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# **SOCIETY ON NEUROIMMUNE PHARMACOLOGY (SNIP)**

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## **Bylaws of the Society**

### **Handbook of Policies and Procedures**

#### **MISSION STATEMENT**

The mission of the SNIP is to: promote research and serve as a reliable source of information in the pharmacology, immunology, and neuroscience of the neuroimmune axis; foster exchange of information and ideas on neuroimmune pharmacology by holding an annual SNIP Conference, maintaining a Society web site ([www.s-nip.org](http://www.s-nip.org)), and supporting and promoting the Society journal, the Journal of Neuroimmune Pharmacology (JNIP); increase understanding of the etiology, prevention, and treatment of neuroimmune disorders; define the neuroimmunomodulatory properties of neuroimmune innervations and regeneration, and of endogenous and exogenous neuroimmunomodulatory substances, such as hormones, neuropeptides, neurotransmitters, cytokines, chemokines, and substances of abuse; promote translational research and a better understanding of the role played by infectious diseases, such as AIDS, and of inflammation and stress in disorders of the neuroimmune axis; and encourage financial support from funding agencies, industry, and the SNIP membership to effect the SNIP mission

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## BYLAWS

### Article 1. Name, Mission, and Nonprofit Status

1. The name of this society shall be the SOCIETY ON NEUROIMMUNE PHARMACOLOGY (SNIP).
2. MISSION STATEMENT. The mission of the SNIP is to: promote research and serve as a reliable source of information in the pharmacology, immunology, and neuroscience of the neuroimmune axis; foster exchange of information and ideas on neuroimmune pharmacology by holding an annual SNIP Conference, maintaining a Society web site ([www.s-nip.org](http://www.s-nip.org)), and supporting and promoting the Society journal, the Journal of Neuroimmune Pharmacology (JNIP); increase understanding of the etiology, prevention, and treatment of neuroimmune disorders; define the neuroimmunomodulatory properties of neuroimmune innervations and regeneration, and of endogenous and exogenous neuroimmunomodulatory substances, such as hormones, neuropeptides, neurotransmitters, cytokines, chemokines, and substances of abuse; promote translational research and a better understanding of the role played by infectious diseases, such as AIDS, and of inflammation and stress in disorders of the neuroimmune axis; encourage financial support from funding agencies, industry, and the SNIP membership to effect the SNIP mission.
3. The Society shall be a NONPROFIT ORGANIZATION.
  - a. The organization is organized exclusively for scientific purposes under section 501 (c) (3) of the Internal Revenue Code.
  - b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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 this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code
  - c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### Article 2. Executive Committee and Board of Directors

1. The Society shall have five officers, President, President-elect, Past President, Secretary, and Treasurer. These officers shall comprise the EXECUTIVE COMMITTEE of SNIP and the

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President will serve as chair. The Executive Committee, in consultation with the Council (see below), shall be responsible for the day-to-day operation of the Society and the entire executive committee must approve all actions taken by individual members of the committee. The executive committee will also serve as the BOARD OF DIRECTORS of the Corporation.

2. The PRESIDENT shall serve a 1 year term. The President will have primary responsibility for the scientific meeting and other activities of the Society. The President shall act on behalf of SNIP and in consultation with the Council and Executive Committee. The President in consultation with the Council and Committees shall plan and implement the Society's regular scientific meeting and will also represent SNIP in discussions with the general public and scientific communities.
3. The PRESIDENT-ELECT shall serve for 1 year before becoming President. During this time he/she will serve as a member of the Executive Committee and assist the President in the day-to-day operation of the society.
4. The PAST PRESIDENT shall serve for 1 year subsequent to being President. During this time he/she will serve as a member of the Executive Committee and assist the President in the day-to-day operation of the society.
5. The SECRETARY shall serve for 3 years. The duties of the secretary shall include: a) recording minutes of all business and Council meetings; b) maintaining society records; c) handling correspondence of the Society.
6. The TREASURER shall serve for 3 years. The duties of the Treasurer shall include: a) collecting dues, registration fees, etc.; b) handling financial arrangements for meetings; c) dispensing funds to pay SNIP expenses; d) preparing and submitting a yearly financial report at the Society's regular scientific meeting.
7. VACANCIES. Should the Office of President become vacant, the President-Elect shall become President and serve the remainder of the term as well as the succeeding term. Should the position of President-Elect become vacant between the annual election and Annual Meeting, the newly designated President-Elect shall assume office. Should the office of President-Elect become vacant between the Annual Meeting and annual election, or if the President-Elect designate shall be unable to assume office, Council shall by majority vote elect a member of Council to serve in an interim capacity until a replacement can be elected. Should the Office of Secretary or Treasurer become vacant between the annual election and the meeting, the newly elected Secretary or Treasurer shall assume office upon the vacancy. If the Office of Secretary or Treasurer becomes vacant before the election, the Council shall by majority vote elect a Councilor to serve in an interim capacity for the vacant office until the next duly elected candidate assumes the office of Secretary or Treasurer.

### **Article 3. Council and Governance**

1. The Society shall be governed by the COUNCIL. This body shall be composed of the Executive Committee (consisting of five members) and ten COUNCILORS. Six of the

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Councilors will be at-large members. The remaining four Councilors will be elected chairs of the key standing committees for Meetings, Membership, Communications, and Early Career Investigators. Of the ten Councilors, at least two will be from outside the United States.

2. Councilors shall serve 3-year terms, shall be members of the society, and shall be representative of the Society's interdisciplinary membership. The Council shall meet at the regular scientific meeting for the purpose of setting policy, goals, actions, and initiatives of the Society. As stated above, the day-to-day operation of the Society is the responsibility of the President and Executive Committee in consultation with the Councilors.
3. The Council may be supplemented by APPOINTED COUNCILORS (up to 4) for the purposes of enhancing the society governance. These councilors are non-voting members of the council. These appointments are at the discretion of the Council and appointed councilors are appointed for one year, renewable for 1 additional year, according to the guidelines in the Society Policies and Procedures handbook.
4. The business year for SNIP will be 1 year in length. This will coincide with the calendar year. The length of the business year can be changed by a majority vote of the Council.
5. VACANCIES. Should an elected chair of a key standing committee (Meetings, Membership, Communications, and Early Career Investigator) become vacant, Council shall either schedule a replacement election as soon as possible or, by majority vote, elect a member of Council to serve in an interim capacity until the annual elections and a replacement can be elected. Should an at-large Councilor position be vacant, this position may remain vacant until the next election. In either case, those elected to these positions begin a new 3-year term.

#### **Article 4. Committees**

1. The Society shall have various STANDING COMMITTEES appointed by the council to facilitate the various initiatives of the Society. These committees can include, but are not limited to, the: a) Meetings committee; b) Membership committee; c) Communications committee; d) Early Career Investigators committee, e) Committee on Underrepresented Groups, f) Finance and Audit committee, g) Journal Publication committee; h) Nominating committee, i) Public Relations committee, and j) Awards committee.
2. In addition, the President, with approval of the Executive Committee, may appoint various Ad hoc committees to assist in the Society's business. These committees may consist of both members and non-members of the Society.

#### **Article 5. Newsletter and Web Page**

1. A Society NEWSLETTER will be distributed at least annually. The Council in coordination with the Communication Committee will appoint an EDITOR to serve one-year renewable terms. The composition and content of the Newsletter will be the responsibility of the Editor in consultation with the Committee and the Council.

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2. A Society WEB PAGE will be developed by a WEBMASTER appointed by the Council in coordination with the Communications/Publications Committee. The Web Page will publicize the initiatives and activities of the Society and disseminate expert information on the science of neuroimmune pharmacology.
3. A Society JOURNAL will be maintained through a contractual relationship with a Journal Publisher approved by the SNIP Council. The journal will be called the Journal of NeuroImmune Pharmacology (JNIP). JNIP will have an Editor-in-Chief (EIC) who is a SNIP member chosen by majority vote of the SNIP Council. The term of office of the EIC will be 5 years, renewable by majority vote of Council. The EIC will be an ad hoc, non-voting member of the SNIP Council. The operations of the journal will be guided and monitored for SNIP by a Journal Publication Committee (JPC) comprised of the EIC and the Executive Committee. The JPC will function according to SNIP by-laws and the stipulations of contracts, agreements and guidelines between SNIP, the Publisher and the EIC.

#### **Article 6. Election of Officers and Councilors**

1. The NOMINATING COMMITTEE shall be composed of a chair, who is the Secretary of the Society, and the other members of the Society Executive Committee.
2. A request for nominations for officer and councilor terms that are ending according to the timetable in Article 6.6 shall be sent to the Members with a request for nominations. The nominating committee shall then develop a slate of nominees (who must be members in good standing of the society. There may be one to three nominees for each office. The nominating committee should take into consideration the representation of scientific disciplines, with due regard to proposals received. The proposed slate of nominees shall then be announced to the membership.
3. Additional nominations may be made by petition of 10 members of the society in good standing and must be received by the nominating committee within 2 weeks following announcement of the slate of nominees.
4. Ballots shall be sent via email to all charter, regular, and emeritus members at least 2 months prior to the regular scientific meeting with a return deadline of 1 month. Marked ballots shall be returned via email or land mail to a designate of the secretary for verification and recording.
5. Election of nominees shall be by a simple plurality of the votes cast. In case of a tie vote, the council shall decide the winner by majority vote.
6. The TERMS OF OFFICE are as follows. The president, president-elect, and past-president will serve a term of 1 year. The secretary and treasurer will serve terms of 3 years. The councilors will serve staggered terms of 3 years with no more than half of the council turning over in any one year. The secretary may serve multiple consecutive terms, the treasurer may serve a maximum of 3 consecutive terms, while other officers and councilors may serve no more than two consecutive terms.

7. **REMOVAL FROM OFFICE.** An Officer or Councilor who is found to carry out the duties of office in a manner counter to the interests of the Society may be removed from office by vote of 66% of the other Council members.

## **Article 7. Membership and Dues**

There shall be seven classes of membership in the SNIP: 1) charter member; 2) regular member; 3) patron member; 4) emeritus member; 5) trainee member; 6) affiliate member; and 7) corporate member.

