



**Society Handbook**

**for**

***The Histochemical  
Society***

Version 1.3

1/17/18

## Table of Contents

<b>Revision History .....</b>	<b>v</b>
<b>1 Mission Statement.....</b>	<b>1</b>
<b>2 Society Officers .....</b>	<b>2</b>
2.1 Executive Committee.....	2
2.1.1 President.....	2
2.1.2 President Elect.....	3
2.1.3 Past President.....	3
2.1.4 Secretary-Treasurer.....	3
2.1.5 JHC Editor in Chief.....	4
2.2 Councilors .....	5
2.2.1 Authority.....	5
2.2.2 Term of Office .....	5
2.2.3 Responsibilities .....	5
<b>3 Vendor Contracted Services .....</b>	<b>6</b>
<b>4 Committees/Task Forces.....</b>	<b>7</b>
4.1 Awards and Membership Committee .....	7
4.1.1 Authority.....	7
4.1.2 Membership .....	7
4.1.3 Duties and Responsibilities .....	7
4.2 Finance Committee.....	7
4.2.1 Membership .....	7
4.2.2 Authority.....	7
4.2.3 Duties and Responsibilities .....	7
4.3 Publication Committee.....	8
4.3.1 Membership .....	8
4.3.2 Authority.....	8
4.3.3 Duties and Responsibilities .....	8
4.4 Program Committee.....	8
4.4.1 Membership .....	8
4.4.2 Authority.....	8
4.4.3 Duties and Responsibilities .....	8

4.5	Communication Committee.....	9
4.5.1	Authority.....	9
4.5.2	Membership .....	9
4.5.3	Duties and Responsibilities .....	9
4.6	Education Committee .....	9
4.6.1	Authority.....	9
4.6.2	Membership .....	9
4.6.3	Duties and Responsibilities .....	9
<b>5</b>	<b>Annual Meetings.....</b>	<b>10</b>
5.1	Scientific Program Chair(s) .....	10
5.2	General program structure.....	10
5.3	Relationship with Host societies.....	10
<b>6</b>	<b>Awards .....</b>	<b>11</b>
6.1	Travel Awards.....	11
6.2	Lillie .....	11
6.3	Vector .....	11
6.4	IHCM Travel .....	11
6.5	New Investigator .....	11
6.6	Honorary Lifetime Membership .....	12
6.7	George Gomori.....	12
6.8	Carpentar-Rasch .....	13
6.9	Capstone Grants .....	13
6.10	Other Awards and Honors .....	14
<b>7</b>	<b>Policies/Procedures .....</b>	<b>15</b>
7.1	General Rules for Society Expenditures .....	15
7.2	Officer Reimbursements .....	15
7.3	Invited Speakers Reimbursements .....	15
7.4	JHC Editor-in-Chief Review and Reappointment .....	15
7.5	JHC Editor-in-Chief Search and Appointment .....	15
7.6	Procedural response to claims of misconduct for JHC .....	15
7.7	HCS policy for editorial board members' society membership .....	15
7.8	Elections.....	16
7.9	Filling of unexpected Vacancies on Council .....	16

7.10	HCS Sponsored Workshops: .....	16
7.11	Membership.....	17
7.11.1	Procedure for Membership Application.....	17
7.11.2	Criteria for Full Membership .....	17
7.11.3	Student Membership .....	17
7.11.4	Emeritus Membership .....	17
7.11.5	Associate Membership.....	18
7.11.6	Undergraduate or Developing Country Membership.....	18
7.12	Conflict of Interest Policy .....	18
7.12.1	Introduction .....	18
7.12.2	Definition of “Conflict of Interest” .....	18
7.12.3	Process.....	18
7.12.4	Conflict of Interest Claims .....	19
7.13	Communication Policy .....	19

## Revision History

Name	Date	Reason for Changes	Version
Jennifer Holland, ED	3/11/16	Initial Documentation, conversion of old version	Draft, 1.0
Jennifer Holland, ED	12/16/16	Finalization of content for approval vote	1.1
Kendra LaDuca, ED	9/6/17	Added new travel award in Imaging and Histochemistry (HCS TA-IHC)	1.2
Kendra LaDuca, ED	1/17/18	Updated travel award policy to remove membership requirement and to add one year of comp membership as an award benefit, per vote by council.	

## **1 Mission Statement**

The Histochemical Society is an organization of scientists sharing a passion for the development and use of visual techniques that provide biochemical and molecular information about the structure and function of cells, tissues and organs and for the dissemination of this knowledge through education and outreach. The Society fulfills its mission through publishing its Journal, the Journal of Histochemistry and Cytochemistry, and through the management of annual meetings and short courses.

## **2 Society Officers**

A historical tracking of those serving in these positions is to be maintained.

