

Added

Removed

## RESEARCH SOCIETY ON ALCOHOLISM STANDING RULES AND GUIDELINES

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## I. Elections and Leadership

As stated in the Bylaws, the RSA is governed by the Board of Directors. The Board consists of:

- 1). Nine (9) Elected Directors
- 2). Four (4) *Ex-Officio* Directors consisting of the Society's President, Vice President, Secretary and Treasurer
- 3). The Immediate Past President of the Society

The four (4) Ex Officio Directors and the Immediate Past President make up the RSA Executive Committee and are charged with holding monthly conference calls to conduct the business of the Society, to vote on matters or to put matters before the Board of Directors for voting purposes.

### A. Election of Directors and Officers

The Nominating and Election Committees conduct elections of RSA directors and officers. Elections will be held each year. Only Regular Members in good standing are eligible for nomination for elective position. No person is eligible for nomination by the Nominating Committee or by petition for more than one elective position at any one time. The Nominating Committee, with the help of the RSA Director, will determine the eligibility of nominees and ascertain whether the nominees are willing to stand for election and to perform the duties of the offices for which they have been nominated. Nominees must accept their nomination in writing. In the event a dual nomination occurs, the candidate shall choose the office for which he/she will accept the nomination.

At least five (5) months preceding the annual meeting date each year, the Chair of the Nominations Committee shall solicit nominations from the Nominating Committee and from Regular members. A notice will be sent to all ~~Regular~~ Members in good standing, soliciting nominations for elective positions, that includes the eligibility requirements for elective positions and the following instructions: 1) petitions for elective positions must bear the acceptance of the person so nominated; 2) petitions must be ~~signed or~~ endorsed in writing by at least ten (10) Active Members in good standing; 3) each member may nominate no more than one candidate for each vacancy; 4) the completed petition must be received by the Nominating Committee Chair at least one hundred twenty (120) days preceding the annual meeting date.

No less than three (3) months preceding the annual meeting of members each year, the Nominating Committee will transmit to the Board of Directors the names and addresses of nominees selected by the Nominating Committee and/or chosen by member-initiated petition for elected directorships and officer positions. In choosing nominees, consideration should be given to achieving a balanced representation of the research interests of RSA members on the Board of Directors. The number of nominees to be forwarded from the Nominating Committee shall be:

- a) for elected directorships - at least twice the number of directorships to be filled
- b) for officer positions - at least two (2) nominees for each office

The Administrative Director will prepare the ballot and distribute it to ~~Active Regular, Postdoctoral and Emeritus~~ Members in good standing no later than sixty (60) days prior to the annual meeting ~~each year. of odd-numbered years.~~ The ballot will contain a listing of the positions to be filled, the names and addresses of all candidates for each office and a brief biography of the candidates, ~~plus position statements from the officer nominees.~~ No distinction will be made as to which candidates were nominated by the membership vs. those nominated by the Nominating Committee. The order of appearance on the ballot shall be by alphabetical order. The Election Committee must receive all ballots three weeks prior to the first day of the annual meeting. The deadline for receipt of the ballot will be printed on the ballot. The Election Committee will be responsible for overseeing the tallying of the ballots, certifying the results to the president and resolving all controversies involving the election process. The Chair of the Election Committee shall appoint two tellers, with the approval of the President, to tabulate the ballots. The Election Committee Chair will oversee the counting of the ballots and tabulation of the results by the tellers. The candidates receiving the highest number of votes for their respective offices shall be declared duly elected. The Chair of the Election Committee will inform the Officers and Administrative Director of the results, and the President will notify the candidates of the outcome at least ten days before the annual meeting, to insure that the newly-elected officers attend the meeting.

The election results will be announced to the membership electronically before the annual meeting and at the Society's annual business meeting.

B. Terms of Office

a. Officers

The Vice-President, Secretary and Treasurer of the Society will take office during the Society's Annual Business Meeting (at the banquet) following the election. At this meeting, the immediate past Vice President succeeds to the office of President. The President and Vice President will serve a one (1) year term and shall hold office until the succeeding annual meeting of members following their election and until their respective successors shall have been elected and installed, or until their earlier death, resignation or removal. No President shall serve two successive terms except where the Vice President shall have been elected by the Society members and shall have become President due to the death, disability or resignation of the president. In this event, the Vice-President shall serve the remainder of the term of his or her predecessor as well as his or her own elected term. The Secretary and Treasurer will each serve a two (2) year term. A new Secretary will be elected in odd-numbered years and a new Treasurer in even-numbered years.

b. Board of Directors

Elected Directors shall serve a four (4) year term and shall hold office until the fourth succeeding annual meeting of members following their election and until their respective successors shall have been elected and installed, or until their earlier death, resignation or removal. There is no limit to the number of terms individuals may serve.

c. Immediate Past President

The Immediate Past President, if he or she shall have completed a full one-year term as president, shall serve as a Director for a one-year term commencing upon the expiration of his or her term as President and ending at the succeeding annual meeting of members.

d. Vacancies

President - If a President does not serve his or her full term, the Vice-President shall succeed to the office of President. In the case where the Vice-President was duly elected to the Vice-President's office by Society members, then the new President shall serve the remainder of the term of his or her predecessor as well as his or her own elected term. In the event where the Vice-President was appointed by the Board to fill a vacancy in the vice-presidency prior to a vacancy in the Presidency, then the Vice-President shall succeed to the office of President and shall serve only the remainder of the term of his or her predecessor. At the next biennial annual election, the office of President will be filled by direct election, as provided in the Bylaws.