1. A **CHARTER MEMBER** is a special designation and was solicited at the beginning of the Society. Charter members were asked to contribute a special, one-time, membership fee. Thereafter, these members will pay regular dues depending on the category below. Charter members shall hold a doctoral degree and will have made significant scientific contributions in the field of neuroimmune pharmacology.
2. A **REGULAR MEMBER** will normally hold a terminal degree in the individual's discipline and will have a record of scientific publications in the field of neuroimmune pharmacology. Exceptions will be made for those individuals without terminal degrees who have made significant contributions to the advancement of the field. Applications for regular membership will be made in writing to the secretary. All applications shall be reviewed by the Membership Committee that must approve each new member. A list of membership nominees will be sent to Council for final approval. Regular members will be able to hold office, submit papers to the regular scientific meeting, and will have full voting privileges. The amount of dues will be proposed and set by a vote of the Council.
3. A **PATRON MEMBER** will be a strong advocate and supporter of the Society and will contribute a one-time, single payment, lifetime membership fee; annual dues will not be subsequently required. A Patron Member will be a significant contributor to the field of neuroimmune pharmacology and will serve as a life-long supporter of the Society.
4. An **EMERITUS MEMBER** will be a person who has been a regular member for at least five years but is no longer actively engaged in research and wishes to maintain an interest in the field. Applications must be made in writing to the Secretary and reviewed and approved by the Membership Committee and Council. Emeritus members have full voting privileges. Annual dues for emeritus members are the same as for regular members but can be waived upon request made to the Membership Chair who will seek approval from Executive Committee before making decision on request.
5. A **TRAINEE MEMBER** will be a pre- or post-doctoral trainee, medical student, or resident physician who is conducting active research in the field. A recommendation to the Membership Committee by the trainee mentor or supervisor is required. Trainee members have no voting privileges. The annual dues for a trainee will be less than a regular member.
6. An **AFFILIATE MEMBER** will be an individual or corporation not wishing to be a member of

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the society, but wishing their names and addresses included in the membership list for reference purposes. Applications must be made in writing to the Secretary and reviewed and approved by the Membership Committee and Council. Affiliates may participate in the regular scientific meeting but cannot hold office in the Society and do not have voting privileges. The annual dues for an affiliate member are the same as the regular member.

7. A CORPORATE MEMBER will be a corporation or other organization wishing to support the mission and goals of the Society through the donation of unrestricted funds. The Council will set the various levels of support.
8. The deadline for payment of annual dues is January 1<sup>st</sup> of each year. Nonpayment of dues for one year shall be considered equivalent to a request for resignation from the Society. Membership can be reinstated upon resolution of the reason for termination including the payment of back dues.
9. All classes of membership in SNIP are entitled to a reduced registration fee for the regular scientific meeting.
10. Expulsion. In extraordinary circumstances Council may expel from the Society a member whose actions are counter to the purposes of the Society. Said member shall be given written notice of expulsion and the reasons therefore, and shall have the right of appeal to Council.

## **Article 8. Financial**

1. Dues will be used to pay for the general expenses of running the Society as well as costs associated with running the regular meeting of the Society. These expenses can include items such as postage, printing, rental of rooms, supplies, legal, travel, and accounting costs.
2. Other sources of revenue for the Society are meeting registration fees, advertisements on the Society web page, and funding from government, industry, and private foundations. Obtaining funds from these sources shall be the responsibility of the President, Executive Committee and the Council. As indicated in the Handbook, the President is the official signatory for any documents pertaining to society business or actions, excluding federal grant applications that are to be signed by the SNIP Treasurer and submitted through SNIP.
3. The financial assets, revenues, expenditures, and capital funds of the Society shall be reviewed annually by an independent Certified Public Accountant. A financial statement of the Society shall be presented to the membership at the annual business meeting.

## **Article 9. Regular Scientific Meeting**

1. One scientific meeting will be held every year and shall be organized by the President in consultation with the Council. The interval between meetings can be changed by vote of the Council. This meeting will be held on a rotating basis at various geographical locations. Attempts will be made to periodically hold the meeting concurrently with a major national or



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international scientific organization.

2. The MEETING FORMAT may include symposia, workshops, platform presentations, roundtable discussion, and poster sessions. All papers submitted by members (except affiliate members) shall be included in the program without being subject to a review process.
3. The BUSINESS MEETING of the Society shall be held at the regular scientific meeting. The President shall be responsible for arranging and conducting the business meeting. The Secretary shall be responsible for recording the minutes of the business meeting. All the officers of the Society shall report on his/her activities for the Society during the past year.
4. The treasurer shall present the financial statement of the Society. A quorum for this meeting is defined as 1/10 of the eligible voting membership. Resolutions will require a simple majority to pass.

## **Article 10. Implementation and Changes**

1. The initial bylaws were circulated for approval to individuals who have in the past actively been involved in promoting the mission and founding of the society and to others who indicated such an interest in writing. Ratification required, and received, approval by more than 50% of the responders.
2. The SNIP Handbook details the Policies and Procedures to be followed in carrying out these Bylaws and the business and operation of the society.
3. Processes for Changing Bylaws and Handbook
  - a. All additions and changes in SNIP Bylaws must be agreed upon by a majority of the Council after which appropriate proposals are submitted to the SNIP membership for approval by a simple-majority vote. Handbook guideline changes need only be approved by majority vote of Council.
  - b. Suggestions for changes in the SNIP Bylaws and Policies and Procedural guidelines in the Handbook may be made by any SNIP member at any time, but preferably at the Annual Meeting. These suggestions must be called to the attention of the President who will direct discussions and the decision-making process related to these suggestions. Once a formal request for Bylaws or Handbook changes has been presented to the President, he/she will formulate the matter(s) appropriately and present them to Council for discussions and decisions according to the procedures outlined above.

*Version information: The initial bylaws were ratified and effective March 2001. A first revision was approved and effective August 2006. This second revision was approved and effective August 7, 2012. This second revision, as approved, represents the current operative bylaws of the organization and supersedes/replaces/supplants any other version.*

## SNIP Handbook of Policies and Procedures

### COUNCIL

The Council and its Executive Committee, led by the President, is the governing body of SNIP. The Council represents the broad, collective interests of all SNIP members. Councilors serve to maintain and grow SNIP as appropriate and to see that SNIP accomplishes its stated mission with dispatch and integrity. The Council is comprised of the 5 members of the Executive Committee (*The President, Secretary, Treasurer, President-Elect and Past President*), 10 Councilors (2 non-US), up to 4 Appointed Councilors, and the Editor-in-Chief of the Journal of Neuroimmune Pharmacology (JNIP). The latter two types of councilors serve *ad hoc* as non-voting members. All Councilors must be SNIP members.

Councilors are presumed to recognize that their participation in Council activities represents both a privilege and a burden. Though it is well appreciated that a given Councilor may occasionally be unavailable for conducting SNIP business, he/she is expected to make himself/herself generally available to the President and fellow Councilors for deliberations on SNIP matters. Councilors are also expected to be available to all SNIP members, in all ways reasonable and possible, as a conduit for comments, suggestions, criticisms and questions of relevance to SNIP, and to solicit member's opinions as appropriate.

In particular, all Councilors are expected to make every attempt to attend and participate in the annual Council meeting at the yearly SNIP conference. During meetings or discussions that will also occur regularly throughout the year, Councilors are expected to make their opinions known. In this aspect, "silence is NOT golden". It is especially important that Councilors present counter-opinions to prevailing ideas, when relevant, and that fellow Councilors accept these opinions without prejudice. Averting 'disaster' is every bit as important as achieving consensus. Of course, in the end, majority opinion will prevail absent of any prejudice.

In addition to the annual Council meeting, Council deliberations will frequently be initiated and led by the President or his/her designate at any time during the SNIP business year. The President is to always be open to suggestions for topics for discussion in this regard. Suggestions can come from any member of SNIP. Ensuing discussions will be conducted by e-mail and/or telephone in accordance with conditions of debate outlined herein. Such discussions may ensue among the entire Council; or, before general discussion, among smaller inter-Councilor groups, as appropriate, to coalesce opinions, etc. Discussions may proceed for days, weeks, or more, depending on topic-urgency, input-rate, need for information, contentiousness, etc. By convention, duration of such discussions will routinely be for 2 weeks per topic so that the Council can exercise its duties in a timely and efficacious manner, and so that all Councilors know what is expected of them in terms of time-commitment. However, duration of discussions will be circumstantially flexible in respect to the complexity of issues under consideration, availability of Councilors, and the like. The duration of a discussion will be set and announced by the President at the outset. If there is a perception that more time is needed to complete a discussion it may be brought to the attention of the President at any time by any of the participants in the discussion. Any changes in duration of the discussion will thereby be promulgated to the Council by the President. It is impractical to expect all Councilors to be available for every discussion, but in

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setting the duration of discussions, the President will take into account Councilor availability. On the other hand, in and of itself, unavailability of a Councilor will not be sufficient reason to delay discussions and council decisions.

All matters of consequence to the governance and actions of SNIP, beyond day-to-day operations handled by Officers and Committee Chairs/members, are to be brought before the Council for discussion. Generally, decisions on such matters will be made by majority vote by a quorum of voting Council members. [NOTE: Non-voting Councilors are expected to participate in discussions but they may not vote or be counted in forming a quorum]. A 'standard' quorum is defined as 50%+1 of all voting-eligible Councilors. However, the Executive Committee may, as appropriate and at their discretion, alone or in consideration of requests from other Councilors, call for other types of voting pluralities (e.g., 66%, 75% or 100% majority) before voting occurs.

When council is meeting in person, Council votes will be recorded by the Secretary after a show of hands. Votes will be collected otherwise by an e-mail process directed by the Secretary. Typically, the Secretary will tally votes of Council. However, when full membership votes are being tallied, votes will be collected by an impartial designate of the Secretary and the final vote tally relayed to the Secretary by that individual. E-votes will be conducted within a designated time frame—typically over a 1-week period. However, this time-frame can be extended by the President, as needed and appropriate. After voting has ended, the Secretary will communicate the result to Council.

Consensus or near consensus is to be strived for in the discussion/voting process. In consideration of a particularly important and/or contentious, close election, whether the vote indicated approval or disapproval, the Executive Committee may opt to extend the discussion and hold a second vote, in an attempt to reach a more unified consensus. In such instance, the voting-quorum conditions used for the first election will hold for the second election, and the second vote will be final.

Councilors are urged not to personalize conflicts or be discouraged by the decision making process. Councilors should appreciate that honest differences are likely to arise during Council deliberations, and may prevail, even after considerable discussion. It should also be appreciated that contentious, problematic, and upon testing, even, proven erroneous, decisions are open to eventual reversal by due process.

Councilors or officers who, for whatever reasons, are generally unavailable for deliberation of SNIP matters, should consider offering their resignation. If the Executive Committee notes such problem, they have the duty to discreetly notify the individual and seek resolution. In the event of Councilor resignation, the Council position will be filled through due elective process within a 2-month period after said action.

### **Appointed Councilor**

The Council may, from time to time, appoint no more than four individuals to the Council, serving simultaneously, whose purpose is to expand the interests and membership of the society. These people will assume a role as Appointed Councilor. They will be non-voting members of the council. Appointments will be directed toward leaders in the area of neuroimmune pharmacology and allied research areas whose scientific disciplines are under-represented in the SNIP membership and/or who have a unique potential to expand the resources and scope of the society. Individuals will be recommended to the Executive Committee for consideration to this position by

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a Full Member of Council. Credential documentation will accompany this recommendation in the form of a bio-sketch and an exposition of the expected benefits to the society by the recommending Full Council Member. If, following deliberations, a given recommendation is supported by the majority of the Executive Committee, the documented nomination will be presented to full members of Council for election by majority vote. These appointments will be for one year with yearly reappointment, based on consideration of specific accomplishments, decided by majority vote of Full Council Members, for a maximum of up to 3 years of service. All Councilors, Appointed or Full, must be members of the Society.