### **2.1 Executive Committee**

The Executive Committee is made up of the society President, President Elect, Past Presidents (2), and Secretary-Treasurer. The Editor-in-Chief also serves on the Executive Committee.

#### **2.1.1 President**

##### **2.1.1.1 Authority**

The President is the Chief Executive Officer of the Society and normally presides at scientific meetings, and all meetings of the Council.

##### **2.1.1.2 Term of Office**

Serves one term of two years duration after which the individual continues to serve as a member of council as Past President for an additional 4 year term.

##### **2.1.1.3 Responsibilities**

1. Presides at all meetings of the membership and of the Council in accord with the parliamentary procedures as specified in Robert's Rules of Order. Required and traditional meetings: Council Meeting in conjunction with the Annual Meeting and Business Meeting of the membership held during the Annual Meeting. The President may call special meetings of the members or Council as necessary. A spring Council meeting is also held where the President presides.
2. Executes decisions of the Council and membership.
3. Authorizes travel for all officers and committee members relative to the performance of Society business. Travel can only be authorized when need is established and alternative funding is not available.
4. Records requirements and conditions for all grants and makes sure they are met on time.
5. Develops annual calendars and insures adherence to the timetable of activities for various officers and committees.
6. Maintains and keeps current this Society Handbook. With members of the Executive Committee, reviews Handbook annually and informs Society office of additions or deletions.
7. Makes committee chair and committee liaison appointments, subject to approval of Council at the Annual Meeting as needed based on term limits. If vacancies occur, the President will appoint a replacement.
8. Serves on the Finance committee chaired by the Treasurer
9. Signs legal documents: President signs contracts in the name of the Society and is responsible for the publishing contract for the Journal.
10. Signs letters of notification for society elections.
11. Informs Honorary Life members of their award and of this honor by the membership of the Society, and invites them to the annual meeting to receive the award.
12. Presents awards at the annual meeting.
13. Can convene conference calls with the Executive Committee and any interested Council Members as needed between the scheduled Council meetings.
14. In addition to standing committees, the President has the authority to create Task Forces from the membership to pursue very specific goals. Generally, these groups will accomplish their goals in 1 to 3 years and then disband. However, the tasks of some groups may be more longstanding, in which case the Task Force can transform into a standing committee.
15. Prepares slate of nominees for standing and ad hoc committees for approval by Council at Annual Meeting.

16. Serves as the Program Chair for the years they sit as President and is responsible for Program topics, speaker selections and chairing of the Program Committee.

## 2.1.2 President Elect

### 2.1.2.1 Authority

The President-elect is one of the most important offices of the Society, because this person must understand fully the ongoing activities and concerns of the Council and Society and provide continuity of decision-making and executive action. Accordingly, the President-elect will begin to participate fully in the affairs of the society immediately upon election and shall become at that time an *ex-officio* member of Council.

### 2.1.2.2 Term of Office

Serves one term of two-year duration, after which he/she assumes the presidency of the Society. Elected individual must have served a term as Councilor prior to Presidential election.

### 2.1.2.3 Responsibilities

1. Acts as Parliamentarian for the Council Meetings.
2. Presides at meetings of membership and Council in President's absence or inability to serve.
3. Attends and serves as a member of Council meetings and special meetings called by the President.
4. Assists the President in administering the affairs of the Society as requested by the President.
5. Serves as a member of the Executive Committee
6. Identifies long-range planning goals for implementation during tenure as President-elect and President.
7. Chairs the Awards and Membership Committee in the process of selection of finalists and winners for all award categories.

## 2.1.3 Past President

### 2.1.3.1 Authority

The Past-President provides an "institutional memory" and experience to the Council, and is charged with the responsibility of chairing the Meeting Committee. S/he is a full member of the executive committee as an officer of the society and is a voting member of council.

### 2.1.3.2 Term of Office

Serves a four-year term, directly after the two years serving as President of the Society.

### 2.1.3.3 Responsibilities

1. Acts as a voting member of the Executive Committee and Council
2. In the event both the President and President-Elect are unable to fulfill the defined leadership duties, the Past President will lead the Council effort to restore the chain of power.

## 2.1.4 Secretary-Treasurer

### 2.1.4.1 Authority

The Secretary-Treasurer is the chief recording officer of the Society. The general responsibility of the Secretary-Treasurer is to record and maintain minutes and proceedings of meetings of Council and serve as the Chief Fiscal Officer of the Society. The Treasurer is responsible for safeguarding all funds belonging to the Society. The Treasurer monitors the disbursement of funds according to the budgets approved by Council; ensures that the proper records, accounts, and accounting procedures are maintained; and presents an annual audit and financial statement of the Society's business to Council.