Vice-President - If a Vice President does not serve his/her full term, the office shall be filled temporarily by the affirmative vote of a majority of the remaining Board of Directors until the next annual meeting of members. ~~at which biennial elections are held.~~ At this time, the office of Vice President, as well as the office of President, will be opened to election by Society members following normal procedures outlined in this document and the Bylaws.

Secretary and Treasurer - A vacancy in the office of the Secretary or Treasurer shall be filled temporarily by affirmative vote of the remaining Board of Directors until the next annual meeting of members at which biennial elections are held.

Board of Directors - Any vacancies occurring in the Board of Directors and any directorships to be filled by reason of an increase in the number of directors shall be filled temporarily by the affirmative vote of the majority of the remaining directors. A Director so appointed by the Board to fill a vacancy shall hold office until the next annual meeting of members at which biennial elections are held. At this time, any remaining unexpired portion of the term shall be opened to election by Society members following procedures outlined in this document and the Bylaws.

In the event that a President does not serve his/her full term, the Vice-President shall succeed to the office of President, with the provisos outlined earlier.

C. Office of the President

The president is the principal executive officer of the society and has general charge and supervision of its business and affairs. The responsibilities of the president include:

- Submitting to the Board for approval an annual budget which includes estimated expenses for the President's office and for support of the RSA office. This budget must be approved or disapproved in total by the Board (i.e., the Board does not have the authority to disapprove any particular items within the budget). If the budget is disapproved, a revised budget should be submitted by the President.
- Supervising and evaluating the RSA Office, including the Administrative Director and Assistant(s) (Section VI)
- Presiding over the annual business meeting and other member meetings as necessary
- Presiding over all Board of Directors meetings
- Appointing committee members and chairpersons, as outlined in the Bylaws, with advice of the Board of Directors and the membership
- Providing reports of the affairs of the Society as the Board may require
- Serving as an ex-officio member of each committee appointed by the Board, unless otherwise provided in the resolution creating such committee
- Performing all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time

D. Office of the Vice-President (President-Elect)

The Vice-President, in the absence or incapacity of the President, shall perform the duties of the President. When so acting, the Vice-President shall have all the powers and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors. **The Vice-President shall be a member of the Program Committee for the annual meeting during their term of office.**

E. Office of the Secretary

The Secretary shall in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or the Board of Directors. Specific responsibilities of the Secretary, with the aid of the Administrative Director, include:

- Keeping minutes of the meetings of the Board of Directors and members
- Giving all notices required by law or the Bylaws of the Society
- Conducting whatever correspondence the President or Board of Directors may require
- Serving as custodian of the seal of the Society
- Causing the seal to be affixed to all documents in accordance with the Bylaws

F. Office of the Treasurer

The Treasurer shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors. Specific responsibilities of the Treasurer, with the aid of the Administrative Director, include:

- Charge, custody of and responsibility for all funds and securities of the Society
- Maintaining complete and accurate accounts of the Society's receipts and disbursements
- Depositing all receipts in the name of the Society in such depositories as shall be selected by the Board of Directors with disbursement or disposition in the manner prescribed by the Board
- Maintaining all financial records of the Society and a current record of the standing of all members in respect to the payment of dues and assessments
- Periodically reviewing financial accounts of the Society, and rendering, upon request of the President or the Board from time to time, an account of all financial transactions and a report of the Society's financial condition
- Making recommendations to the President and the Board regarding fiscal policies of the Society.

G. Board of Directors

The Board is responsible for managing the affairs of the Society, including approval of the annual budget submitted by the President. The Board of Directors shall be composed of nine (9) elected Directors, four *ex-officio* Directors consisting of the Society's Officers (President, Vice-President, Secretary and Treasurer) and the Immediate Past President.

## II. RSA Membership

Five classes of membership exist within the RSA, i.e., regular members, student members, postdoctoral members, associate members and emeritus members.

#### A. Membership Categories

1. Regular Members of the Society are persons holding a PhD, MS, MD or equivalent degree who are engaged or interested in research in alcoholism or alcohol-related problems (including active alcohol researchers or those that are actively involved in alcohol research administration). ~~are investigators who have completed their formal training (have MD, PhD, MS or equivalent degrees) and who have made significant contributions to the literature on research on alcoholism or alcohol-related problems.~~ A subscription to the official journal is mandatory with this membership.

2. Student Members of the Society are investigators in the field of alcohol research who have not yet completed their formal training (e.g., graduate students) or received the terminal degree in their field. These members have such privileges as may be specifically prescribed by the Board from time to time, but are not eligible to vote or hold office. Their dues are set at one-half of that of the **Active Regular** Members and they have the option of subscribing to the official journal at a discounted student rate.

3. Postdoctoral Members of the Society are individuals who have received the terminal degree in their field within the last four years, and who are engaged or interested in research on alcoholism or alcohol-related problems. A subscription to the official journal is mandatory with membership, but these members receive the discounted student rate.