## **Committees**

### **Committee Service**

As described above, the chairs of standing committees are elected to those positions, and the Executive Committee are always designated as members of the Journal Publications Committee. Chairs of these committees can also select/recruit members as needed, including ad hoc members, to serve one-year terms with unlimited opportunities for renewal. Standing committees have rotating chairs that cycle based on the election cycle for that individual (Officer or Councilor). Service on ad hoc committees is for one year, for both Chairs and members recruited by these chairs. The ad hoc committees and their members are renewable yearly at the behest of the current President (Chairs) or Committee Chairperson, as the case may be. Thus, it is among the first of the new President's duties to select whatever ad hoc committees and chairs are needed for their term of office. This is to be done in consultation with the Executive Committee and Council.

### **Committee Member Recruitment and Volunteers**

At the start of a new term of office, the President and appropriate chairs will be responsible for staffing the Standing and Ad hoc committees. The terms of members of both of these committees ends at the end of the operational year that is bracketed by the annual conference. The incoming President will take responsibility for advertising for recruitment of members to fill the various chairs and committees as required. They will put forth notice that volunteers are welcome to join a pool, stating, if they have any, their preference for committee assignment(s). Committees may have limitations in numbers to make their administration manageable. These limitations will be stipulated at the outset. The President, the Council, and committee chairs will also be expected to work to recruit members to committees as needed. Any member who volunteers will be assigned to at least one committee.

### **Standing Committees**

Several key functions of the society are assigned to standing committees headed by a chair who is a Society member and either elected or appointed.

Should, for any reason, the chairperson of a standing committee become unavailable to serve, the current President, under advisement of the Executive Committee, will appoint an acting chairperson from the ranks of the at-large category of Councilor or from current committee members, until a duly elected replacement is had.

### **Ad hoc Committees**

The society typically has a number of ad hoc committees and subcommittees other than those

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designated as standing committees. Ad hoc committees such as these may be generated by the Executive Committee and by Council as needed and appropriate to advance the goals of the Society.

### **Executive Committee**

The Executive Committee is comprised of officers elected by plurality vote of the membership: the President, Secretary, Treasurer, President Elect, and Past President. This committee is headed by the President and is responsible for managing and conducting the day-to-day business of the Society and overseeing its various other committees. Specific duties and terms of office for each officer on the Executive Committee are outlined below.

**President:** Is elected the prior year as President Elect by plurality vote of the membership; or through the tie-breaking deliberations of the SNIP Council, if necessary. Serves a one-year term, starting at the annual conference, succeeding the President of the previous year. Cannot serve back-to-back terms. Responsible for all official actions and functions of the society, and is the official signatory for any documents pertaining to society business or actions, excluding federal grant applications which are to be signed by the SNIP Treasurer.

As stated in the by-laws, the President's primary responsibility is seeing to the organization and success of the annual conference. In addition, the President sets and promulgates the society agenda with the advice and consent of the Executive Committee and the Council as appropriate. The President organizes and serves as an *ex officio* member of all standing and ad hoc committees. The President cannot be leader of any standing committee other than the Executive, the Journal Publishing Committee, and the Public Relations Committee. Coordinates all policy matters of public relations importance such as communicating with government and industry officials, etc. All committee heads share their plans with, and report their actions to, the President, who serves as a conferee and conduit for communication between committee heads as needed. With the Treasurer and any other appropriate society official, plans the budget for the society. In consultation with the Treasurer, executes the budget for the society. Plans and executes the agenda for the annual Council and membership-business meetings in collaboration with the President Elect and in consultation with the other Executive Officers, Committee Heads and Council Members. Conducts society business with the advice and majority consent of the society Council on all major issues of relevance to the society, including maintaining and updating the Society Handbook of Guidelines and Procedures. In consultation with the Executive Committee and other appropriate committee chairs, is responsible for setting the rate schedules for the society (dues, meeting registration rates, journal subscription rates). Leads the Council in discussions of relevance to the operations of SNIP. Writes updates for the society newsletter and web site to keep members informed about current events and future plans of the society.

The President leads the annual Council meeting at the SNIP Conference. Opens the annual society general membership business meeting, reporting on the past years' accomplishments; and then transfers the presidential duties to the President Elect who then conducts the annual business meeting.

**Secretary:** Is elected by plurality vote of the membership; or through the tie-breaking deliberations of the SNIP Council, if necessary. Serves a 3-year term and can serve unlimited consecutive terms. Reports to the President. Organizes and executes all communications to the

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membership, which include: conducting society elections; disseminating messages from the Executive; disseminating information about society functions, deadlines and deliberations, etc. Is the primary executive officer in charge of coordinating web-site ([www.s-nip.org](http://www.s-nip.org)) development with the Communications Committee. Is the Chair of the Nominating Committee but cannot chair any other society committee. Serves as a member of the Journal Publishing Committee. Stores and maintains all official documents and records of the society. Updates, generates and disseminates society letterhead and envelopes as required. Maintains the SNIP logo and disseminates it as appropriate. Maintains histories of the society and its functions. Records and disseminates minutes of all society executive and business functions, including, primarily: the Executive Committee meeting; the Council meeting; Committee meetings; and annual Membership Business Meeting. In collaboration with the Treasurer and the Chair of the Membership Committee, maintains a record of all current and past members so that society mailing list is current. Receives, tallies and records all votes conducted in the name of the society and disseminates the results of such votes as appropriate.

**Treasurer:** Is elected by plurality vote of the membership; or through the tie-breaking deliberations of the SNIP Council, if necessary. Serves a 3-year term, which can be repeated 2 times consecutively. Reports to the President. Responsible for conducting the society's financial business and maintaining proper records thereto, to include the following duties: maintaining corporation and copyrights status; maintaining liability insurance policy; maintaining primary record of members in, and not in good standing (dues current); files all necessary tax documents; works closely with the President and Committee Chairs in setting budgets for the society and for committees. Helps in submitting grant applications and is the primary signatory on such applications. Administers funds received from grants or other sources. Works closely with the meetings committee to collect fees and register attendees at annual conference, as well as pay conference costs; coordinate payments to the society's journal publisher (JNIP, Springer) for membership subscriptions; maintains banking relationships as needed to include keeping current credit card payment arrangements and investing society funds as appropriate. Coordinates record of membership status with the Secretary and Chair of the Membership Committee. Coordinates financial information disseminated on the society Web Site ([www.s-nip.org](http://www.s-nip.org)), which includes information about dues, meeting-registration, and JNIP subscription rates, in coordination with the President and Secretary, and appropriate committees chairs (Communications, Membership, Meetings), as needed. Is Chair of the Finance Committee but cannot chair any other society committee. Serves as a member of the Journal Publishing Committee. Makes financial records available to the President and to an Audit Committee on a regular basis and provides a yearly financial report to the President and Council, as well as the membership, at the annual conference.

**President Elect:** Is elected by plurality vote of the membership; or through the tie-breaking deliberations of the SNIP Council, if necessary. Serves a 1-year term, starting at the annual conference, before assuming the Presidency. Serves as Chair of the Awards Committee and as a member of the Journal Publishing Committee and the Meetings Committee. Can serve as Chair or member on any other society Committee, other than those Chaired by convention by the President, Secretary and Treasurer. Works with the President to assimilate Presidential duties. Provides council to the President and helps the President execute duties as requested or volunteered. Works closely with the President to develop committee agendas with all committee chairs in anticipation of Presidential duties in the year prior to assuming those duties. Chairs the portion of the Society Council meeting that deals with Committee meetings and reports. Serves as Master of Ceremonies after the introductory portion of the Awards Banquet ending the annual conference.

**Past President:** As the outgoing President, assumes role of Past President at the end of the annual conference. Cannot run for re-election to the Presidency until term as Past President has expired. Serves as a member of the Journal Publishing Committee. Can serve as Chair or member on any society Committee, other than those assumed by officers as a convention, as defined above. Serves as advisor to the President, Executive Committee and Council, and ambassador for the President as appropriate and needed. Generates and assimilates work as needed or desired on behalf of the society in consultation with the President.

### **Journal Publishing Committee**

The Journal Publishing Committee (JPC) was set up following the founding of the society's journal, the *Journal of NeuroImmune Pharmacology*

1. The JPC serves as a standing committee of SNIP to represent SNIP's interests in negotiating and maintaining a contract between a Journal Publisher and SNIP, and a letter of agreement between the Editor-in-Chief (EIC) and SNIP – hereinafter ‘the other parties’). The JPC also serves as a conduit of communication and day-to-day decision making between the 3 relevant parties (SNIP; the EIC; Springer).
2. The JPC is comprised of the current Executive Committee of SNIP, with these principals rotating on and off the committee as their official terms of office begin or expire, coincident with the time of the annual SNIP conference.
3. The current SNIP President will head the JPC and serve as the signatory representative of SNIP on any SNIP council-approved agreements or contracts between the other parties. If unavailable for service on the JPC, the current President will still be the SNIP signatory, even though replaced on the JPC. In the event of the President being replaced on the JPC, the President Elect will assume JPC leadership--and so on to the Past President, the Presidential surrogate, etc, as the case may be, if other Presidents are unavailable also.
4. All major agreements and contracts between the JPC and the other parties will be subject to discussion and revision, and approval or disapproval by the SNIP Council via discussion and voting processes conducted by the SNIP President and Secretary.
5. Agreements and contracts approved by the JPC will be sent directly to Council for discussion and approval/disapproval. If the JPC cannot reach unanimous agreement on a point(s) of negotiation, the JPC will approach the SNIP Executive Committee for resolution before passing the issue to Council. If differences in opinion remain, the accenting and dissenting JPC members will draft a brief statement of counter-opinions for discussion and review by Council, with the matter to be settled by a majority vote of Council.
6. Council discussions and voting will be conducted by the SNIP Secretary or their designate as per the guidelines and procedures for such processes.

### **Meetings Committee**

The Meetings Committee serves as a standing committee of SNIP and is directed by the elected Meetings Committee Chairperson who is also a member of the Council, and reports to the President. The Meetings Committee will:

1. Coordinate the grant applications to obtain funding support for the conference
2. Work to help identify and secure sites for the Society's annual conference
3. Solicit session topics from the members
4. Work with session chairs to recruit and organize speakers

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5. Produce and distribute materials advertising the meeting
6. Negotiate hotel sites, fees and amenities
7. Coordinate setting of registration fees with the President and Treasurer
8. Coordinate the collection of fees with the Treasurer
9. Produce the meeting-program booklet
10. Help organize the SNIP Business aspects of the Conference.

### **Operating Principles**

By definition of the SNIP by-laws, The President is responsible for presenting a yearly Societal Conference at the culmination of his/her term of office that is to be developed in coordination with an elected Councilor designated as the Chairperson of the Meetings Committee.

It is important that the Meetings Committee follow guidelines that are both transparent and accessible to the membership since it's main goal is to represent the scientific interests of the membership when constructing the meeting program. Thus, development of the program (i.e., symposia topics chairs, and speakers) will be open to all SNIP members and focused by deliberations of this committee. Final judgments on the program-agenda rest with the Meetings Committee Chair and the President, to be based also on deliberations and recommendations of the Conference Director, meetings committee members, and symposia chairs selected by the committee in consideration of availability of speakers, costs, continuity of symposia, societal priorities, etc. Blending of variable topics/speakers may be a key part of the process to accommodate the broad interests of the Society and the discipline of neuroimmune pharmacology.

