

# CONSTITUTION

## INTERNATIONAL WEED SCIENCE SOCIETY

*RATIFIED February 17, 1992*

*Revised June 8, 2000*

### **ARTICLE I - Name**

Section 1. The name of the society shall be the “International Weed Science Society” (IWSS) hereinafter called the “Society.”

### **ARTICLE II - Purpose**

Section 1. The purpose shall be to encourage, promote, and assist development of weed science and weed control technology.

Section 2. The Society is organized exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as tax exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

### **ARTICLE III - Objectives**

Section 1. To encourage and assist in the development of national and regional weed science societies.

Section 2. To promote and assist the development of meetings, conferences and special symposia on topics of international interest.

Section 3. To promote exchange and participation among individual members and weed science organizations. To develop a directory of weed science personnel and projects, and publish a calendar of important weed science events.

Section 4. To encourage excellence, high standards and creativity in weed science/technology research.

Section 5. To maintain liaison with relevant national and international organizations for the purpose of identifying, monitoring, and solving new weed problems.

Section 6. To promote, encourage, and assist education and training in weed science and technology.

### **ARTICLE IV - Membership**

Section 1. Membership shall be open to any person or organization interested in the objectives of the Society. Four types of membership are provided: (1) Individual, (2) Affiliate, (3) Associate, and (4) Sustaining.

Section 2. Individual Member. Any individual interested in participating and supporting the aims and objectives of the Society. All individual memberships completed during the organization year (January 1, 1976, to December 31, 1976) were automatically recognized as Charter Members. Similarly, all individual memberships who showed special financial support during the organization year were, in addition to receiving Charter Memberships, honored as Special Founder Members.

Section 3. Affiliate Member. Any Weed Science society that wishes to support and participate in the functions of the Society.

Section 4. Associate Member. Any other societies, associations, institutes, or departments interested in supporting the aims and objectives of the Society.

Section 5. Sustaining Member. Any industry or commercial organization, foundation, development bank, government department, or agricultural organization interested in the objectives of the Society and wishing to provide financial support.

Section 6. An individual or organization may cease to be a member by resigning or by failure to pay dues for two years.

#### **ARTICLE V - Dues**

Section 1. Dues for different categories of membership and method of collection shall be determined by the Executive Committee of the Society. Annual membership dues will become due March 1 of each year.

Section 2. In the event of the dissolution of the International Weed Science Society, the physical assets shall be sold and after payment of all debts, monies possessed by the Society shall be given in equal amounts, without let or hindrance to the regional weed science societies listed under Article VII by the Executive Committee holding office at the time of the dissolution.

Section 3. No part of the net earnings of the society shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Society shall be the promotion or use of propaganda, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Society shall not conduct any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or any corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

#### **ARTICLE VI - Officers**

Section 1. The Officers of the Society shall be the President, the Vice-President, and the Secretary-Treasurer. Each officer shall serve without financial compensation of any kind.

Section 2. The election of officers shall be by individual membership by postal or e-mail ballot.

Section 3. Terms of office. The Vice-President and Secretary-Treasurer will hold office for four (4) years. These terms of office shall begin at the conclusion of the International Weed Science Congress following the election. The Vice-President will assume the office of President at this time, also serving four (4) years. If the Vice-President chooses not to serve as President after their term as Vice President, this office will also be elected at the time of the regular election.

#### **ARTICLE VII - Executive Committee**

Section 1. The Society will be governed by an Executive Committee composed of the following members.

1. President, Vice-President, and Secretary-Treasurer, and Chair of the Finance Committee.

2. A representative or alternate elected from each of four regional weed science societies as follows:

APWSS - Asian-Pacific Weed Science Society

EWRS - European Weed Research Society

WSSA - Weed Science Society of America

WSSEA - Weed Science Society for Eastern Africa

3. Any duly constituted regional weed science society may apply for IWSS membership and a position on the IWSS Board of Directors.

4. Regional representatives from one or more of the following world regions will be appointed to a 4-year term on the IWSS Board of Directors by the President after approval by the Executive Committee.

Central American and Caribbean

South America

Eastern Europe

Middle East and North Africa

West and Central Africa

East and Southern Africa

Central Asia

5. A representative of international groups dealing with weed science such as UN/FAO, the World Bank, other international organizations, manufacturers of herbicides, and manufacturers of weed control equipment may be admitted upon request to the Executive Committee.

### **ARTICLE VIII - Amendments**

Section 1. The Constitution and By-Laws may be amended only by a majority vote of the membership. If it is impossible to obtain a vote from at least a majority of the members eligible to vote, the Executive Committee may act on behalf of the membership, provided such action does not affect the legal status of the Society.

Section 2. Adoption of proposed amendments shall require a two thirds majority affirmative vote of those voting on the amendment.

### **ARTICLE IX - By-Laws**

Section 1. The Society may adopt By-Laws proposed by the Executive Committee or by member societies and approved by the Executive Committee.

### **ARTICLE X - Meetings**

Section 1. Meetings may be held at such times and places as may be determined by the President in consultation with the Executive Committee.

### **ARTICLE XI - Committees**

Section 1. The President in consultation with the Executive Committee may appoint committees to conduct activities of the Society.

### **ARTICLE XII - Accounting Period**

Section 1. The accounting period shall be from January 1 to December 31.

## **BY-LAWS**

### **ARTICLE 1 -Duties of Officers**

Section 1. The President shall be the executive officer of the Society. He/She shall act as chairperson of the Executive Committee, carry out the spirit of the Constitution and the decisions of the Executive Committee, prepare an agenda and preside at all meetings of the society and Executive Committee, appoint committees, and perform other usual duties of the office.