### **2.1.4.2 Term of Office**

Serves a three-year term and can be reelected once. Elected individual must have served a term as Councilor prior to Secretary-Treasurer election.

### **2.1.4.3 Responsibilities**

1. As a member of Council, attends all Council meetings and special meetings called by President and/or the President-elect.
2. Prepares detailed notes on the deliberations at these meetings; from these prepares minutes for distribution to the officers and members of the Council. Prepares list of approved motions and of action items (Minutes are to be prepared within one month of these meetings.)
3. Keeps a running list of items decided by the Council that should be brought to the attention of the Society membership. Interacts with the President, President-elect and Executive Director to keep action items moving towards completion.
4. Oversees the following activities of the Society office:
  - a. Membership application and directory accuracy.
  - b. Membership business meeting at the annual meeting.
5. Serves as Chair of the Finance Committee
6. Monitors the disbursement of all Society's funds in accordance with budgets assigned to the national office, officers and committee members.
7. Reviews fiscal arrangement of contracts for the Society and makes recommendations to the President.
8. Assures that quarterly and financial reports are provided to Council.
9. Prepares a provisional annual budget that is comprised of individual budgets for Society activities, the Journal, Membership and dues, the Annual meeting and awards, with assistance of the Executive Director and the Finance Committee, and presents this budget to the Council for approval prior to the start of the next year.
10. Receives and reviews prior to the Spring meeting the annual financial reports prepared by the Executive Director and his/her staff for:
  - a. the JHC as reported by the Editor-in-Chief;
  - b. the Society Annual Meeting
  - c. Society activities;
  - d. Membership and dues collected;
  - e. investment portfolio performance;
  - f. the Society as a whole.
11. Presents to the Council for approval:
  - a. the annual financial report for the prior year;
  - b. the final budget for the current year.
12. Ensures that the Society's financial records are adequately maintained.
13. Authorizes the Executive Director or his/her designees to pay bills incurred and to ensure that all reports required by various government agencies, including the Internal Revenue Service, are properly prepared and submitted.
14. Serves on the Executive Committee.
15. Signs the annual Society Tax Return.

## **2.1.5 JHC Editor in Chief**

### **2.1.5.1 Authority**

The *Journal of Histochemistry and Cytochemistry* shall be the official publication of the Society. The Editor-in-Chief is the Chief Executive Officer for the Society's publication. The Editor, elected by majority vote of Council for a five-year term upon advice of the Publication Committee, supervises all activities of the Journal

and makes a report of these activities to Council and to the Society in conjunction with the commercial publisher engaged to produce the Journal.

### **2.1.5.2 Term of Office**

Serves a five-year term and may be reappointed once. Decisions related to renewal of term are to be made by the fourth year of the current term. When a new Editor-in-Chief begins, there is to be a 6 month shadowing period of the current and incoming editor. All terms of the appointment of the EIC and the relationship between the EIC and Council are governed by the contract signed by both parties in accordance with society historical contracts.

### **2.1.5.3 Responsibilities**

1. Primary responsibility of the EIC should be for both the scientific and editorial content of the journal
2. Acts as the official liaison to the publisher of the Journal and provides council to the President, who is responsible for the publishing contract for the Journal.
3. Appoints, with approval of Council, an Editorial Board of five or more members to serve for four years.
4. Reports to Council at the spring council meeting.
5. Provides input in the preparation of the yearly budget, prepared by a designated provider.
6. Serves as ex-officio member of the publication committee.

## **2.2 Councilors**

### **2.2.1 Authority**

The Society is governed by a Council composed of the Society Executive Committee, and five elected Councilors. The Council serves to execute decisions of the membership, to propose legislation to the membership and to execute, between Annual Meetings, decisions for the orderly conduct of Society business. Decisions of the Council are by majority vote.

### **2.2.2 Term of Office**

Elected Councilors serve a four-year term and are eligible for reelection once.

### **2.2.3 Responsibilities**

1. The Council has broad powers directed at carrying out the decisions and wishes of the membership. The actions of officers and the composition and recommendations of various committees of the Society are under the surveillance of the Council, which in turn is answerable to the membership.
2. The actions of the Council shall be directed toward the betterment of the Society and the scientific community. With the help and approval of the membership, the Council shall set the general policies of the Society and guide its activities.
3. Among the most important activities of the Council are those of setting general policies regarding the operation of the Journal, and the collection, handling, and dispensation of Society monies.
4. The Council shall consider the names of candidates; the names of those candidates approved by a majority vote of the Council shall be presented for election to the membership via a ballot (electronic) vote at the end of the year prior to the start of the next year's term.
5. Councilors are expected to attend the annual spring council meeting.
6. The entire Council also acts as the society's Development Committee and agrees to assist in outreach to potential sponsors to support society initiatives.