A major principle to be followed in selecting speakers and symposia chairs is that no speaker or chair can repeat in back-to-back meetings unless it is determined by the Meeting Committee Chair and, ultimately, by the President that circumstances encourage an exception to this rule, such as presentation of particularly important new data, etc., that justify waiver of the rule.

It is also a rule that members of SNIP will not be reimbursed for their expenses in participating in the program unless the President determines that circumstances warrant a waiver or partial waiver of this rule for the benefit of the program. The President and Meetings Committee Chair in consultation with the Conference Director and the SNIP Treasurer are responsible for setting travel expense allowances appropriate to the circumstances extant at the time and in respect to available funds.

The scientific program for the annual conference is developed by the Meetings Committee with all its resources, in accordance with SNIP guidelines, and directed by the Meetings Chair. Its final content is the responsibility of the President. The Program is to be designed to maintain continuity with the history of the society and its mission statement. It also is guided by the content of any conference grant received from governmental or other funding agencies that support the conference. It should promulgate new advances, new faces and new fields of both general and specific interest to the membership while also maintaining connection with the foundations of neuroimmune pharmacology. It is to be expected that circumstances and realities of conducting SNIP meetings and conferences will likely change with the times. These guidelines, therefore, are meant to be adaptable through processes guided by the President in consultation with the Executive Committee.



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## **Meeting Preparation Timetable**

### April

Collate information for preparation of noncompetitive renewal of NIDA/NIH R13 Conference Grant (Committee Chair in collaboration with grant co-investigators)

### May

Submit Meeting report (highlights) to SNIP Secretary

Request topics for next year's Meeting

Request volunteers for Meetings Committee

Request primary papers for JNIP (SNIP President; ECI Chair; Meetings Committee)

Request Springer's Support for next year's Meeting Poster Printing and Mailing (SNIP President)

### July

Meetings Committee: in person meeting: determination of next year's program (coordinated by Meetings Committee Chair)

Recruit a volunteer to coordinate the design of next year's Meeting Poster (include the Chair of the Local Meeting Committee to coordinate this effort)

Identify Symposium Chairs and request that they invite a co-chair as well as speakers for their respective symposia

Collate names and addresses of all Chairs, Co-Chairs, and speakers for next year's meeting

### August

Draft of Agenda (including symposia and speakers) for next year's SNIP meeting

Poster Design for next year's meeting (SNIP Volunteer in coordination with Chair of Local Meetings Committee); final design to Springer

Clarify memberships (paid) (contact SNIP Secretary) so as to determine who among invited speakers will receive no reimbursements (i.e., SNIP members present *gratis*) for next year's meeting

Meeting Site Selection for meeting after next year (Conference Director + Executive Committee)

International Meeting Development (International Meeting Co-Chairs, SNIP Meetings Chair, Conference Director, SNIP President)

### September

Mail formal invitations to Symposium Chairs, Co-Chairs, speakers as well as Plenary speakers

Preliminary announcement for next year's meeting goes on web (send to SNIP Secretary)

### October

Mailing Poster (Springer)

### November

Announcement of next year's meeting (including names of speakers and registration and abstract submission information) and Request for membership renewals (Conference Director and SNIP Secretary)

ECI application announcements and deadline (Meeting Awards Committee Chair)

### December

Final draft of SNIP meeting for next year

### January

ECI Travel Awards announcements sent out (Meeting Awards Committee Chair)

Close early conference registration (Secretary, Conference Director)

### February/March

Final announcement for program and speakers for meeting (Meetings Committee Chair)

Meeting registration closed

### March/April

SNIP Meeting

### **Composition of the Meetings Committee**

The President, President-Elect, and the Early Career Investigator (ECI) Chairperson, along with the Meetings Chairperson are standing members of the Meetings Committee. The remainder of the meetings Committee will be comprised of no more than 8 at-large members/volunteers selected each year by the Chairman of the Meetings Committee (although additional ad hoc members also may be recruited for specific purposes by the Meetings Chair). If an individual is chosen to serve as Site-Host (see below) for a conference, he/she also will serve as an ad hoc member of the committee. Regular members on the meetings committee serve one-year terms, terminated at the end of the yearly conference. At this time, also, the Meetings Chair will recruit new members to the committee for the following year.

The Meetings Committee will work closely with the **International Development Committee** (see Committee description below) and the **Meetings Site Committee**, headed by an individual selected to serve as the Site-Host of the conference or his/her proper surrogate (see later). The Site-Host position rotates each year.

### **Conference Director**

The meetings committee has the option of having available to it, a Conference Director (CD) to advise and assist in organizing and implementing the conference. This person will be an *ex officio* member of the Meetings Committee. He/she does not have to be a SNIP member. The decision to hire a CD is the responsibility of the Executive Committee headed by the President in consultation with the Chair of the meetings Committee. Typically, the CD is a paid consultant. However, an appropriate volunteer also may fill this position. If paid by the Society, the CD will perform according to a contract negotiated by the President and the Meetings Chair and administered by the President. The Meetings Chair will administer the functioning of the CD on a day-to-day basis. Work assignments are distributed by the Meetings Chair according to the contract with the society—most often on an ad hoc, as needed basis, although there will be set duties and schedules as well.

The CD is expected to be knowledgeable in contract negotiations, budgeting and orchestrating meetings-committee and conference logistics. Directed by the Meetings Chair in consultation with the President, a major duty of the CD will be in negotiating contracts for the society, with hotels and other entities, as needed, to conduct the meeting effectively. Negotiations such a room-rates, rebates to the society, food preparations, and facilities and amenities (meeting rooms for both the main conference and various business meetings held by the society as well as space for registering attendants, poster boards, arrangements for audio-visual equipment, etc.) will be the types of tasks most commonly involved. The CD also will be responsible for helping to manage functions and meetings of the Meetings committee and in constructing budgets and budget reports for the conference in collaboration with the proper society officials. The CD will interact directly, also, with the meetings Chair and the Meetings Committee (as a group or with individual members) as needed and assigned.

It is desirable also, but not essential, that the CD be knowledgeable in the scientific issues covered by the conference, to facilitate speaker recruitment, help arrange the scientific agenda, etc. Being knowledgeable in this area, the CD would be able to advise the Meetings Chair and the SNIP President on both logistical and scientific aspects of setting up the conference.

### **Call for program suggestions**

Procedures for developing the Conference Scientific Program are meant to allow and encourage participation by all SNIP members. An announcement to open the program development for the ensuing year's conference is to be made by the President at the general business meeting of the SNIP conference. This announcement is meant to encourage members to suggest symposia topics, chairs and speakers for the next SNIP meeting. The effort to solicit such information also will be formalized by the use of handouts (see **symposia/speaker proposal form**, Appendix) to SNIP members who are registrants at the conference (shortly after the meeting, this also form is to be disseminated to all members by the Secretary via a mass e-mailing). The President also will make it clear in his/her announcement that members are welcome to share their thoughts about development of the program, personally, with members of Council and solicit their opinions in further development of their ideas. A list of Councilors and their contact information will be distributed at the conference and via e-mail solicitation that follows, to facilitate such communications.

### **Conference Program Development**

Once members have completed their symposia/speaker proposal forms (either paper or electronic copies), they should be forwarded to the Chair of the Meetings Committee for evaluation (there will be a collection-box for this purpose at the registration desk at the conference). In consultation with the President, the Meetings Chair will organize, collate and categorize the suggestions so-forwarded. This process entails grouping similar suggestions, categorizing them relative to societal priorities, and the like. The resulting distillation then will be presented to the entire Meetings Committee for further evaluation, along with suggestions and direction for this evaluation as they relate to current scientific and societal priorities. A discourse on the pros and cons of given programs then will ensue amongst the Meetings Committee.

It is expected that the initial synthesis of program ideas by the Meetings Chair will be completed in early June and that the ensuing discussions by the Meetings Committee will take, approximately, an additional month. After this period, unless a clear and evident program has suggested itself by the review and discussion process, it is advisable (though not mandatory) that the Meetings Chair convene an in-person meeting of the Meetings Committee to effect a near-final synthesis of the ensuing year's conference program. This meeting will also be the venue to establish any new format features for the meeting. For example, some years a group discussion may be a preferred format, and/or workshops, or technical schools, or student presentations, etc. Such format changes are desirable to keep the program fresh and current.

The logistics for this person-to-person planning session may be arranged by the Conference Director for the Meetings Chair. For convenience and conservation of funds, attempts will be made to integrate this session with other meetings where Meetings Committee members plan to be in attendance. Though attendance by Meetings Committee members is not mandatory, if any member wishing to attend is unable to finance his/her attendance and is not a participant in the secondarily allied meeting, he/she will be provided \$300 from the Society to help defray expenses for attending this meeting. Members not in attendance may request participation *in absentia* in one of two ways: request that they be contacted during the meeting by telephone to discuss an aspect of the planning for which they have some personal contribution to make; or, alternatively, they may instruct the Meetings Chair to present their specific ideas for discussion at the meeting.

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### **Sponsored Lectures and Symposia**

The society welcomes the involvement of individuals, granting agencies, and other entities in sponsoring special lectures and symposium topics. However this must all be done with the full knowledge and in coordination with the Meetings Committee (communicating primarily with the Chair) and the President. In no case may the sponsoring entity have the authority for the final choice of speakers or topics, this rests with the President, working with the Meetings Chair and Meetings Committee. Guidelines for planned perpetual lectures/symposium should be added to the Handbook in line with the example below.

### **Narayan Lecture**

Following the untimely death of Dr. Opendra (Bill) Narayan, a true leader and mentor in the field who has trained and collaborated with many SNIP members, an annual lecture was established by his former students and post-doctoral trainees for a prominent investigator to speak during the annual meeting. The Meetings Committee chair and President will work to find/maintain a sponsor for this lectureship, and jointly agree on an appropriate speaker for the meeting.

### **Finalization of the meetings program**

The in-person meeting of the Meetings Committee typically results in a tentative agenda and schedule for the upcoming conference. Selection of symposia and other headline topics for the conference will be the primary goal of the in-person meeting, as well as selection of Co-Chairpersons to head the symposia chosen, and Speakers as appropriate. Symposia Chairs may be incorporated into the final selection process as to developing the topic/speaker content of a given symposium. These Chairs will be instructed as to their duties as Chairs and the expectations of the Meetings Committee and the Society to keep symposia flowing in a timely manner according to the agendas set for them. The Society President, in counsel with the Meetings Chair, also retains the right to appoint/assign Chairs and Speakers as he/she deems appropriate to the priorities of the Society. He/she will work with Symposia Chairs to effect this integration as needed and appropriate. It also may be determined by the Meetings Committee that it is desirable to leave open slots in the program to be filled at a later time, more proximal to the time that the conference is to be convened. This tact is appropriate to allow 'late-breaking' topics to be placed into the program.

The meeting will almost assuredly end with 'holes' yet to be filled. The Meetings Chair will continue to communicate with members of the Meetings Committee in the ensuing weeks, as required to help finalize details. Remaining 'holes' are often those that require filling a slot for a speaker or a chairperson, and the like. It is also necessary to confirm the willingness and availability of suggested speakers and chairs to participate. This process sometimes opens new 'holes' to be filled. The Conference Director and assigned members of the Meetings Committee will work together with the Meetings Chair to complete these tasks and draft a near-final program, which is expected by early November so that a Preliminary Program can be disseminated on the web and in brochures, etc., as components of the advertising campaign for the upcoming meeting.