4. Associate Members of the Society are individuals who, although they are not research scientists, have made significant contributions to the fields of alcohol research or alcoholism prevention and treatment. These individuals are not eligible to vote or hold office in the Society, but may attend meetings at the member's rate. Their dues are set at ~~one-half of that of~~ the same as **Active Regular** members, and they have the option of subscribing to the official journal at the member's rate.

5. Emeritus Members of the Society are members who have retired from their professional duties and have chosen to be classified as emeritus. This status is available to Active Members of not less than 5 years standing. Emeritus status can be obtained by notifying the Chair of the Membership Committee, in writing, with a request for reclassification. Emeritus members retain all the rights and privileges of the membership class from which they transferred, but are not eligible to serve as Chairs of committees, officers or members of the Board of Directors. Dues shall be waived, with the option of subscribing to the official journal at the member's rate.

### III. RSA Committees

#### A. Standing Committees

Chairs of RSA standing committees are appointed by the President with the advice of the Board for two-year **or longer** terms. In general, the Chairs of the Standing Committees are selected from among the current committee membership. Exceptions to this rule can be made at the discretion of the President. The President or the Chair, with the approval of the President, selects the committee members. The composition of the committee memberships should represent the research interests of the Society in a balanced manner.

Each committee should meet during the annual meeting, **or by conference call or e-mail**, to conduct its business, and each committee chair should present an oral and/or written report to the Board of Directors at the annual meeting. If possible, a copy of the written report should be made available to the Board one month prior to the annual meeting. Each committee chair will be responsible for preparing a permanent record of decisions and how they were made by the committee. These records should be transmitted to the Administrative Director.

The creation or dissolution of standing committees requires approval by a majority vote of the Board of Directors.

1. Membership Committee. The Membership Committee, consisting of five or more members chosen to broadly represent the research interests of the Society, functions to review and approve membership applications. The Chair of the committee will receive applications **electronically**; submitted using forms available from the Society's website, and send copies of each completed application to each member of the committee **electronically within 5 days from the deadline as soon as possible**. Nominations for Student membership may be made only by **Active Regular** Members. Applications will be evaluated independently

by each committee member, and decisions reported to the Chair. The Chair will record the votes and report the results to the Board of Directors at the annual meeting, providing a typed list (in alphabetical order) of applicants approved for the various membership categories. The original copy of each application should be retained at the Society Office, where they will be kept on file indefinitely.

2. Nominating Committee. The Nominating Committee will be chaired by the Immediate Past President of the Society and will consist of at least 4 additional individuals chosen to broadly represent the areas of research interest of the Society. The Nominating Committee will correspond at least five months prior to the annual meeting **each year in odd-numbered years**, at the direction of the Chair, to solicit nominations for officers and Board members. Special skills, administrative backup, expertise and area of research interest are to be considered in selection of nominees. Consideration should be given to maintaining balanced representation of all areas of research interest of the Society when nominations are suggested. At the same time, the Nominating Committee Chair will prepare and distribute, with the aid of the Administrative Director, a notice to all Active Members, soliciting nominations for elective positions. This notice will bear the following instructions: 1) all nominations must bear the acceptance of the nominee, and must be ~~signed or~~ endorsed in writing by at least 10 Active Members; 2) only Active Members are eligible for nomination; 3) no person shall be eligible for nomination to more than one elective position at any one time; 4) members may nominate no more than one candidate for each vacancy. In the event of a dual nomination, e.g., by the Nominating Committee and by petition, the nominee shall choose the office for which he or she wishes to be nominated. Nominations must be received by the Chair of the Nominating Committee at least 4 months preceding the annual meeting. Within 30 days of the close of nominations (three months prior to the annual meeting) the Nominating Committee will construct a list of candidates (individuals nominated by members and by the Nominating Committee, in alphabetical order) and submit it to the Board of Directors. The number of nominees for directorships shall be at least twice the number of directorships to be filled; there must be at least two nominees for each office. Once the candidates have been approved, the Nominating Committee Chair will construct a ballot and submit it to the Administrative Director.

3. **DISBAND SINCE VOTING AND TALLIES ARE DONE ELECTRONICALLY.** ~~Election Committee. The Election Committee will consist of at least three members: a Chair, appointed by the President, and two tellers, appointed by the Chair with the approval of the President. None of these individuals shall hold an elected office or be nominated to run for an elected office. The Election Committee is responsible for establishing voting procedures, overseeing the tallying of the ballots, certifying the results to the President and resolving any controversies associated with the voting process. Ballots will be sent by the Administrative Director to the Active Members no later than 60 days prior to the annual meeting. All completed ballots must be received by the Administrative Director no later than three weeks before the annual meeting and sent to the Election Committee Chair. The deadline for receipt of ballots must be printed on the ballot, and ballots received after that time will not be counted. The Election Committee Chair will oversee the counting of the ballots and tabulation of the results, and will notify the Board of Directors of the results. The candidates receiving the highest number of votes for their respective offices shall be declared duly elected. The newly-elected candidates will be notified by the President no later than 10 days before the start of the annual meeting, and the results will be announced to the Society members at the Society's annual business meeting.~~