### **3 Vendor Contracted Services**

Various services may be contracted as determined by the Executive Committee for services related, but not limited to, the Journal, society administration, membership services, website maintenance, award processing, etc. All services must be formalized with a contract reviewed by Council and signed by the President.

## 4 Committees/Task Forces

### 4.1 Awards and Membership Committee

#### 4.1.1 Authority

The Awards & Membership Committee reviews applications for awards received by the Histochemical Society Business Office and makes recommendations to the Council for strategies to increase membership and improve the benefits to existing members (in Article VIII, Section 3 of the Bylaws). The Committee selects the recipients of regular and special awards of the Society (see Article VIII, Section 6).

#### 4.1.2 Membership

This committee consists of the Chairperson (the current President Elect), the Executive Director (*ex-officio*) and two or more members of the Society, at least one of which will be an Off-Council member.

#### 4.1.3 Duties and Responsibilities

1. The committee identifies individuals who should be accorded Honorary Life Memberships in the Society as a tribute to their contributions as outlined for the award under the Award section of this handbook.
2. Select winners of all award categories in accordance with the procedure set forth in the Awards section of the Handbook.
3. Review related web pages and make suggestions for keeping content up-to-date.
4. Review membership trends and create strategies to improve member benefits and maintain the community.

### 4.2 Finance Committee

#### 4.2.1 Membership

The Finance Committee is chaired by the society Treasurer. Members include the President, President-Elect, Past President, Editor-in-Chief (*ex-officio*), and the Executive Director (*ex-officio*). This group will prepare a provisional annual Society budget to be submitted and approved prior to the beginning of the budget's calendar year.

#### 4.2.2 Authority

It is the responsibility of this Committee to prepare an Annual Society Budget and submit it for Council approval. This budget shall include estimated income sources and appropriate estimates of expenditures of committees, officers, meetings, and publications. The committee makes recommendations concerning investment policies to the Council and considers means to increase Society income.

#### 4.2.3 Duties and Responsibilities

1. Prepares a consolidated annual budget to be submitted for Council approval. The budget shall be prepared in consultation with the Society Office. The budget shall specify expenditures for all officers, Council, the Journal and all standing committees of the Society.
2. Reviews annually the financial records of the Society, submitted by the Accounting Office.
3. Makes recommendations to Council regarding means of increasing Society income, investment policies, justifiable expenditures, and cash balances.
4. Makes recommendations to Council concerning the raising and disbursing of funds.
5. Assists in the performance of Treasurer's duties.

6. Recommends policy relative to allowable expenses concerned with necessary travel of officers or committee members and symposium speakers.
7. Sets rules (subject to Council approval) relative to required receipts and record keeping on the expenditure of budgeted funds by Officers and Committee Chairs.
8. Review related web pages and make suggestions for keeping content up-to-date.

## **4.3 Publication Committee**

### **4.3.1 Membership**

This committee shall be composed of a chair as appointed by the President and four members from the general membership appointed by the President, each serving four years. The Editor-in-Chief, the Managing Editor and Director of Publications (Admin Liaison) will each serve in a non-voting capacity.

### **4.3.2 Authority**

The committee formulates general policy concerning all publications and makes final decisions concerning publications arising out of Annual and International Meetings as well as other symposia of interest to the HCS, subject to review and approval by the council. The committee is responsible for nominating an Editor(s)-in-Chief for Council approval and conducting reviews of the Editor-in-Chief as defined in the policies section of the Handbook. The committee serves as a liaison between the membership and the Journal, providing oversight on general publication policy.

### **4.3.3 Duties and Responsibilities**

1. Recommends names of candidates for Editor of the Journal and aids the Council in the selection and appointment of both.
2. Advises the Editor-in-Chief on the selection of members of the Editorial Board, Editors and Assistant Editors of the Journal as requested.
3. Meets with the Editor-in-Chief to review matters of policy, expenditures and management relating to the Journal and has final approval for large expenditures outside the approved Journal operating budget.
4. Reviews suggestions from the HCS membership and the Editor-in-Chief regarding all publication-related issues, deliberates and makes final recommendations to HCS Council on all matters concerning publications of the Society including the Journal, both in terms of scientific merit and cost.
5. Review related web pages and make suggestions for keeping content up-to-date.

## **4.4 Program Committee**

### **4.4.1 Membership**

The Program Committee is chaired by the current President for that year's meeting and includes 4-5 other members as designated by the chair.

### **4.4.2 Authority**

The Program Committee oversees the development of program topics for the annual meeting and session held in conjunction with partner societies during their meetings as invited. Once topics are chosen, the committee also selects and invites speakers for the session.