### **Selection of the Meeting Site**

SNIP scientific meetings are currently scheduled once per year. Though flexible, the preferred time for the meeting is in the Spring, around late March, early April. Selection of the meeting time and site will be based on collective consideration of various factors:

Membership Availability: a time of the year is to be chosen that is agreeable to the majority of the membership in consideration of other meeting schedules, etc.

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Expense: meeting costs should be kept reasonable. Consideration of air travel and hotel costs will be of primary concern; also, hotels and hotel chains where repeat SNIP business provides SNIP a negotiation advantage, or otherwise, provide cost advantages will be given high priority.

Accessibility: sites will be sought that have good accessibility via appropriate transportation services, both long-range and domestic.

Local-site organizer: the most preferable sites will have a local organizer available, or a reasonable surrogate.

Novelty: the same site will not be used twice in a row; and preference will be given to sequential selections that are NOT from the same geographical region.

Climate: sites should have reasonably desirable weather.

Altitude: sites will not be considered if there is a possibility of experiencing health-threatening altitude sickness, i.e., over 7,000 ft.

Interest: sites should have diverse geographical, recreational and cultural interest, including International sites.

Service: hotels with desirable service and amenities, and/or nearby, desirable restaurants are preferred.

A standardized 'Site-Selection Checklist' (see Appendix) of the categories listed above is to be used in proposing sites, to help quantify the most likely times and sites for any given year (i.e., while actual planning of the conference program for the upcoming year is proceeding, information about candidate sites for the following year should be solicited and collected, and to provide a tentative site decision based on the considerations outlined here). Generally, site-selection will take place about 1 ½ to 2 years in advance of each meeting and should be finalized by the summer, after the end of the preceding SNIP conference.

Accordingly, after the conference, an e-mail is to be sent by the President to all Council members to proffer their opinions on potential meeting sites, and, also, to solicit volunteers to serve as a Site-Host. Each Councilor is welcome to put forth up to 2 sites for consideration. Since a strong local organizer is best for managing a conference, Councilors are encouraged to seek potential site-sponsors from within the membership and work with them to develop a site-proposal. To proselytize and promulgate their opinions, Councilors are encouraged to e-mail fellow Councilors, explaining their rationale for suggesting a given site. They should refer to the Society Guidelines on Site-Selection and the Site-Selection Checklist (Appendix) to help formulate their site proposals. Proposals would best be written in conjunction with the proposed local site-organizer to contain a description of pertinent information about the proposed site. After 2-3 weeks of discourse, the President will coalesce and summarize the opinions of Council and the membership about site preferences, for deliberations with the Meetings Committee Chair and Conference Director.

The Conference Director will be responsible for completing, cross-checking, and compiling the logistical and demographic information available about each proposed site so that the relative feasibility and desirability of said site can be reasonably judged. To accomplish this task in a uniform and semi-quantifiable way, the Site-Selection Checklist (Appendix) turned in by the principals proposing the site, or generated by the Conference Director will be used. The information collected will be fed-back to the President and Meetings Chair for interactive evaluation. From this, no more than 3 sites will be gleaned from the list for presentation to Council for vote, with the President's opinion holding sway, ultimately, over this weaning process.

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Sites selected in this way will be presented to the Council for vote by a ranking process. Using block email, the Council will be presented with all available information regarding the sites chosen by the President and consultants. Council will then be given 2 weeks to discuss the pros and cons of the sites chosen via e-mail exchange, and to rank them by preference (1 being the highest). The site receiving the lowest average ranking will become the chosen site for the following year's meeting. In case of a tie, Council will make a second ranking of the tied sites after appropriate further discussion, and so on until a site is chosen.

Once the site-designation by Council is complete, the Conference Director (and Site-Host, if one is identified) will begin final negotiations with the hotel, etc., to secure the site. If it is subsequently learned that there are good reasons to reject the chosen site as negotiations proceed, then Council's second-ranked site will be pursued, and so on, until appropriate agreements are reached. The contract negotiated between the Conference Director and the Hotel must be approved by majority vote of the Executive Committee for site-selection to be final. The chosen site will then be announced to the Council and the membership by the President.

### **Site-Host**

If utilized, the Site-Host should be a member but need not be a Councilor. He/she is to be self-motivated or a solicited volunteer from the membership who agrees to work with the President, the Meetings Chair, and, primarily, on a day-to-day basis, with the Conference Director, to secure the site and help organize local aspects of the site and the meeting agenda. Site-hosts are encouraged to consider the following types of issues as they plan for their host-ship, both before their site is put on the list of probable sites by Council, and afterwards, if selected: *Options for hotels at the site; Transportation options to, and at the proposed conference site; Likely costs for the proposed conference site (hotels, taxis, average expected airfares, other); Amenities available in terms of cultural, culinary, environmental options, etc., at the site, and the relative convenience for attendees; ...etc.*

### **Policy on annual meeting registration fee waivers for Conference Director and Site-Host.**

The Conference Director shall not pay the registration fee. The Site-Host group shall pay only a maximum of 2 registration fees (unless these individuals are working at the meeting). Once the 2 fees are paid, others from the group can register for meeting sessions only without paying the registration fee.

### **Meeting Report**

Part of the conference registration materials will include a questionnaire for participants so they can pass on their impressions of the conference, the site, the service, etc. Within a month after any given SNIP conference, the Conference Director will be expected to issue a **site report** to the President that utilizes the participant questionnaires and any other resource available to provide a brief synopsis of the perceived pluses and minuses of the conference. This will include issues from the fiduciary perspective as well as those involving the service at the site, the ambiance of the site, effectiveness of the program, etc. This report will be disseminated by the Secretary to Council and to the members of the Meetings Committee so it may serve as reference for improvement of the conference and for judgment of the desirability of returning to the site (or related hotel, etc.) at some future time.

## **Nominating Committee**

The Nominating Committee is a standing committee of SNIP, and will be composed of a chair, who is also the Secretary of the Society, and the members of the Society Executive Committee. The Committee will recommend to the Society Council lists of nominees for officers, councilors, as well as the chairs of all society committees. The Nominating Committee will meet electronically as needed to discuss impending vacancies and potential candidates to fill those vacancies. The Nominating Committee will also sponsor and monitor a link on the Society web site soliciting volunteers to run for the various offices and committees. Nominees approved by majority vote of Council will then be placed on a ballot that is distributed to the membership by e-mail, by the Secretary who will conduct the voting process according to the society's guidelines and procedures.

## **Communications Committee**

The Communications Committee serves as a standing committee of SNIP and is directed by the elected Communications Committee Chair who is also a member of the Council. Its primary mission is to publicize the initiatives and activities of the Society and to facilitate the collection and exchange of information between the Council, other committees and the membership. These activities are carried out primarily through the development and use of a Society Website ([www.s-nip.org](http://www.s-nip.org)) and Newsletter (SNIPs, an Official Newsletter of the Society on NeuroImmune Pharmacology.. Collectively, the Chair and the Council may appoint an Editor, to supervise the Newsletter, and a Webmaster, who acts as the paid administrator in charge of the Website. Along with the Secretary, the Chair of the Communications Committee has primary authority to supervise the Webmaster and direct content to be posted to and/or removed from the Website. In order to facilitate communication, the Secretary, Treasurer and Meetings Director should be asked to serve on the committee if possible, with the remaining members selected from interested Society members.

## **SNIP Website**

Under the direction of the Communications Committee, the Society maintains a website ([www.s-nip.org](http://www.s-nip.org)) that acts as the primary portal for the collection and exchange of information between the Society and its membership. The website also represents the primary interface between the Society and non-members seeking information regarding the Society. Under the direction of the Communications Committee, the official Website should have an aesthetically pleasing appearance and the content should be organized into directories, subdirectories, and web pages in a simple and logical manner that allows information to be easily identified and accessed. The homepage should display the Society Logo, Mission, links to the latest news, and links to all of the primary directories. The primary directories may include the following, with changes as needed to address the needs of the Society:

- Society Information – with links to the Bylaws, current list of Officers and Committees, Membership information, and membership registration and renewal pages.

- Conference Information – with links to a description of the conference format, past conferences, future conferences, and detailed conference information and registration.

- Publications – with a description of, and link(s) to, the Journal of Neuroimmune Pharmacology and links to Abstract books from past scientific conferences.

- Newsletter and Announcements Section – with links to the current and past Newsletters and announcements

- Member's Section – password-protected sites for accessing membership and meeting

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information databases and the confidential membership roster.

Other Information – which may be used to display message boards, job opportunities, advertisements, or other information at the discretion of the Society.

Links – with organized links to other societies, grant funding, NIH information, and other sites of interest to Society members.

The appearance, format and content of the website and all of its components should be reviewed on an annual basis by the Communications Committee at the Administrative session of the annual scientific conference. Sections that routinely require updating on an annual basis include:

- List of Officers and Council Members
- Bylaws if changed
- Handbook if changed
- Membership registration pages
- Meeting information and registration pages
- Newsletter
- Link to SNIP conference abstract book.

Minor updates can be made by the Committee and should be coordinated with the Secretary to assure accuracy. Recommendations for major changes should be formulated into a proposal, reviewed for feasibility and cost estimates with the webmaster, and then presented to the Council for discussion.

### **Newsletter**

The Committee is responsible for producing a Newsletter, which should be distributed to the membership at least annually. The newsletter is entitled: “SNIPs, an Official Newsletter of the Society on NeuroImmune Pharmacology.” The Newsletter should appear on the Web as a PDF file and should be emailed to members of the Society. The Newsletter should exhibit a standard/recognizable appearance bearing the official name, Society Logo, Mission Statement, List of current Council Members, and a message from the current President on the cover page (see example picture below). The remaining content is decided by the Editor and/or designated committee members and may include updates related to the upcoming scientific conference, a section on the status and highlights from the Journal of Neuroimmune Pharmacology, and/or other articles such as book or scientific reviews, grant or funding information, other society announcements, special awards, etc.

In order to meet a “publishing deadline” of January 15<sup>th</sup> each year, the Chair should identify the responsible Editor by August and together with the Committee members identify a list of primary topics to be covered no later than September. The newsletter is most easily completed when individual committee members are identified to take responsibility for a single topic/article/section. Assigned committee members will then define the scope of their section and identify specific authors to write them. Authors may include the President, Meetings Committee Chair, Editor in Chief for JNIP, committee members or others interested in preparing and submitting specific sections. The Chair and the Editor will make final writing assignments with drafts to be submitted to them by November 30<sup>th</sup>. This provides sufficient time to edit and format the content to fit the Newsletter style. The final document should be prepared as a PDF file to facilitate emailing, web-posting and printing. The Chair should circulate the working draft to the Council for feedback and then submit the final draft to the Webmaster for posting by January 15<sup>th</sup>.