4. **DISBAND – EXECUTIVE COMMITTEE HANDLES THESE RESPONSIBILITIES** ~~Finance Committee. The Finance Committee will consist of five members, one of whom shall be the Treasurer. The members shall be chosen to broadly represent the research interests of the Society. The Finance Committee evaluates and provides advice on the financial activities of the Society. This committee is charged with consulting a tax advisor regarding the non-profit status of RSA and ensuring compliance with the State and Federal tax codes. The committee must approve any single expenditure of \$5000 or more by the RSA office, if such expenditure has not been included in the annual budget approved by the Board. The committee periodically reviews the financial records of the Society, preferably quarterly, and makes recommendations regarding matters pertaining to Society finances. The Treasurer reports these recommendations to the Board of Directors at the annual meeting.~~

#### B. Other Committees

Chairs of RSA committees are appointed by the President with the advice of the Board for variable terms. The President and/or the Chair, with the approval of the President, selects the committee members. The composition of the committee memberships should represent the research interests of the Society in a balanced manner. Each committee chair should present an oral and/or written report to the Board of Directors at the annual meeting and may also present a report at the annual Business Meeting of

the RSA. If possible, copies of written reports should be made available to the Board one month before the annual meeting.

1. Awards Committee

The Awards Committee will consist of **at least** five members, **who have all already been recognized with a Distinguished Researcher Award**. The members shall be chosen to broadly represent the research interests of the Society. The committee is charged with reviewing nominations for and selecting the recipients of the Distinguished Researcher Award, the Young Investigator Award, **the Lifetime Achievement Award and the Henri Begleiter Excellence in Research Award**, based on a rating system that is designed and agreed upon by the Committee. Requests for nominations are included in the initial meeting packet which is **posted online sent to the membership** in October. **The committee is also charged with selecting, based on a rating system, student and postdoctoral symposia speakers for Memorial Awards which honor RSA members who have passed away during the year between meetings.** Note: The Board of Directors selects the recipients of the Sexias Award and the Benefactor Award.

2. Education Committee

The Education Committee will consist of **at least** eight members, chosen to broadly represent the research interests of the Society. The Education Committee will focus its efforts on communicating information pertinent to scientific and professional development to junior and senior investigators (examples of past activities include: poster awards for young investigators at RSA meeting; student/postdoc lunch with senior investigators at the RSA meeting; “grantsmanship” workshop at RSA meeting).

3. Fundraising Committee

The Fundraising Committee will consist of **at least** five members and has the primary responsibility for soliciting donations from organizations, companies, philanthropic societies and other businesses. The committee, with the aid of the Administrative Director, will submit grant requests as required by the “companies”.

4. Government Affairs and Advocacy Committee (GAAC)

The GAAC will consist of **at least** eight members, with a **National** Advocacy and **Public Education** Subcommittee consisting of additional four or more members. The committee has the primary responsibility for communicating with the lobbying agency hired by RSA to promote Congressional support for alcohol research (currently Williams & Jensen). The committee will be responsible for directing and evaluating the lobbying efforts, and reporting to the Society regarding the effectiveness of this effort. In conjunction with lobbying activities, committee members may be asked to provide testimony to Congress or other agencies (e.g., Department of Defense); to facilitate meetings of RSA members with their Congressional representatives; to provide appropriate language regarding alcohol research for inclusion in Congressional and other reports; and to inform Society members of opportunities to write to their Congressional representatives in support of funding for alcohol research.

5. Publications Committee

The Publications Committee will consist of **at least** four members, **including the Editor and Deputy Editor**. The Committee is responsible for negotiating and overseeing financial arrangements with the official RSA journal, *Alcoholism: Clinical and Experimental Research* (i.e., negotiation of publication contract, annual review of the Editorial Office budget). The Committee also elects Editorial Board members. Recommendations for the 24 Editorial Board members from RSA are solicited from the Editor, Associate Editor, Reviewing Editors, Editorial Board members, Publications Committee members, RSA Board and RSA members. The Committee prepares a ballot, based on those suggestions, from which it elects RSA Editorial Board members (12 ISBRA Editorial Board members are selected by ISBRA). **The number of Board Members is subject to change.** An important consideration is an individual’s track record in reviewing manuscripts. Editorial Board members serve a five-year term.

~~The committee will consist of seven members with the responsibility to review and rewrite text posted on the Website as necessary in order to keep the contents current and accurate. The committee solicits and evaluates suggestions from Society members and the Board regarding contents of the website. The committee works closely with an outside website provider under a negotiated agreement. The website should be a source of current information, and includes: Society purpose and goals; current committee membership and activities; public and legislative activities; employment opportunities in alcohol research; information about the RSA meeting; membership application information, etc.~~

6. Program (Meeting) Committee. The composition and responsibilities of the Program Committee are outlined in Section IV.

#### IV. Organization of the Annual Meeting

The Annual Meeting of the RSA is the responsibility of the President, the Program Committee, the Local Facilities Organizer (Staff ~~i.e., a meeting planning company~~) and the Administrative Director (Director). The Program Committee Co-Chairs are appointed by the President up to 1½ years in advance of the annual meeting. The Co-Chairs (usually representing the areas of biomedical and psychosocial research) choose committee members who broadly represent the areas of research interest to the Society. The Staff is responsible for all on-site organizational aspects of the meeting; the Program Committee is responsible for all aspects of the scientific portion of the meeting; and the Director is responsible for meeting mailings, processing of program submissions and registrations, coordination of all aspects of the meeting, and on-site managing of the RSA Registration Desk. All key elements of the meeting shall be approved by the President.