### **4.4.3 Duties and Responsibilities**

1. Discusses and decides on the topic for sessions held at the annual meeting.
2. Discusses and decides on the invited speakers to present at society sponsored sessions.

## **4.5 Communication Committee**

### **4.5.1 Authority**

This Committee fulfills the ultimate goal of raising the profile of the Society with the media and the scientific community. This body also modifies and maintains the Society's website and social media outlets as viable platforms, responsive to the needs of the membership, with oversight from the Executive Committee.

### **4.5.2 Membership**

The Committee is comprised of a Chair as appointed by the President and up to 6 members as assigned by the Chair. Chair terms are served in three year increments and are reviewed by the Executive Committee on that cycle. Terms are renewable. As the need for a new Chair arises, selections are made from the current Committee membership. The Executive Committee has the power to re-assign Chairs as needed.

### **4.5.3 Duties and Responsibilities**

1. Facilitate press releases as related to the journal and Society as needed.
2. Explore other options for expanding the profile of the Society with the media and in the community.
3. Report on activities to the Executive Committee at the council meeting.
4. Review website content and suggest regular updates.
5. Investigate new technology as related to website design and function for continuing website functionality improvements.
6. Investigate social media and other technologies to improve the general marketing of the Society in serving the membership.
7. Work with other Committees in maintaining any online presence the Society has outside the main Society website.
8. Annual review and updates to the HCS and JHC Wikipedia pages.

## **4.6 Education Committee**

### **4.6.1 Authority**

The Education Committee coordinates activities related to the Society mission; develops and implements programs for the membership and scientific community regarding current and new technologies in the field; and monitors challenges and opportunities. This Committee may work on its own or in collaboration with other professional scientific associations.

### **4.6.2 Membership**

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

### **4.6.3 Duties and Responsibilities**

1. Provide updated web content on related pages.
2. Coordinate activities for educational purposes as a Society outreach effort.
3. Consider potential new programs to expand outreach.
4. Report on activities to the Council at the annual council meeting.

## **5 Annual Meetings**

### **5.1 Scientific Program Chair(s)**

The chairs of the annual session shall be the current President and President-Elect. The Editor-in-Chief shall chair the JHC lecture sessions. As other sessions are programmed, designated chairs may be assigned by the program committee as needed.

### **5.2 General program structure**

The typical session is comprised of 3-4 invited speakers which are provided travel, meeting registration, and hotel accommodation by the society. Other formats may be utilized as needed and appropriate operating within the approved budget. A JHC lecture session is typically one highlighted invited speaker as covered by the journal budget.

### **5.3 Relationship with Host societies**

HCS partners with other societies and welcomes the opportunity to host sessions at other meetings. HCS may seek out such partnerships and submit session proposals given the review, support, and approval of the program committee and Council. The annual budget should reflect the expected expenses related to all session HCS will sponsor in a given year.

## **6 Awards**

Note no current Council members are eligible to receive an award of any kind during their term. Immediately at the end of their term, they become eligible for the next years' consideration.

### **6.1 Travel Awards**

HCS supports 5 travel awards to researchers at different stages of their careers who submit abstracts for a given meeting. Travel awards may be associated with the annual meeting and any other associated and relevant meeting the Award and Membership committee considers appropriate based on suggestions of the committee or based on submitted requests. The awards are to be advertised on the website and reviews based on merit are to take place prior to award notices. HCS membership is not a prerequisite for award application. A one year HCS membership will be included as a benefit of receiving a travel award.

### **6.2 Lillie**

To be eligible for this award, applicants should be either graduate students (M.S., Ph.D. or M.D.) or postdoctoral trainees (Ph.D. and M.D.) that are within three years of their thesis-earned doctorate at the time of the EB meeting. These awards will be selected from the general pool of candidates submitting applications to the HCS and HCS/ASIP travel awards. The Lille awards will be decided at the EB meeting by the HCS Awards and Membership Committee upon judging of the abstracts and posters presented at the Immunohistochemistry scientific interest group at EB. The Lille award of \$750 may be cumulative with the HCS and/or HCS/ASIP travel award. Recipients of this award must be members of HCS, register for and attend the EB annual meeting, and present their work as a poster or minisymposium. Awarded abstracts will be also selected for a poster presentation at the Immunohistochemistry Scientific Interest Group at EB.

