provided complimentary hotel room nights (room and tax) for the duration of the conference. Airfare, registration and all other expenses are to be paid for by the individuals.

The Host Committee is provided 10 complimentary meeting registrations (complimentary registration includes all concessions that regular paid registration provides for the Annual Meeting that year) to be distributed by the Host Committee Chairs. All other expenses related to meeting attendance are to be covered by the individual and are not reimbursable by the Society.

7.8 Elections

The Nominating Committee shall evaluate annually the offices in the Society that will become open in the next year. A review of these positions is discussed and a slate of potential candidates is prepared for approval. The nominated candidates are to be considered based on the following:

1. Prior history of participation in Society activities (e.g., attendance at the Annual Meeting, appointed service on Society Committee, service in elected positions or offices).
2. Strength of scientific accomplishments and contributions.
3. Prior experience in administrative activities either of a general nature such as service in other scientific societies or of a specific nature such as providing expertise appropriate to a specific office.
4. The candidate should state willingness and availability to serve in the specific role.

Once an approved slate is obtained, membership status is confirmed, and candidates have accepted the nomination, elections for offices will be presented to the membership via an online survey in April or May. The elected individuals are announced at the Annual Meeting and take office at the conclusion of the Annual Business Meeting held at the Annual Conference. Refer to section 4.1.5 for the standard election process timeline.

7.9 Filling of Unexpected Officer Vacancies

In the case that an officer of the Society is unable or unwilling to complete their term, the President or current acting President, has the authority to name a replacement for the position with the approval of the Executive Committee members. This replacement will complete the original term. Replacements may be selected from previous election ballots or from the membership provided they fit the requirements for the open position.

7.10 Formation of New Committees/Task Forces

The Committees already present in the structure of the Society should be utilized in every way possible to cover any new Society initiatives, programs, investigations etc. In the case of a completely new concept that does not fall under a current Committee, a task force shall be formed once approved by majority vote of the Executive Committee after formal consideration and review. The named task force will be responsible for investigating the need for the new Committee, its permanent nature, membership and listing of authority, duties and responsibilities in this handbook. Temporary Task Forces may be formed by this careful review and consideration process to handle a specific short-term initiative or project for the Society if the task does not fall under a current Committee. No Task Force or Committee will be formed

without review and formal approval by the Executive Committee during the mid-year or Annual Meeting, or via electronic communications as necessary.

7.11 Membership

7.11.1 Procedure for Membership Application

The Society welcomes applications for membership from any person whose qualifications and interests have been demonstrated by experience and Publications. The individual may join the Society via online application and payment or via fax, If there is a question of the validity of an application, the final decision is to be made by the Membership Committee. Application for membership is not complete until payment has been received. All member applicants must sign (fax pdf or electronic online) the ethics statement. All membership types are on a calendar year basis. Dues received prior to November 1st are applied to that current calendar year. Dues paid after November 1st are applied to the next calendar year. You must be a member of the Society for the current calendar year to receive meeting registration discounts.

7.11.2 Criteria for Regular Membership

Individuals with a professional or personal interest in the topic are welcome to join the Society.

7.11.3 Criteria for Undergraduate/Graduate Student Membership

Students in undergraduate or graduate level studies are welcome to join. Students must provide a valid university or college identification card. An advisor or authorized academic official's signature is required as well.

7.11.4 Criteria for Second/Spousal Member

For those who live in the same household as an existing member.

7.11.5 Criteria for Developing Country Member

This category is for persons from a developing country as defined by the Least Developed Countries list created by the United Nations. This list is located at: http://www.unohrlls.org/en/ldc/related/62/.

7.11.6 Criteria for Junior Member

1. Open to individuals between 14-17 years of age (as of January 1 of the year of application).
2. MUST transition to another form of membership upon turning 18.
3. A parent or legal guardian must sign this application and agree to the ethics statement and all membership requirements
4. Provide a 250-500 word typed personal statement stating why they are interested in becoming a member of the Society of Vertebrate Paleontology.
5. Provide a letter of reference from a teacher, Society Member or person in the field of paleontology or related field)
6. No voting rights.
7. May attend Annual Meetings at the Student Member rate only if a parent or guardian accompanies them. The parent/guardian must be a registered attendee at the meeting (at the guest attendee rate if not a member) and attend all functions with the Junior Member.

7.11.7 Emeritus Membership

A member may be granted Emeritus status given they are a current paid member in good standing and have been as such consecutively for ten years or longer and have attained the retirement age. Requests are to be directed to the Membership Committee for approval. Members who wish Emeritus status because of prolonged disability from work may also apply but must fulfill the same tenure requirements. Emeritus members receive an online subscription to the journal.

7.11.8 Honorary Members

Honorary members are selected annually by nomination during the normal awards submission period. Up to two new honorary members may be named each year. Honorary members do not pay annual dues for the remainder of their relationship with the Society and receive an online subscription to the journal.