##### A. Hotel Requirements for the Annual Meeting of the RSA

To accommodate the program and other activities for the RSA Annual Meeting, the following provisions are required:

- hotel rooms (800-900 rooms) to accommodate up to 1600 registrants/guests with provisions (including lower cost hotels) for extra persons in a room so as to keep costs at a minimum for younger members of the Society; complimentary rooms, which are based on room utilization, shall be available for individuals at the discretion of the President.
- the hotel shall, by contract, hold rooms for 3 years in advance and ensure that contracted room rates are valid even if the meeting does not fill the entire block of rooms held;
- the hotel shall, by contract, not advertise during the RSA meeting, availability of rooms at lower rates than RSA registrants pay;

The hotel shall provide:

- one large room to accommodate 1000+ people (for plenary sessions);
- eight meeting rooms (breakouts acceptable) to accommodate 200-250 persons each (symposia/workshop sessions);
- a poster area to accommodate 250-300 posters with sufficient space for comfortable traffic flow and refreshments;
- an exhibit area in close proximity to the poster area to accommodate up to 15 exhibitors;
- conference rooms to accommodate 15-30 persons for various board meetings, standing committee meetings or other meetings;
- a room serving as the RSA office/storage room, equipped with a telephone;
- a room serving as a speaker ready room and press interviews;
- a registration area consisting of a registration booth (or tables) with a telephone (local calls only), four hand-out tables, two message boards, 4 easels and 4 waste baskets. Registration area shall be in close proximity to the RSA office/storage room;
- a table for individuals to fill out various forms;
- all meeting rooms must have an audio system with microphones for the speaker and chair of the session; LCD projector (supplied by RSA); large, high-quality projection screens enabling easy viewing from the back of the room; black-out screens, when needed, for effective presentations; clear viewing from any seat in the room (no obstructions such as chandeliers or pillars); a lighted lectern for the speaker; a chalkboard (or equivalent) for speakers to use during question/answer sessions; sound proofing to prevent "cross-talk" between rooms during simultaneous sessions; laser pointers for presentations

(supplied by RSA); a table and chairs at the front of the room for speakers; and conveniently located lighting and environmental controls..

B. Location of the RSA Meeting

Three years prior to the meeting date, the Immediate-Past President, the current President and the President-Elect (collectively known as The Presidents) will select the host city/facilities. The Presidents shall request proposals for specific sites from the Staff and/or the Society membership. Selection will be made after site proposals have been submitted by the Staff or by a current RSA member. Proposals shall contain the following information:

- the name and location of the proposed hotel/institution meeting site;
- dates for the meeting (held normally in the month of June, Saturday-Thursday) and the expected weather conditions during the proposed dates;
- the anticipated cost for accommodations in the host hotel, nearby hotels, and lower cost hotels for students and postdoctoral fellows;
- the cultural points of interest in the host city;
- transportation facilities in the host city; and
- proximity of airports, driving distances from major cities, and shuttle service availability/cost

The final decision concerning the meeting date and location will be made by The Presidents.

Following selection of the meeting site (and up to 1½ years before the meeting), the President will appoint Program Co-Chairs. These Co-Chairs will serve as members of the Program Committee for the meeting prior to the one for which they will act as Program Committee Co-Chairs. The Program Committee, President, Local Facilities Organizer and Director must work very closely and communicate on all aspects of the meeting. It is important that the Program Committee Co-Chairs have a good working relationship and are in frequent contact concerning the scientific quality and scheduling of the program.

The Program Committee Co-Chairs will submit to the President for approval a list of at least 22-44 members to serve on the Program Committee. Past chairs of the Program Committee may serve as members of the current committee to provide further continuity. The Program Committee shall meet and/or communicate by mail, e-mail and/or telephone to formulate general policy the year before the meeting they program.

C. Responsibilities of the Staff

The Staff has the responsibility for all on-site organizational aspects of the meeting. These include:

- providing The Presidents with requested site proposals;
- after the host facility is selected, negotiating final contract terms with host hotel and nearby hotels, overseeing Presidential approval of contracts and payment of required deposits, reserving room blocks at the host hotel and nearby hotels (for overflow and lower-cost rooms);
- obtaining copies of all contracts upon signature, obtain menus with pricing for meeting functions and a per-person budget for on-site expenses (i.e., meal functions, a/v costs, meeting room expenses);
- sending the web-manager print-ready copies of the lodging reservation form, lodging information sheet, activities/tours sign-up sheet, map of general area of the host city showing the host hotel and nearby hotels who have contracted with RSA, and a general information sheet including such topics as airports servicing the host city, local weather, transportation/shuttle services, local dress customs, etc. (all by February 1st of the meeting year);
- collecting lodging reservation forms and deposits (noting the receipt date for proper tracking for first-come first-served reservations), ensuring that lodging requests are delivered to and processed by the hotels in a timely manner, including confirmations being sent to registrants;
- arranging for an opening reception the evening prior to the first day of the meeting, a banquet the last night of the meeting, continental breakfasts each morning, refreshments during poster sessions, and coffee breaks in the mid-morning and mid-afternoon each day of the meeting; scheduling the Board meeting, committee meetings, and the meeting of the Editorial Board of Alcoholism: Clinical and Experimental Research, arranging appropriate food functions and maintaining communication with the President, committee chairs and the editor as necessary.
- ensuring that a/v equipment is present and that there are trained personnel to run the projectors (recruited by the Director);
- assigning sessions to specific meeting rooms and ensuring that meeting rooms are set up as specified (i.e., classroom, theater);