### **6.3 Vector**

To be eligible for the Vector Laboratories award, applicants should be postdoctoral trainees (Ph.D. and M.D.) that are within three years of their thesis-earned doctorate at the time of the EB meeting. These awards will be selected from the general pool of candidates submitting applications to the HCS and HCS/ASIP travel awards. The Vector awards will be decided at the EB meeting by the HCS Awards and Membership Committee upon judging of the abstracts and posters presented at the Immunohistochemistry scientific interest group at EB. The Vector award consists of a certificate and a \$500 cash prize to defray travel expenses to the EB meeting and may be cumulative with the HCS travel award. Recipients of this award must be members of HCS, register for and attend the EB annual meeting, and present their work as a poster or minisymposium. Awarded abstracts will be also selected for a poster presentation at the Immunohistochemistry Scientific Interest Group at EB.

### **6.4 IHCM Travel**

Up to two (2) travel awards of \$750 will be given to graduate students (M.S., Ph.D. and M.D.), post-doctoral fellows or early career scientists (academic, industrial, or government scientists) to support travel and registration expenses to attend Immunohistochemistry and Microscopy (IHCM) course at Woods Hole Marina Biology Laboratory. Please visit the IHCM page for application information for other awards and email HCS to apply directly to HCS for a travel award to this valuable course. The application packages must be submitted to the HCS Awards and Membership Committee via email. The award is contingent on acceptance into the course by the MBL.

### **6.5 New Investigator**

The Histochemical Society (HCS) New Investigator Award is presented at the EB annual meeting to a promising early career investigator who demonstrates scientific excellence through the utilization of histochemical, immunohistochemical, and imaging techniques. Candidates must be within 10 years of their



M.D., Ph.D., or equivalent degree, but need not be an HCS member. The award consists of a \$2000 honorarium and plaque, which are presented at the HCS Business meeting held during the EB meeting. Awardees are expected to submit a review article based on the area of their research for publication in the *Journal of Histochemistry & Cytochemistry*. Awardees will also receive a complimentary one-year membership in The Histochemical Society. The Awardee will receive complimentary registration to attend the EB annual meeting and is expected to present a poster at the Immunohistochemistry scientific interest group at the EB meeting. The Awardee must attend the HCS Business Meeting and Awards Presentation held in conjunction with EB. The application package, including a cover letter, the EB abstract, two recommendation letters, a one-page research statement, and your CV must be submitted to the HCS Awards and Membership Committee via email ([jholland@histochemicalsociety.org](mailto:jholland@histochemicalsociety.org)). The deadline to apply is the same as the EB abstract deadline for any given year.

## **6.6 Honorary Lifetime Membership**

One of the responsibilities of the Awards and Membership Committee is the identification of individuals to be awarded the status of Honorary Lifetime Members in the Histochemical society as a tribute to their contributions to the scientific field and to the society. Two honorary life members can be elected each year upon recommendation by the Council to the membership at the annual business meeting. Honorary life members are entitled to all of the rights and privileges of active members, are exempt from Society dues and are identified as Honorary Members in the directory and receive a free online subscription to the *Journal*.

Nominations for honorary lifetime membership should be based upon the scientist's service to the Society, the impact of the scientist's scholarly work, and/or international leadership provided by the scientist that resulted in improvements in the health of society. Honorary Lifetime Membership may be extended to current members of the HCS, or persons who have a long history of being a member of the HCS. Nominations can be received by the general membership based on an annual call for nominations as well as direct nominations from Council members or the Award Committee. Nominations should be accompanied by a letter stating the individual's name and lifetime work as it relates to the society and why a nomination is supported. This letter along with available biographical information and publication listings will be reviewed by the Awards Committee and presented to Council as a recommendation for the annual award. Council will select no more than two of these lifetime memberships per year through a majority vote. The award will be announced at the annual meeting during the HCS Business Meeting.

## **6.7 George Gomori**

This is the highest award offered by the Society and was established in 1987. The purpose of the award is to honor Dr. George Gomori and to recognize outstanding contributions to the field of histochemistry and cytochemistry. It is presented every four years at the Annual Meeting of the Society in the year immediately preceding the meeting of the International Federation of Societies for Histochemistry and Cytochemistry. Next Gomori Award will be presented at the 2019 Histochemical Society meeting.

Candidates must be members of The Histochemical Society.

The award consists of an award plaque listing the names of the founders of The Histochemical Society, a cash prize of \$5000, and reimbursement for reasonable travel expenses and registration at the 2019 EB Meeting. The Gomori Award will be presented at the HCS Business meeting held during the EB 2019 meeting.

The Awards and Membership Committee will consider the published record of research and overall impact of the science of the candidate in the field of Histochemistry and Cytochemistry.

Nominations must include a curriculum vitae or biographical sketch of the nominee, and a nominating letter describing in detail the impact of his/her bibliography in the field of histochemistry and cytochemistry.