Section 2. The Vice-President shall perform the duties of the President if the President cannot serve and shall perform other duties as requested by the President or the Executive Committee.

Section 3. The Secretary-Treasurer shall prepare minutes of the Society and Executive Committee meetings, prepare and maintain an up-to-date list of the officers, Executive Committee, and all other committees, receive and disperse monies of the Society in accordance with prescribed policies, maintain financial records and records of property, prepare records for annual audit, meet with designated auditors, and perform other duties when designated by the President.

### **ARTICLE II - Executive Committee**

Section 1. The Executive committee shall meet at least once a year to conduct the business of the society in accordance with the Constitution and by-Laws.

Section 2. The Executive committee shall have power to incur expenditure of funds in pursuance of the objectives of the Society. The annual budget will be prepared by the Finance Committee and authorized by the Executive committee. Funds not included as line items in the budget may not be spent without prior written authorization by a majority of the officers and a majority of the Finance Committee.

Section 3. The Executive committee shall call for nominations not less than six (6) months before elections.

Section 4. The selection of candidates for Vice-President and Secretary-Treasurer shall be made by the Executive committee from those nominated by members of the Society. The candidates shall not be from the same *world* region as the incumbent Vice-President.

Section 5. A simple majority (half, plus one) of the Executive committee, including the President or Vice-President shall constitute a quorum for transaction of Executive committee business. In the event a quorum is not obtained, the decisions of the Executive committee must be ratified in writing by a majority of the remaining committee members.

### **ARTICLE III - Authorization**

Section 1. The adoption of this Constitution and By-Laws shall render null and void all previous rules and regulations of the Society.

Revised Feb. 1998

# MANUAL OF OPERATING PROCEDURES

## DUTIES OF COMMITTEES

### 1. Awards Committee

The Outstanding International Achievement Award is to recognize significant contributions to international weed science. Outstanding contributions must be in at least two of the following areas: Research, Extension, Teaching, Publications, Administration (including service to regional societies), Involvement in industry or commercial sectors.

The selection committee will consist of three members, one designated as chair, and all appointed by the President and ratified by the Board of Directors

Criteria for the award are:

- a. The nominee must have been active in Weed Science but need not be a member of IWSS.
- b. Nominations must be made by a member of IWSS or a member of an affiliated society.
- c. The nominating letter and supporting material (including a complete curriculum vitae, publication record, employment history, current position, academic credentials, other awards and honors, and a statement of justification) must explain in general and in specific terms the nominee's outstanding contributions to international weed science.
- d. The nominee must have been contributed to or been active in international weed science for at least 10 years.
- e. Members of the awards committee are not eligible to receive the award.
- f. No more than two awards will be given.
- g. The award will be given only when a suitable candidate(s) has been identified.

No award will be given when there is only one nominee.

Nominees are to be judged by the Immediate Past-President, President, Vice-President, Secretary-Treasurer, Chair of the awards committee, and any other member designated by the President. Winners are decided by majority vote and will be announced at the annual business meeting of the Society.

Nominations should be sent to the Chair of the Awards Committee.

### 2. Finance Committee

The Finance Committee shall consist of the Secretary-Treasurer, the President and two others appointed by the President: a Chair and one other member. It will be the responsibility of the Finance Committee to direct the affairs of the Society in a way that provides the financial resources to meet the goals of the Society.

The Finance Committee shall:

- a. Analyze the financial situation of the Society and develop a long range financial plan for sound and orderly growth of the Society.
- b. Develop recommendations for a calendar year budget, financial reserves, investments, and dues for all levels of membership annually for approval by the Executive Committee and subsequently presentation at the annual meeting.
- c. Receive all requests of expenditures for non-budgeted items before payment.

- d. Develop approval and reporting processes for all non-recurring expenditures (primarily travel).
- e. Participate with the Secretary-Treasurer for the annual audit.
- f. Generate more revenue through a pro-active campaign with individual members and the donor community.
- g. Work with the Membership Committee to increase membership and ease the collection of members' annual dues by encouraging regional societies to collect dues in local currencies and exchange one lump sum into US dollars.
- h. Create an invested trust fund equal to the lifetime membership dues that will generate yearly revenue somewhat equal to a single member annual dues.
- I. The finance committee chair should play a role in financial management of the 4th IWSS Congress and subsequent Congresses by serving as Co-chair of the Congress Finance Committee.

### **3. Membership Committee**

The membership committee shall:

- a. Be chaired by the vice president
- b. Encourage all weed scientists, weed societies, and individuals to join IWSS.
- c. Determine types of membership and recommend fees to the Executive committee.
- d. Arrange to have regional and national societies set up posters or other forms of advertising at their meetings to solicit new members and make others aware of the Society's activities and importance.
- e. Arrange to have regional and national societies act as collection agencies for IWSS dues and send these dues to the IWSS Secretary/Treasurer.

### **4. Changes to the Manual of Operating Procedures.**

Changes to the Manual of Operating Procedures may be proposed by the board of Directors, in writing to the Board of Directors by any member, or in writing by a group of members to the Board of Directors. Changes may be acted upon by the board of Directors or by the assembled membership during the quadrennial IWSS congress.

### **5. Operating Procedures for IWSS Congresses**

A document that outlines the main features of a quadrennial IWSS Congress is available to any individual or national or regional weed science society that wishes to prepare an invitation to host a Congress. A copy may be obtained from the President of IWSS or any member of the Executive Committee.

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