- displaying professional quality directional signs for symposia, workshops, etc.;
- providing a hospitality room, speaker ready room and press room;
- locating and arranging for delivery/pick-up of 2-sided boards (approximately 75 boards, 4'x8' - 2 posters mounted per side ) for mounting posters;
- providing information on local tourist activities, restaurants, shopping areas, etc.; and
- settling accounts with the hotels and other facilities and preparing a final financial report.

#### D. Responsibilities of the Program Committee

The Program Committee is responsible, **with the aid of the Administrative Director**, for all aspects of the scientific portions of the annual meeting. These items include:

- soliciting abstract submissions, reviewing and selecting abstracts, organizing abstracts into sequential order according to pre-selected categories, indicating breaking points for which abstracts will be presented during the 3 poster sessions (different days, normally Sunday, Monday and Tuesday);
- soliciting, reviewing and selecting plenary speakers, symposia/workshop/roundtable sessions (it is the prerogative of the President to select plenary speakers if he/she wishes);
- scheduling all scientific sessions, poster sessions, banquet, coffee breaks and free afternoon;
- ensuring that the current RSA Distinguished Researcher Awardee (DRA) and the previous year's RSA Young Investigator Awardee (YIA) participate by presenting a plenary talk. The DRA's presentation shall be mid-way through the meeting and the YIA's presentation shall be on the last day of the meeting; and
- coordinating any pre- or post-meeting workshops/satellites

#### E. Responsibilities of the Administrative Director

The Administrative Director is responsible for meeting mailings, **online postings**, processing of program submissions and registrations; coordination of all aspects of the meeting, and on-site managing of the RSA Registration Desk. These items include:

- preparing (with final approval from the Program Committee Co-Chairs and the President) and mailing (by October 15th of the year prior to the meeting) to members and non-members the initial meeting card, **then posting online** a general meeting announcement, call for abstracts, program proposal form, ~~topics/plenary speakers suggestion form~~, abstract forms and instructions, list of abstract categories, ~~author index cards~~, calendar of events, credit card payment form;
- sending an exhibitor's prospectus to past exhibitors and prospective exhibitors;
- arranging for CE credit, if possible
- designing and processing Student Meeting/Junior Investigator award applications and working closely with NIAAA **Conference Grant representative (RSA Member)** throughout the award process;
- designing and processing Student Luncheon and **Post-Doc Dinner** invitations and working closely with the RSA Education Committee pertaining to the Student Luncheon and **Post-Doc Dinner**;
- reviewing evaluation forms and implementing changes when warranted;
- receiving program proposals (deadline – **early December**); creating a data-base of proposals; and sending proposals with a computerized list of category selections, proposal titles and authors to the members of the Program Committee and the President (**by mid-December**);
- receiving abstract submissions and fees (deadline – **early January**); creating a data-base of abstracts; and sending abstracts with a computerized list of category selections, abstract titles and authors to the members of the Program Committee and the President (**by late January**);
- preparing (with final approval from the Program Committee Co-Chairs and the President) and mailing (by February 15th of the meeting year) to members and non-members the second meeting card, then posting online meeting packet information containing the preliminary program, registration materials, pre- and post-meeting workshop/satellite flyers, material about the meeting site (hotel and city), hotel registration form, form requesting possible session preferences for attendance (to be used to determine which sessions will be scheduled into which meeting rooms), credit card form, CE information;
- sending notification of acceptance or rejection to symposium/workshop/roundtable organizers (by late February) and abstract submitters (by early April);
- sending abstracts in scheduled (numerical) order to *Alcoholism: Clinical and Experimental Research* for publication in the abstract supplement issue (late March);
- **electronically** mailing registration confirmations/receipts to registrants, **for those not registering online**;
- processing abstract fees and registration fees;
- preparing the final program book listing the contributors, **RSA Board of Directors**, RSA committees, projectionists, award winners, outline of all scientific sessions/meeting events, detailed schedule of

- scientific sessions/meeting events, abstracts of oral presentations, poster session schedule and listing of poster numbers, titles, authors, affiliations, city, state, zip code and country;
- recruiting, scheduling and organizing projectionists (approximately 20) to work at the meeting;
- having program cover designed;
- ordering supplies (i.e., name badges, portfolios, award plaques);
- shipping materials to the meeting;
- managing the RSA Registration Desk area (i.e., desk, hand-out tables);
- collecting and tallying evaluation forms;
- preparing all necessary final reports (i.e., financial, credits, contributors); and
- being aware at all times during the meeting process for areas that need changes/additions and for needs that should be met

#### F. RSA Abstracts.

RSA abstracts are published in a special supplement issue of *Alcoholism: Clinical and Experimental Research*. An adequate number of ACER Abstract Supplements will be available for all meeting attendees. All subscribing members will also receive the abstract volume as part of their subscription. ~~Non-members attending the meeting will receive a complimentary copy of the abstract issue.~~ ACER Abstract supplement will be available online a couple of weeks prior to the meeting – even for non-subscribers at no charge.