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### **Membership Registration Pages**

The Communications Committee has primary responsibility for developing and implementing the Membership Registration pages. This task requires careful coordination between the Membership Committee, which needs to express specific requests for changes or updates, the Treasurer, who may need to request changes to improve accounting features for fees and payments processed through this site, and the webmaster, who will need to translate any requests into appropriate formatting for the website. Any major changes to the membership registration section must be approved by the individuals listed above and then submitted for comment to the entire Council. The Council shall also have final decision on setting the annual membership fees, which may need to be updated each year.

Membership registration is done exclusively online and the website should be formatted to automatically email copies of the receipt to the registering member; Secretary, Chair of the Membership Committee and Treasurer of SNIP.

**Annual Conference Pages.** The Communications Committee plays a central role in developing and distributing information related to the annual scientific conference. This requires careful cooperation and coordination with the Meetings Program Chair and the Meetings Director, both of whom provide most of the content that is posted to the Webpage. In order to standardize formatting and prevent duplication, all materials to be posted should be forwarded to the Communications Committee Chair, who then interacts one-on-one with the Webmaster. All interaction with the Webmaster should be copied to the Secretary, who shares responsibility for overseeing the webmaster services. There are specific deadlines for different components of the Conference Webpages.

September 15<sup>th</sup>. Main Conference page announcing the meeting. The main conference page that announces the meeting dates, location, and introduces some of the major highlights/topics of the coming meeting. If no other information is available, it should ask that interested viewers return after a specified date to obtain more details.

October 15<sup>th</sup>. Conference site descriptions and other general information about the meeting.

November 1<sup>st</sup>. Conference schedule should be posted in a “Draft” form, clearly indicated as a draft with the draft date in the bottom footer, as soon as possible but by this date. It can then be updated every 2-4 weeks when major revisions are available. The final schedule should be marked “final, with the date” in the footer and be in place at least 1 month before the meeting takes place.

November 1<sup>st</sup>. Conference registration pages, abstract pages and Early Career Investigator Travel Awards. Given that these pages require formatting and database linkage, they need to be turned into the Webmaster two to four weeks in advance of this deadline.

As for the membership registration, the registration fees for the annual conference should be approved by the council each year before being posted to the website. In addition, the website should be formatted to download all of the meeting registration information into a database system that can be accessed by appropriate council members to produce registration lists, directories, mailing and emailing lists, nametags, and to perform statistical and accounting tasks. Optimally, output programs should be in place so that the information can be automatically retrieved from the database and formatted for each of the purposes listed above.

The abstract submission process should also be linked to a database system so that it captures all of the components of the abstract (title, author list, sites, body of abstract) into individual fields so that they can be retrieved and formatted automatically to produce the meetings program book,

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abstract book, etc.

### **Publication Pages**

It is important that the SNIP website and the Journal of Neuroimmunology website be carefully coordinated so as to provide two-way links and highlights between them. This should be designed so that the Publication page and the JNIP online journal site can advertise for each other and easily drive traffic from one site to the other.

### **Membership Committee**

The Membership Committee serves as a standing committee of SNIP and is directed by the elected Membership Committee Chair who is also a member of the Council. The primary role of the Membership Committee is recruitment of new members, review of new membership applications and retention of existing members.

### **Categories of Membership**

The Society presently has seven different membership categories:

1. Charter Member: A special designation for a founding member of the Society, no longer available.
2. Regular Member: An individual who has documented professional experience appropriate for an experienced level scientist involved in pharmacology, immunology, neuroscience and/or related fields.
3. Patron Member: A special designation for a Charter, Emeritus, or regular Member who has been a strong advocate and supporter of the Society and has contributed a one-time, single payment, lifetime membership fee.
4. Emeritus Member: A person who has been a regular member for at least five years but is no longer actively engaged in research and wishes to maintain an interest in the field.
5. Trainee Member: A pre- or post-doctoral trainee, medical student, or resident physician who is conducting active research in the field.
6. Affiliate Member: An individual or corporation not wishing to be a member of the society, but wishing their names and addresses included in the membership list for reference purposes.
7. Corporate Member: A corporation or other organization wishing to support the mission and goals of the Society through the donation of unrestricted funds.

### **Application Process**

Regular Member

- Chair of Membership Committee, Treasurer and Secretary receive completed electronic membership form indicating Regular Membership is being requested.
- Chair of Membership Committee receives a copy of the candidate's curriculum vitae as he/she are directed by the website.
- Chair of Membership Committee and one member of the Membership Committee review the candidate's application materials.
- Treasurer notifies Chair of Membership Committee that annual dues payment has been received.
- Chair of Membership Committee sends letter welcoming the new member to SNIP along with copies to society secretary and treasurer.

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#### Patron Member

- Recommended by Chair of the Membership Committee.
- Majority approval by Council vote, with Council considering the additional required criteria including current Member status and service and support of SNIP.
- Treasurer notifies Chair of Membership Committee that special one-time dues payment has been received
- Chair of Membership Committee sends letter confirming Patron Membership.

#### Emeritus Membership

- Submit a letter to SNIP Council stating that he/she earns less than 50% of their total income from science-related work in order to be eligible for retired status.
- Majority approval by Council vote, with council considering the additional required criteria for emeritus status include distinguished service to SNIP and that the candidate has been a member in good standing for the immediate past five years.
- Chair of Membership Committee sends letter welcoming the new member to SNIP.

#### Trainee Member

- Chair of Membership Committee, Treasurer and Secretary receive completed electronic membership form indicating Trainee Membership is being requested.
- Chair of Membership Committee receives a letter from the candidate's graduate advisor/mentor nominating the candidate for trainee membership status as well as confirming that the applicant is in fact a full time predoctoral trainee or postdoctoral trainee as directed by the website.
- Chair of Membership Committee reviews the candidate's nominating letter and forwards decision on membership to the Treasurer and Secretary.
- Treasurer notifies Chair of Membership Committee that annual dues payment has been received.
- Chair of Membership Committee sends letter welcoming the new member to SNIP.

#### Affiliate Member

- Application is submitted in writing to the Secretary.
- Application is reviewed and approved by the Membership Committee
- Applications is reviewed and approved by Council.
- Treasurer notifies Chair of Membership Committee that annual dues payment has been received.
- Chair of Membership Committee sends letter welcoming the new member to SNIP.

#### Corporate Member

- Application is submitted in writing to the Secretary.
- Application is reviewed and approved by the Membership Committee
- Applications is reviewed and approved by Council.
- Council will set the level of support.
- Chair of Membership Committee sends letter welcoming the new member to SNIP.

### **Public Relations Committee**

The Public Relations Committee serves as a standing committee of SNIP. This committee is

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headed by the President and is comprised of the Executive Committee (The Past President, President-Elect, Secretary and Treasurer). It is essential that SNIP interact with various facets of ‘the public’ to educate, disseminate, negotiate, inquire, and the like, about matters involving SNIP or in respect to the public interest. Accordingly, ‘the public’ is any entity outside the membership of SNIP or any member of SNIP acting as a representative of some outside ‘public’ interest. Specific examples of ‘the public’ are: outside governing bodies; other societies; the NIH and its administrators; publishers and the like; industry; business representatives, like hotel sales staff, etc. When official SNIP matters are represented to such, it is important that SNIP speak with one official voice. The President is the primary spokesperson in this regard. The President, however, may delegate this responsibility as warranted and appropriate with the proviso that they be kept informed about actions of their delegates before the ‘public’. Certain aspects of communications with the ‘public’ are also mandated within other standing and acting committees of SNIP, like the Journal Publishing Committee, and the Meetings Committee. It is incumbent, therefore, that the President be kept informed about public interactions of such committees, as they are anticipated and transpire, so that SNIP’s public policies are both singular and coherent.

The Public Relations Committee serves as a conduit and filter for SNIP’s ‘public’ interactions. Also, to foster administrative continuity, in the latter part of a President’s term of office, the newly elected but not-yet-seated President Elect should be included in Public Relations discussions as a non-voting participant. Accordingly, the President must consult the Public Relations Committee when new policies and positions that involve the ‘public’ are being considered. Deliberations of this committee, including interaction with other Councilors as required, should ensue until a consensus of at least 50% is reached for approval of ‘public’ policies. In addition, any member of the Public Relations Committee may request that controversial issues before the committee be considered and resolved by the entire SNIP Council. In turn, Council may call for a full membership vote if they deem it necessary to settle public policy matters. In sum, no one in the SNIP organization or affiliated with the organization should interact with the ‘public’ about official SNIP business without the prior consent of the President backed by the Public Relations Committee; nor should the President or their representatives act in an official capacity before the ‘public’ without majority backing of the Public Relations Committee, plus the Council and Membership as appropriate.

Once policy has been set concerning any given ‘public’ matter, the President and his/her delegates can act according to this policy, at will. That is, the Public Relations Committee and its policies are not meant to create a bureaucratic barrier to creativity and communication once policy is set. It is expected that the President will, however, keep the Public Relations Committee informed about ‘public’ interactions, in general, and be sensitive to changing environments and circumstances that may require further scrutiny by the Public Relations Committee. Thus, interaction with the ‘public’ is envisioned as a dynamic process between the official spokesperson for SNIP, the Public Relations Committee, and the ‘public’, with the Public Relations Committee mandated to represent the greater good of the society as a whole. If the Public Relations Committee finds that unapproved public policy is being presented, or approved policy misrepresented, or that public policy, for any reason, is in need of reconsideration, it should convene to correct the situation by administrative and democratic processes as required.

### **International Development Committee**

The International Development Committee (IDC) is intended to expand the presence of SNIP

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internationally, and explore the means to hold SNIP meetings at international sites (i.e., outside the mainland USA). It currently exists as an Ad Hoc Committee of SNIP. The philosophy behind the decision to 'go international' was multifold:

1. To further the 'reach' and scope of the society by encouraging greater international participation, both in membership and in meeting organization
2. To satisfy a desirability expressed by our principle funding supporter, NIDA, for SNIP to have a greater international presence, driven by NIDA's scientific and fiscal perspectives
3. To provide an opportunity to co-op with allied societies in cross-fertilizing mutual scientific interests through cooperative organization of meetings at international sites.

International meetings (i.e., outside the mainland USA) are to be held at the discretion of the SNIP Council, taking the meeting site selection criteria into consideration.

Goals of the International Development Committee:

1. To disseminate knowledge of SNIP and its interests internationally.
2. To encourage increased attendance of SNIP meetings in the USA by 'Internationals'
3. To recruit members to SNIP from international sources.
4. To explore, recruit and develop international supporters who will help organize and locally 'run' meetings at international sites, and, otherwise, promote the international developmental objectives of SNIP.
5. To explore and develop international sites for holding SNIP meetings.
6. To participate in developing funding requests, grants, etc. from SNIP to support international meetings.
7. To seek funding sources that are international in scope (both governmental and private) to support SNIP meetings.
8. To explore and develop inter-society alliances, as scientifically appropriate, that can benefit SNIP's development of an international presence, especially as regards financial support, meeting organization, and recruitment of attendees.
9. To work with the budgetary officials of SNIP and any other society involved to plan the financing of international meetings.
10. To work with the Program Development officials (Meetings Committee) of SNIP, and any other society involved, to plan, develop, manage, and proselytize the scientific program for an international meeting.