7.12 Copyright Permission Requests

The Journal does not charge for:

1. Authors to replicate their own work, regardless of where they are publishing.
2. Authors to republish copyrighted material in publications owned by not-for-profit organizations.
3. Students wanting to republish their work for educational purposes.
4. Republication of the abstract only.
5. Up to five copies for personal use.

The Journal charges copyright permission fees for:

1. Republication of copyrighted material in which they are not the author, in publications owned by for-profit companies.
2. Photocopying of more than five copies.
3. Anyone interested in obtaining the above permissions, can do so through the Copyright Clearance Center.

The Journal does not allow anyone to:

1. Republish an entire article (except in theses, dissertations, etc.).
2. Post an electronic article to a Web site other than the Journal's.

Authors wanting permissions for work from *Journal of Vertebrate Paleontology* or other Society published work should email the Business Office Publications Department for instructions on how to obtain the permission they seek.

7.13 Society Membership in Other Societies

The Society shall not be a paid, affiliate or voluntary member of any other organization unless the Executive Committee has reviewed the proposal and associated benefits and deemed the relationship beneficial to the membership and the profession of Vertebrate Paleontology as a whole. All current Society members are welcome to propose membership in any Society to the Executive Committee for consideration and processing. Memberships should be reviewed annually along with budgetary considerations to determine the value of continued membership.

The Society is currently (May 2013) a member of American Geosciences Institute (AGI) and the National Center for Science Education (NCSE) as these are productive relationships and offer Society members added benefits.

7.14 Annual Student Round Table Forum

This event is intended to show the Society's support of its student members and provide a forum for networking and educational opportunities. The event includes multiple round tables focusing on different topics as arranged and organized by the Student Liaison Committee and a reprint exchange area. If the budget allows, the Society will provide beer and soda at a limit of 2 drinks per person and will also provide small snacks (popcorn/nuts).

8 Addendums

8.1 Addendum A: Gift Proposal Template

THE SOCIETY OF VERTEBRATE PALEONTOLOGY
GIFT PROPOSAL

Section A:
Donor Name
Address
City, State, Zip
Phone
Email

In the case the donor is unavailable, designated an appointee:
Name
address
city, state, zip
phone
email
relationship to donor

Section B:
Donation Amount:
One time or planned gift
Asset description (ie cash, check, securities, life insurance policy, retirement plan designee)
Planned gift frequency
Fund to be credited: Current _____ or NEW (if New complete info in section C
Recognition (anonymous, standard society procedure or special requests)
Proposal Date:

Section C:
New Proposed Fund Name
New Proposed Fund Purpose
If new fund is to support an award or project, give detailed support of how the proposed award/project is different than current Society awards/projects and what niche it fills.

8.2 Addendum B: Gift Acceptance MOU Template

THE SOCIETY OF VERTEBRATE PALEONTOLOGY
GIFT ACCEPTANCE
MEMORANDUM OF UNDERSTANDING

Donor:
NAME
ADDRESS
CITY, STATE, ZIP
PHONE
EMAIL

Designee:
NAME
ADDRESS
CITY, STATE, ZIP
PHONE
EMAIL

Donation:
AMOUNT
ONE TIME/PLANNED
DATE BY WHICH PLANNED GIFT MUST REACH 50K IF APPLICABLE

Credited Fund:
CURRENT SVP FUND
OR
NEW ACCEPTED PROPOSED FUND NAME

Award/Project (if related to new fund):
NEW AWARD NAME or New PROJECT
(IF AWARD/PROJECT RELATED) Details of this award or project, application criteria, review process etc can be found in the society Handbook.

Recognition notes:
RECOGNITION SPECIAL REQUESTS

As the donor, I understand with this MOU and transfer of the gift into Society accounts, no refunds, cancellation, or reversal of the donation can be made. All donations are permanent and irrevocable. If my donation is in association with a new fund, I agree to provide the minimum funds as described above and if this requirement is not met, I understand that my donation and any other monies donated to this fund will revert back into the Society's general Legacy League Fund. Furthermore, I understand that as a donor I do not have any participation, say or influence over the award process and the Society retains full rights to govern all society awards. In the unlikely event that at some future time it becomes impractical such as if the original purpose has lost relevance in the modern times, and with the definition of an original purpose becoming impractical or loosing relevance being at the sole discretion of The Executive Committee, for any portion of the fund, I understand the society shall direct the principal and income be devoted to other society purposes as the Executive Committee deems most consistent with the wishes and intention expressed in the initial donation. All funds are held in in an investment account with “The Society of Vertebrate Paleontology” as the sole owner.

Donor Signature: _____

Signatures of designated Society representatives below confirm acceptance of this gift on behalf of the Society of Vertebrate Paleontology.

Society President: _____ Society Treasurer:_____

Development Committee Chair:_____

Award Committee Chair (if related to a new award):_____

Donation received and finalized on DATE by BUSINESS OFFICE REP