#### G. Financial Aspects of the Meeting

1. The Director ~~Local Facilities Organizer and Program Committee Co-Chairs~~ shall consult with the ~~Executive Committee President, Treasurer and Director~~ regarding the budget for the annual meeting. Although the RSA subsidizes part of the meeting, it does not have sufficient funds to cover the expenses for the entire meeting. Thus, it is up to the ~~Fundraising Committee President, Director and Finance Committee Chair~~ to seek funding for the meeting. Other than plenary speakers and certain VIPs, all other participants are expected to pay their own expenses (i.e., registration, lodging, airfare, etc.). The RSA will provide:

- \$2,000 ~~\$1,000~~ honorarium, registration fee and minimal expense reimbursement for plenary speakers
- a waived registration fee and, when possible, room upgrade for Program Committee Co-Chairs
- all meeting room/catering costs associated with programs sponsored by the Education Committee

Note: Pre- and post-meeting sessions are financially independent.

2. The Staff shall prepare a budget, including a per-registrant cost, that covers the following items: a/v equipment, poster board rental, meeting rooms, social functions, including the opening reception, coffee breaks, the banquet and other (cocktail parties, hospitality suites), RSA committee breakfast/lunch meetings, and lodging for staff, projectionists and VIPS.

3. The Director shall prepare an “estimated” Meeting Income/Expense Report one month prior to the first day of the meeting. After all meeting income has been received and expenses have been paid, the Director shall prepare an “actual” Meeting Income/Expense Report and distribute this report to the Officers and Board Members ~~and Finance Committee Chair~~.

4. The registration fee shall be jointly set by the President, Local Facilities Organizer and Director. The registration fee for the meeting shall be determined based on the per-person costs associated with attendance at the meeting. Non-RSA members shall be charged \$100 more than RSA members, and accompanying persons shall be charged a registration fee adequate to cover the cost of the banquet and other social activities. Late registration (which shall cost more than cancellation) in all categories can be appropriately increased. There shall be a clearly-stated cancellation policy (e.g., full registration fee refunded, minus a \$50 handling fee, up to 15 days prior to the meeting). Student members’ registration fees shall be one-half, or less, that of the members’ registration fee. Student non-member fees shall be \$50 more than student member fees. Postdoctoral members’ fees shall be \$100 more than fees for student members. Postdoctoral non-members’ registration fee shall be the same as the regular member fee.

#### H. Practical Guidelines for a Successful Meeting

- a sound scientific program of high quality with a balanced representation of topics;
- cohesive meeting facilities, preferably under one roof or at least in close proximity, with sleeping rooms for registrants easily accessible to the meeting complex;

- meeting rooms of adequate size with good projection/viewing capability and high-quality audio equipment;
- the lighting and projector easily controlled in the rooms;
- comfortable areas for informal scientific discussion near the meeting rooms;
- exhibits of pertinent scientific apparatus and literature, centrally located;
- a social program to introduce registrants to cultural aspects of the host city, and to provide meaningful opportunities for registrants to become acquainted;
- explicit and complete advance information to registrants about activities and timetable, submission of abstracts, payment of registration fees, transportation from airports and within the city, hotel reservations, location and hours of registration, and other details;
- efficient operations during the meeting with the registration area conveniently located and staffed with knowledgeable people who can provide information about all aspects of the meeting

#### I. A Handy Timetable

June, the year before the meeting: The Program Committee Members, President and Director shall meet to plan goals for the upcoming meeting, and begin the process to gather and review material needed for the first **posting**/mailing to the membership.

October: The Director, in consultation with the President, Program Committee Co-Chairs and Staff, shall obtain information regarding local arrangements, and design the initial meeting packet, containing the meeting announcement, oral presentation submission forms and abstract submission forms.

Early December: Deadline for receipt of oral presentation proposals.

Late December: Reviews of oral presentations shall be finalized.

Early January: Deadline for receipt of abstracts.

Mid-February: Numerical order of accepted abstracts shall be determined.

Mid-February: The Director, in consultation with the President, Program Committee Co-Chairs and Staff, shall obtain pertinent information, and design the preliminary program packet, containing registration and lodging information.

Early May: The Staff shall begin to finalize all meeting/sleeping room arrangements. The Director shall confirm that all aspects of the meeting are on schedule (ordered supplies, registrations, speaker's notifications, exhibitors, contributions, etc.)

June: A successful meeting.

July: The Staff will finalize all expenses pertaining to the local facilities. The Director will finalize all reports pertaining to the meeting.

#### J. Guidelines for Pre- or Post-Meeting Sessions

Pre- or post-meeting sessions may be organized in conjunction with the RSA annual meeting. However, organizers must take note that such sessions are financially independent of the RSA. Thus, registration fees must be set with all budgetary items taken into consideration; organizers cannot rely on the RSA for financial support, and are encouraged to obtain support from appropriate sources.