## **6.8 Carpenter-Rasch**

Nominations for this award are accepted this year for presentation at the annual EB meeting. This award recognizes the outstanding efforts and contributions by Drs. Anna-Mary Carpenter and Ellen M. Rasch. The main purpose of this award is to recognize individuals who have made outstanding contributions and service to the Society. The award may not be presented annually, but rather when the Awards Committee and Council determine that a meritorious recipient has been identified. To be eligible an individual has to have made significant contributions to the Society and to the scientific community. Nominations must include a curriculum vitae or biographical sketch of the nominee, and a nominating letter describing the contributions or service of the nominee in the field of histochemistry and cytochemistry and/or the Society. The award consists of a cash prize of \$3000; an award plaque; and reimbursement for reasonable travel expenses and registration at the annual EB Meeting. The Anna-Mary Carpenter-Ellen M. Rasch Award will be presented at the HCS Business meeting held during the EB meeting. The Committee will determine if a meritorious candidate exists amongst the candidate pool, and if so a winner will be notified and announced prior to the Annual Meeting. The nomination package must be submitted to the HCS Awards and Membership Committee via email.

## **6.9 Capstone Grants**

The purpose of the Histochemical Society's Capstone Research Grant is to provide assistance to further the research projects of undergraduate students who propose to use immunohistochemistry or other histochemical techniques in their projects. We aim to encourage undergraduate students to effectively utilize histochemistry as an analytical method for biological research. The Histochemical Society will award \$500 to successful applicants. Preference will be given to students who hold a junior or senior academic standing. Recipients will be given approximately one year to perform the research. Grant recipients will be required to report their findings to the Histochemical Society Education Committee upon the completion of the project.

**Applicant Requirements:** Applicants must be undergraduates and current members of the Histochemical Society. Ideally, applicants will have conducted research previously and this award will be used to help the students to collect remaining data to prepare the project for publication or presentation. Preference will be given to applicants who will be juniors or seniors during the proposed research.

**Evaluation:** Applications will be evaluated on the effective and necessary use of immunohistochemistry or other histochemical techniques toward completion of the project. Likelihood of successful completion of the project (based on availability of appropriate laboratory space, equipment and institutional support) and significance of the question being addressed will also be considered.

**Reporting:** Successful applicants should submit a summary of their project in the form of a scientific manuscript. This should be submitted within 2 months of the project's completion date

### **Timeline:**

March 1 to May 15: Application site open

May: Applications reviewed

June: Applicants notified; Funds disbursed

August of following year: Project completion

October of following year: Report submitted to the HCS Education Committee

**Acceptance of funding:** The Histochemical Society will work with awardees and their institution to determine the best mechanism for delivering the funds. The HCS reserves the right to publish names and photographs of the awardees on the HCS website and other informational forums, including social media sites such as Facebook and Twitter.

## **6.10 HCS Travel Awards in Imaging and Histochemistry (HCS TA-IHC)**

An explicit goal of the Board of the Histochemical Society is to identify and recruit new members to the Society. The HCS Travel Awards in Imaging and Histochemistry are designed to encourage members to attend or speak at society sanctioned workshops, courses, meetings or conferences. The number of awards to be granted will be decided annually during the budgeting process. Awards will be available on a rolling basis, with deadlines and application process advertised on the society website, and will be available to members at three career levels:

### **1) Invited Speaker**

- a. Activity: Invited scientific or policy presentation to a recognized scientific meeting or science policy event.
- b. Award: Reimbursement up to \$5,000 per speaker.
- c. Target: Experienced scientist or subject matter expert.

### **2) Invited Instructor**

- a. Activity: Sponsored lecture at a scientific workshop, course, or workout.
- b. Award: Up to \$3,000 per speaker.
- c. Target: Experienced subject matter expert.

### **3) Travel Award**

- a. Activity: Attend a Society sanctioned workshop, course, or workout.
- b. Award: Up to \$1,000/individual.
- c. Target: Junior Faculty, Staff Scientist, Post-Doctorate Fellow (or equivalent), graduate student, or advanced undergraduate student.

## **6.11 Other Awards and Honors**

Additional awards, merit and travel grants, may be considered and processed annually by the society given the budget supports the proposed expenses and the Award and Membership Committee supports the requests along with an approval by the Executive Committee.

## **7 Policies/Procedures**

### **7.1 General Rules for Society Expenditures**

1. Society funds for travel require prior budgeting and prior Presidential approval unless specified herein. Where practical, reimbursement for the lowest available transportation cost and lowest suitable hotel/motel accommodations will be used.
2. Society contractual agreements will be reviewed by the Society Office prior to consummation. The President is authorized to sign contracts in the name of the Society.