One possibility is the potential planning of an international meeting that includes joining with other societies. This concept must first be approved by Council. Subsequently the SNIP President and Chairs of the IDC along with the Meetings Chair will negotiate organizational, financial and programmatic terms of the alliance with the advice and consent of the SNIP executive Committee and Council. It is crucial that in all interaction with the delegates of the partner society(s) that SNIP speak with one voice, under the direction of the SNIP President, and that the SNIP President and other appropriate SNIP officials abreast of interactions as they proceed. A particularly important singular issue in conducting a cooperative international meeting with other societies is how the scientific program will be structured. It is expected that the SNIP Council will have oversight of this development as SNIP proposals are presented to the cooperating society(s) to assure that it meets SNIP standards and needs. It is likely that issues such as parallel sessions and symposia with speakers of shared interests will be cause for much thought and planning in this regard on behalf of SNIP as well as the other society(s) involved.

## **Society Awards Committee**

The Society Awards Committee (SAC) serves as a standing committee of SNIP and is chaired by the President-Elect. Its membership is to be selected by the President-Elect on an annual rotating basis. Membership must include the following designates: two former recipients of the Wybran Award; one prior awardee of either the Founders Award or the Distinguished Service Award, and one SNIP member at large who has not been a past major awardee. If the President-Elect is a Wybran Awardee, a second Wybran Awardee should not be selected but rather another member from the two other main award categories in replacement. The Committee Chair is expected to avoid recurrent appointments to the committee by rotating individuals from the various awardee classes on and off the committee each year as appropriate and feasible.

The SAC is solely responsible for generating the SAC Awardees list. However, as part of the selection process, the committee is expected to solicit suggestions for awardees from the Society membership at large and the selection process should be initiated approximately 5 months prior to the annual conference. A final list of awardees should be settled at least 2 months prior to the conference. Once awardees are determined by the SAC, the recipients should be informed of the awards and the list of awardees should be transmitted to the Communications and Meeting Committees for dissemination to the membership. A list of awardees should be placed on the Society website and printed in the conference program. As head of the SAC, the President-Elect is to take responsibility for production of the awards to be presented based on a budget approved by the Treasurer. Expenses for purchasing and preparing the awards will be the responsibility of SNIP upon presentation of receipts to the SNIP Treasurer.

It is appropriate, at the time of their suggestion and if so-desired, for members who suggest awardees to also request of the President-Elect that they be considered as a Presenter of the suggested award, or to make a suggestion for some other potential Presenter. However, it is entirely up to the President-Elect to either make the award-presentation themselves or opt to delegate the honor of Presenter to another individual.

Within the last 2-3 months before the conference, the President Elect will work with the President and Meeting Chairperson in developing the program agenda for the awards banquet as to when, and by whom, the Presentations will be made. The Presentation speech will include a definition of the award in line with the details for each award as specified below.

**Herman Friedman Founders Award:** Named in honor of Herman Friedman, PhD, a man who promoted the study of drugs of abuse, infections, and immunity, promoted meetings among scientists based on this theme, and was a founding (Charter) member of the society. He passed away in 2007. This award recognizes an individual whose contribution to SNIP was visionary and served as a key to the founding of the Society and/or it's continued development and perpetuation. (The Founders Awardee is chosen at the discretion of the SAC and is not necessarily an annual award. No More than 2 Founders Awards may be conferred in any given calendar year).

**Distinguished Services Award:** The Distinguished Services Award recognizes an individual whose efforts and commitment to the Society has been both consistent and exemplary over protracted years of service. (The Distinguished Services Awardee is chosen at the discretion of the SAC. At least 1, and no more than 3, Distinguished Service Awards may be conferred in any given calendar year).

**Outstanding Service and Support Award:** This award is given in recognition of individuals who are not necessarily investigators or members, but who have provided extraordinary service in facilitating the operation of Society initiatives. Examples would include individuals who often work "behind the scenes" to facilitate the Society by work on its publications, fundraising, and/or in the organization or conduct of meetings and symposia.

**Wybran (pronounced Vee-bran) Award**

Joseph Wybran, MD, was trained in Immunology and worked for some time in the U.S.A. before returning to his Brussels home. He was a seminal contributor through the 1970s and into the 1980s to the integration of the fields of neuroimmunology, drugs of abuse and immunity to infection. As a measure of the impact that his science had on the field of neuroimmune pharmacology, his seminal paper published in the Journal of Immunology in 1979 regarding the ability of endogenous and exogenous opioids to modulate T-cell rosette formation in a naloxone reversible way was the most cited research article through the early 1980's. He was killed, presumably, by terrorists reacting to his leadership and participation in Jewish causes. He was shot in his car in the parking lot at his work, October 3, 1989, in Brussels. Sadly, this tragedy occurred at the peak of Joe's career. The Wybran award was created to memorialize Joe's scientific prestige in the area of neuroimmune pharmacology. It is meant, most particularly, to serve as a remembrance of his leading contributions that underpin SNIP. The Wybran Award is the highest honor bestowed by SNIP in recognition of the very best scientific contributions that have resulted in the preservation and expansion of the field of NeuroImmune Pharmacology. (The Wybran Awardee is chosen at the discretion of the SAC and is not necessarily an annual award. Only one Wybran Award can be conferred in any given calendar year).

Following is the wording preferred in bestowing these awards:

Wybran Award: The Society on Neuroimmune Pharmacology Wybran Award is presented to "X" for extraordinary contributions that help to integrate the fields of neuroimmunology, drugs of abuse, and immunity to infections.

Herman Friedman Founders Award: The Society on Neuroimmune Pharmacology Herman Friedman Founders Award is presented to "X" for visionary contributions in establishment and continued development of the Society.

Distinguished Service Award: The Society on Neuroimmune Pharmacology Distinguished Service Award is presented to "X" for extraordinary service to the society and to the accomplishment of its mission.

Outstanding Service and Support Award: The Society on Neuroimmune Pharmacology Outstanding Service and Support Award is presented to "X" for extraordinary service in facilitating the operation of society initiatives.

**Early Career Investigator Committee**

The Early Career Investigator (ECI) committee serves as a standing committee of SNIP with an elected chair who serves a 3-year term and is also a Councilor. The ECI committee functions to promote interest in the field of neuroimmune pharmacology and to recognize the work being done by early career investigators in this area. The ECI Committee determines the awardees of Travel

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Awards to attend the Society for Neuroimmune Pharmacology Conference and the Arthur Falek Award for outstanding achievement in research. The purpose of these awards is to honor achievement and provide financial support to undergraduate and graduate students as well as postdoctoral fellows presenting their research. Awardees will receive a monetary award.

The committee is composed of a chair and at least 6 committee members. The committee members will participate in the decision-making process for the awards prior to meeting registration and at the meeting venue, in grading the posters for the best poster awards (the Falek Awards) and facilitating the “meet the mentors” dinner for early career investigators.

The committee will work with the Meetings Committee on the calendar of process, the announcements for conferences, and with the Treasurer, President and Meetings Committee on all budgeting issues in determining the number, type and amount of the awards.

Guidelines for the Travel awards:

1. Applications consisting of an NIH-style Biosketch, a conference abstract and a cover letter will be received by the chairperson of the Committee preferably submitted via the web or to an email account dedicated to this purpose. The chairperson will send an acknowledgement of receipt of materials to the applicant. The acknowledgement will include instructions to the applicant asking them to refrain from registering for the conference until awards have been announced as the award includes a registration waiver.
2. The chairperson will then prepare a table of applications including the student’s name, receipt of cover letter, abstract and CV and send the applications to members of the Committee along with a scoring criteria table, a review timeline/deadline and a list of awardees for the past two years.
3. Only complete applications received prior to the deadline set by the Program Committee from a qualified “Early Career Investigator” will be reviewed. An “Early Career Investigator” is defined as A) a full-time student in a graduate program (M.S., Ph.D. or M.D. degree) B) a full-time participant in a medical residency program or C) a full-time post-doctoral fellow within five years of receiving the doctoral degree (Ph.D.) or within two years of completing residency training (M.D.).
4. Applications will be reviewed and scored based on A) scientific merit B) clarity of writing of the submitted abstract and C) the Early Career Investigator’s curriculum vitae as a predictor of future career potential. Each criterion will receive a priority score with 1 being the best and 5 being the worst. Additional comments/notes from committee members should also be received and compiled by the chairperson. As there are three criteria for evaluation, and a ‘1’ in each category is the best possible score, the highest score any application can receive from any reviewer is 3, while the worst score possible is 15.
5. The chairperson will receive and tabulate the scores from all Committee Members. Score totals will be normalized and all applications will receive a final/cumulative/normalized score in the range of 1-5. A final decision of the awardees will be decided in consultation with the Program Committee, President and Treasurer.
6. Available travel awards
  - a. Full travel award: waiver of meeting registration and a monetary award commensurate with the cost of travel to the meeting
  - b. Partial travel award: waiver of meeting registration only
7. Specific rules to be followed for eligibility
  - a. Full travel awards for Early Career Investigators will not be granted to the same



- individual two years in a row and no more than two times in a 5-year period
- b. The number of Early Career Investigator travel awards will be limited to 2 full awards per Mentor annually (any combination of post-doc, pre-doc awards)
  - c. To receive either a full or partial travel award the student awardees and mentor must be a current SNIP member prior to the annual meeting.
  - d. Applicants receiving an outstanding score by the reviewers but who do not meet the above criteria and are therefore ineligible to receive a full travel award, will receive a non-monetary award, which acknowledges the merit of the research.
  - e. All ECI awards, including full travel awards, partial travel awards, and awards for meritorious research, will be listed in the program for the annual meeting and will be acknowledged at the annual award ceremony.
8. The chair will notify via email both the award recipients as well as candidates that will not receive travel funds regarding the review outcome prior to the abstract deadline date. All applicants, whether or not they received an award, will be asked if they are planning on attending the conference and requested to notify the chairperson of their acceptance of this invitation within a finite period of time. A detailed record of all these activities will be maintained.

### **Arthur Falek Award**

While working at Emory University in the 1970s, exploring the ability of opiates to precipitate cytogenetic damage, Dr. Falek began to appreciate the connection between such damage and the ability of opiates to alter immune function. As he continued to pursue this avenue of research in the ensuing years, he helped stage the integration of the disciplines that we now know as neuroimmune pharmacology. During this time, he mentored a number of investigators who contributed independently to the development of SNIP. He was, in fact, known for his mentoring and training successes. This award is dedicated to him, in memoriam, in celebration of his many contributions to emerging investigators in the area of NeuroImmune Pharmacology. It is given to a graduate and a postdoctoral trainee whose poster presentation is judged by the ECI Committee to be the most outstanding at the Early Career Investigator's Poster Session held during the annual SNIP conference.

All posters presented by early career investigators (as defined in #3 for the travel awards above) will be eligible for the poster award.

1. The Committee will judge posters and give scores based on poster aesthetics, poster content, knowledge of material and response to questions. Each criterion will receive a priority score from 1 (best) to 5 (worst). Each poster will be reviewed by at least two reviewers.
2. The chairperson will notify all committee members and additional reviewers about the session times, etc. and remind them about the scoring of posters at the student poster session. The chairperson will recruit sufficient reviewers to ensure that no more than 6 posters are assigned to each reviewer and that each poster receives at least two independent evaluations. Thus, for a total of 30 posters, 60 independent evaluations performed by 10 reviewers will be necessary.
3. The chairperson will tabulate scores and a meeting of the committee will be held to discuss the winners.
4. Winners will be announced at the banquet and prizes will be given out. Certificates, printed on quality paper, will be prepared for the travel awardees and two additional certificates prepared for Poster awards. The certificates will be presented at Awards

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banquet.