Pre- or post-meeting sessions shall be scheduled either immediately prior to or after the main meeting, shall be held in the immediate geographic area of the main meeting, and shall be timed to allow attendees to obtain the most favorable airfares. The topic of the program is at the discretion of the organizer, but shall be approved and coordinated with the Program Co-Chairs of the RSA meeting to avoid overlap. If the pre- or post-meeting sessions are organized in parallel with the annual meeting, then information concerning these sessions can be posted with information for the main meeting.

To facilitate organization of these sessions and meet any expenses **the room, catering and A/V costs will be posted to the RSA Master Hotel Account, and then organizers of these sessions will be invoiced after the meeting. A credit card guarantee will be required. ~~the RSA may loan the organizer up to \$1,000. It is expected that these funds will be repaid to the RSA at the end of the pre- or post-meeting session. At the~~**

~~organizers' request, any profits incurred may be held by RSA to be earmarked as seed money for future pre- or post-meeting sessions.~~

K. Guidelines for Joint Meetings with other Societies

A legally binding contract must be signed by the Presidents of all participating Societies prior to any financial expenditures pertaining to Joint Meetings with the RSA. The terms of the contract shall be considered the Standing Rules for the Joint Meeting in question. The contract must contain no less than the following:

- name, office address, phone numbers, etc. of all participating societies;
- names, addresses and phone numbers of the Officers and Board Members of all societies involved;
- dates and location of the meeting;
- terms for dividing remaining funds after all income and expenses have been calculated, the membership ratio of the registrants shall be considered (i.e., RSA members, other participating societies' members, non-members of any of the participating societies); and
- breakdown of responsibilities to be performed by each of the participating societies.

V. **Registered Office**

The RSA shall have and continuously maintain in the State of Texas a registered office. The RSA Office will employ an Administrative Director (Director) and an Administrative Assistant (Assistant), plus temporary staff as needed. The Director will be responsible for all administrative duties required to run the RSA. The Director shall report directly to: 1) the President on all matters pertaining to the RSA; 2) the Treasurer ~~and Finance Committee Chair~~ on financial matters pertaining to the RSA; and 3) the Program Committee Co-Chairs on matters pertaining to the annual meeting. As needed, the President will ask for advice and/or a vote of the Board of Directors before giving approval for professional matters that are not covered in the Bylaws or Standing Rules of the RSA. The Director and/or the Assistant will be responsible for the following:

MONTHLY:

- pay monthly bills/payroll and meeting expenses under \$4,000 from the RSA Office Account, pay bills and payroll of over \$4,000 from the RSA Master Account and pay the Editorial Office bills and payroll from the RSA Journal account;
- deposit checks, balance bank statements and prepare financial reports (quarterly and annual meeting) [hired accountant prepares and files tax forms, quarterly employee taxes and audit services];
- process credit card payments and reports;
- process RSA annual dues (i.e., enter into the computer, deposit payments);
- update members' information (i.e, address, phone, e-mail);
- send list of paid members/subscribers to the publisher of the RSA journal;
- keep e-mail addresses updated and send out bulk e-mails as requested; and
- send updates, additions, changes and corrections for the RSA's web-page to the web-manager

QUARTERLY:

- prepare and mail annual dues notices (initial notice in November for the next year's dues, second notice in March, third notice in July and final notice in November of current year);
- with advice and approval of the **Executive Committee** ~~Finance Committee~~, -invest funds appropriately in high-yield, but safe investments (e.g., CDs, money market accounts);
- process financial statements and mail to President, Treasurer and Finance Committee Chair;
- process new members (add to data-bases, send acceptance letter and dues notice); and
- ~~-send list of members who have paid their ISBRA dues through the RSA Office, and a check for the amount of the dues, to the ISBRA Office;~~

ANNUALLY:

- create an annual budget including estimated expenses for running the office and the annual meeting; submit the budget to the **Executive Committee** ~~President and Treasurer~~ for approval.
- update **and maintain an online member's directory**; ~~addresses and design a members' directory for distribution in August, allowing for changes to members' information through the end of the annual meeting;~~

- design and mail ballots **electronically** ~~(odd-numbered years)~~ for new officers and Board members; obtain names of nominees from the Nominations Committee Chair and obtain bio-sketches for nominees;
- collect ballots **online and submit results to the Elections Committee Chair the day after voting closes;** ~~and express them to the Election Committee Chair for tabulation;~~
- send various correspondence to committee members, help prepare committee reports for the annual meeting; follow through with various requests from the committee members;
- prepare Annual Board Meeting Agenda (with input from Officers, Board Members and Committee Chairs), distribute Agenda and previous year's Board Meeting Minutes to the Officers and Board Members two weeks before current Board Meeting, assist Secretary in taking the minutes of the Meeting; and
- prepare Annual General Membership Meeting Agenda (with input from Officers, Board Members and Committee Chairs), distribute Agenda and previous year's General Membership Meeting Minutes to the Officers and Board Members two weeks before current General Membership Meeting, assist Secretary in taking minutes of the General Membership Meeting

ANNUAL MEETING:

- see V. Organization of the Annual Meeting, E. Responsibilities of the Administrative Director, within this document.

AS NEEDED:

- process mail-out** various requests for information about RSA and membership applications;
- order letterhead, envelopes and other forms;
- maintain office/computer equipment, order office/computer supplies
- resolve all professional matters so as to maintain the RSA as an organized, scientifically sound and attractive membership organization;
- implement new responsibilities and/or programs