### **Meet the Mentors Lunch/Dinner**

The ECI chair will communicate with all committee members and reviewers and inform them of the process. The workshop will consist of a dinner following the student poster session for the early career investigators presenting posters. At the dinner, several mid-career and senior investigators host individual tables and discuss career opportunities in their area with the early career investigators.

### **Preparation for the next year**

The chairperson will review and modify if necessary the procedures for the next year. A final report to the Secretary will be prepared including information on Process, Awardees, money spent, etc. The next year's committee members will be nominated and finalized. All materials will be passed from the current chairperson to the next including a list of previous years winners, examples of receipt and scoring tables, award certificates and a copy of the operating procedures.

### **Committee on Underrepresented Groups**

The Committee on Underrepresented Groups (CUG) serves as a standing committee of SNIP and is chaired by a member of the Council. Recognizing the value of diversity and the value that greater inclusion of the talents of underrepresented groups to science and specifically the field of neuroimmune pharmacology, the Society has created this committee to support and expand the entry and success of those from underrepresented groups in SNIP and their careers. While the overall agenda will be set by the CUG chair and committee, one specific charge will be to secure funding, through grants or other means, to support those from underrepresented groups to attend the annual SNIP meeting.

### **Finance and Audit Committee**

The Finance and Audit Committee (FAC) serves as a standing committee of SNIP and is responsible for determining that the Society's financial 'house' is in order and that its fiduciary obligations are being properly met. The composition of the FAC is constituted yearly by the new SNIP President at the SNIP Council meeting which is convened at the outset of the Annual SNIP Conference held in the spring of each year. The Finance Committee is comprised of five members: 1. the new, incoming President is the Chair; 2. the Treasurer; 3. the Immediate Past President; and 4,5. two at-large SNIP Members chosen by the President. It is desirable for the at-large members to have held prior administrative positions which involved budgetary authority. The Treasurer is an *ex officio* member of this committee and is responsible for presenting the financial records for audit to the committee. Records will be shared in the following ways and according to the following timetable, below.

Each audit year is aligned with the date of the annual conference. Approximately one month before the annual conference, the FAC will be presented with an accounting statement from the Treasurer that stipulates all financial transactions that occurred for the previous year, i.e., all credits and debits, plus a record of all material agreements involving the Treasury that occurred in that year (such as: an accounting of the previous year's meeting receipts and expenditures; expenditures and receipts from the Journal Publisher; disbursements for recurring items, like the renewal of the articles of incorporation, membership records, the insurance policy, tax records, accounting and other operational expenses, etc.). These documents will be reviewed by the FAC

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and questions arising will be referred back to the Treasurer for resolution. When all questions are resolved, and prior to the annual conference, the FAC is to relate their approval of the documents to the Executive Committee who will be presented with a final report, to include copies of the documents reviewed and notes on the Committee's deliberations. This documentation will also constitute the main basis for the Treasurer's report to be presented to Council at the annual Council meeting.

Once every three years, coinciding with the last term-year of the Treasurer, the Treasurer will convene the FAC at the Treasurer's place of business, to conduct a similar financial review in a hands-on environment, wherein all of the financial records from the 3 prior years are to be examined, in person. This meeting will occur in the summer/fall of the election year for Treasurer and will be arranged by the Treasurer. Two participants from the FAC will be required to participate in this task. The Society will compensate the outside participants \$400 each to help pay for travel, room and board for the meeting, unless these fees are waived by the participant. After review of the documentation of the Treasury as specified above, a report will be issued by the FAC to the Executive Committee. [NB: In addition to this 'final' audit, the Audit Committee will also be responsible for conducting its yearly audit and report as specified previously.]

### **Role of the Treasurer**

The SNIP Treasurer is responsible for administering the SNIP Society's finances, collection of dues and conference registrations, dispensing funds to pay for SNIP expenses associated with the annual meeting and the journal, payment of taxes and insurance, maintenance of financial records, submission of a yearly report at the annual meeting, serving as signatory on NIH grants, and allocation of funds into a checking account or other securities, the latter to be done with the advice of the Finance and Audit Committee. The Treasurer's primary function is to guide the Society President in obtaining and maintaining Society funds in sufficient amount to conduct the Society's business, of which the Annual Conference is of paramount importance. A guiding principle in this regard is to carry a balance forward into a new fiscal year on the order of \$40,000 to \$50,000 dollars to assure that the Annual SNIP Conference can be held the following year, even if government grant (i.e., R13) funds are unavailable.

As per the Bylaws, the term of the Treasurer is 3 years. A Treasurer in good standing may be nominated by the Nominating Committee to run for a second or third term, but may not serve for more than nine consecutive years. If a Treasurer resigns mid-term, a special election will be held to fill the post. If at all possible, it would be desirable to allow a 3-month transition period to help a new officer assimilate the duties of the Treasury and to provide for an orderly transition of the SNIP Treasury's accounts, books and records. If an interim period occurs wherein the Treasurer's office is unoccupied, the SNIP President or his/her designee, will conduct the business of the Treasury until a new Treasurer is elected.

### **Role of the Committee**

The role of the FAC is to interact with the Treasurer as an advisory and oversight body. At anytime during the fiscal year, the FAC may request information from the Treasurer regarding matters such as debits and credits, specific or general expenses, projected operating budgets and the status of the reserve account, etc. Such requests may come from any committee member but must be relayed to the Treasurer by the FAC Chair (i.e., the current SNIP President). The Treasurer's response to any inquiries will be distributed to all FAC members, preferably in writing.

### **Obligatory Reports**

Accounting Statement: As stated above, approximately one month before the annual meeting the Treasurer will supply the FAC with an accounting statement from the Treasurer that stipulates all financial transactions that occurred for the previous year. In addition a Current Status Report will be supplied, to include the following items:

1. The overall state of the Treasury, that is the total amount of money in the Treasury and a description of the accounts where this money is held, including cash and investments (CDs, Money Market Funds, &/or Savings Accounts)
2. A record of all current debits and credits including those related to expenditures and receipts associated with running the Annual Conference, publishing the society journal (JNIP), maintaining the Society's Insurance Policy and 501 (c) (3) registration, accounting and audit expenses, and taxes
3. Projections of all planned future spending (a budget)
4. The number of current paid members as well as those with dues outstanding; a report on any problems faced by, and opportunities open to the Treasury.

The Treasurer also will use the status report to introduce proposals for change to, and solicit opinions and seek help from, the FAC as required (i.e., any 'emergency issues' that may arise should not await a formal status report but should be reported to the President and the FAC).

Tax Form Status: The Treasurer will prepare all required tax documents and submit them to the FAC for review at least three weeks ahead of the IRS deadline for filing. Feedback from the FAC must be obtained within a week of receiving this report. Discrepancies noted during this review must be rectified by the Treasurer before filing. A similar process must accompany the yearly re-registration of SNIP as a 501 (c) (3) tax-exempt organization within the State where it is incorporated. The timing of these aspects of reporting is dictated by IRS and State regulations.

SNIP Business Meeting Report: The Treasurer will also be responsible for presenting a brief summary report of the status of the Treasury to the general membership at the SNIP Membership Business Meeting that occurs during the Annual SNIP Conference. This brief report will outline credits and debits for the SNIP fiscal year just ended, and report on the current status of cash reserves as well as a rough budget for the following year

FAC Final Report: Using up-to-date numbers and any suggestions for changes from the FAC as the result of the above processes, the Treasurer will prepare the **Annual Council Report on the State of the Treasury** that is to be presented by the Treasurer to the entire SNIP Council for discussion at the Annual SNIP Council Meeting, typically held the day before the start of the Annual SNIP Conference. After Council discusses the report, motions will be tendered for either acceptance or revision and these motions will be voted on by Council. If changes are recommended by a majority vote, they will be deliberated upon and incorporated at the general meeting of the Finance Committee which meets the following day (see below). The deliberations of this body and changes made as the result will then be discussed by the entire Council in its final summary-meeting held at the end of the second day of the Council Meeting. At that time the Council will vote again on acceptance of the Treasury Report. If further changes are requested by the majority vote of Council at this time, they will be worked through by ad hoc meetings of the Finance Committee until approved by the Current SNIP President as responsive to Council's requests. As a matter of record, the **Final Status Report on the Treasury** will then be delivered in a timely manner thereafter to each member of the SNIP Council.

### **FAC Meeting and Report to Council**

The FAC will meet on the second day of the SNIP Council Meetings will follow an agenda such as outlined below with additions as appropriate:

1. A discussion of the Treasury Report as presented to Council the day previous, to include deliberations of any changes recommended by Council and their recommended solutions.
2. A discussion of any problems facing the Treasury – revenue-related, membership-related, or otherwise - past, present and future (i.e., projected and anticipated).
3. A discussion of revenue sources to include R13 Government Grant funds, JNIP contributions, any other sources of revenue - past present and future - real and potential.
4. A discussion of recruitment of new members to the Finance Committee, and, if appropriate, nominees for Treasurer.
5. A discussion of the presentation planned by the Treasurer for the SNIP Business meeting held during the annual conference.
6. Finalization and approval of a FAC Final Report to be presented to Council before the Council meeting closes on Day 2, this is to include summaries of relevant issues discussed at the current meeting (points 1-5 and others).

### **Adding the New SNIP President as a Signatory to SNIP Bank Accounts**

A principle duty of the Treasurer during the time of the annual conference (shortly before, during or after) is to add the new President to the signature list for SNIP bank accounts while removing the outgoing President's signatory authority.

### **General Audit Responsibilities of the FAC**

In carrying out its responsibilities as outlined above, The FAC also serves as a **General Audit Committee**. In this way the FAC determines and certifies that the Society's financial 'house' is in order and that its fiduciary obligations are being properly met. The Treasurer is an *ex officio* member of the **General Audit Committee**, responsible for presenting financial reports and records as required for audit and review to the Finance Committee, as outlined in **Obligatory Reports**.

### **Special Audit Committee**

Once every three years, coinciding with the last term-year of the Treasurer, the President will convene a **Special Audit Committee** to audit the SNIP financial records. This committee is to be comprised of two people selected by the President [and/or a paid Certified Public Accountant]. These individuals will be selected from members of the FAC, excluding the President. This **Special Audit Committee** will travel to the site of the Treasurer to conduct a similar financial review as defined in the STATUS REPORTS outlined previously. However, and most importantly, this audit is to be conducted in a hands-on environment, wherein all of the SNIP financial records are to be examined, in person. This meeting will occur in the Fall/Winter of the election year for Treasurer at the Treasurer's home-base where the Treasury records are held. The meeting will be arranged by the Treasurer at the direction of the SNIP President. The Society will compensate the auditors with Airfare, hotel and per diem. The meeting will not last more than 2 days. After review of the documentation of the Treasury as specified above, a report will be issued by the **Special Audit Committee** to the SNIP Finance Committee and the Executive Committee.