### **7.2 Officer Reimbursements**

1. Councilors are to be reimbursed for economy; advance purchase airfare based on reasonable current airfare rates (round trip from home city), ground transportation, and hotel accommodations (for the duration of the related meeting). Councilors are also provided registration to the Annual Meeting.
2. Councilors are permitted to request per diem based on the current government posted schedule for the event city as well as reasonable baggage fees charged by the airlines. No other expenses are to be reimbursed other than those outlined in this policy.
3. Council Members and Program Chairs are asked to commute to the relevant events where possible and reasonable.
4. Requests for reimbursement must be made within 3 months of the event. Request made after this limit will not be considered.

### **7.3 Invited Speakers Reimbursements**

Invited speakers to the annual meeting or any other session sponsored by HCS are to be provided registration fees, economy advanced purchased round trip airfare, 1-4 nights hotel not to exceed the duration required for meeting attendance and reasonable ground transportation. No per diem or meal reimbursement is provided. Requests for reimbursement must be made within 3 months of the event. Request made after this limit will not be considered.

### **7.4 JHC Editor-in-Chief Review and Reappointment**

The Editor-in-Chief serves an initial 5 year term. One year prior to the end of the initial term, The Executive Committee (minus the EIC) determines if an invitation for a second 5 year terms is to be extended. Given the invitation and acceptance of a second term, the extension continues automatically.

### **7.5 JHC Editor-in-Chief Search and Appointment**

One year prior to the end of an EIC's term, the Executive Committee begins the process in conjunction with the Publication Committee in identifying a successor to the position. A new EIC is to be named at least 6 months prior to the end of the current EIC's term to allow a transition period.

### **7.6 Procedural response to claims of misconduct for JHC**

HCS and JHC have contracted publication services and all claims of misconduct are to be channeled through the publication services and the advice of their counsel followed. Neither society councilors, nor the EIC is to act on their own in any regard in relation to claims of misconduct.

### **7.7 HCS policy for editorial board members' society membership**

Editorial Board members who serve the society journal as appointed by the Editor in Chief are provided a basic HCS membership that provides online access to the journal. This basic membership does not provide other member benefits such as complimentary publication charges, award eligibility, optional print journal

subscriptions or any other benefits beyond online journal subscription. Editorial Board members may upgrade to a regular membership to access these benefits at the current regular membership rate. Upgrading membership will not affect editorial board terms.

## **7.8 Elections**

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

1. Prior history of participation in Society activities (e.g., attendance at the annual meeting, appointed service on Society committee, service in elected positions or offices). For some offices, specific Society activities may be highly desirable (e.g., for President, the candidate should have served on Council).
2. Strength of scientific accomplishments and contributions.
3. Prior experience in administrative activities either of a general nature such as service in other scientific societies or of a specific nature such as providing expertise appropriate to a specific office.
4. The candidate should state willingness and availability to serve in the specific role.
5. It is preferred to have 2 candidates for each open position from which the membership may vote. At minimum, one candidate per position must be presented with options to abstain and write-in candidates provide on the ballot.

Once an approved slate is obtained, membership status is confirmed and candidates have accepted the nomination, elections for offices will be presented to the membership via an online survey in the final months of any given year. The elected individuals are announced and take office at the beginning of the next calendar year.

## **7.9 Filling of unexpected Vacancies on Council**

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

## **7.10 HCS Sponsored Workshops:**

HCS can support fellowships for students to attend workshops that are within the interest area of HCS interests in imaging technology. Up to 3 workshops may be sponsored annually. Workshop chairs must be HCS members to request support from the society for their workshop. Proposals may be sent to the society and are to be considered for support by the Executive Committee.

The award is \$1000 per awardee and a maximum of 2 awardees per workshop. The awardees must be current paid HCS members to apply, apply via sending their CV and statement of how attending the workshop will enhance their career development, and one letter of recommendation from a mentor/advisor. Awardees are to be students/postdocs studying in the field. Applications are to be reviewed and evaluated by the HCS Award and Membership Committee for final selection. Award stipends are provided to the awardees after confirmation of attendance is received post workshop and is presented in the form of reimbursement of up to \$1000 for travel and registration expenses. Awardees are required to provide an article for the HCS website/newsletter after their experience to summarize the event and the value it provided to their professional development.

Accepted workshops must advertise HCS as a sponsor of the event on their website and are encouraged to market the award opportunity.

## **7.11 Membership**

### **7.11.1 Procedure for Membership Application**

The Society welcomes applications for membership from any person whose qualifications and interests have been demonstrated by experience and publications. Applicants will send the society office a copy of their current CV and/or NIH biosketch. These documents are to be maintained by the society office. Once credentials are confirmed, the individual may join the society via online application and payment or via fax, If there is a question of the validity of an application, the final decision is to be made by the Award and Membership Committee. Application for membership is not complete until payment has been received.

### **7.11.2 Criteria for Full Membership**

1. Applicants for membership should have an academic degree at the doctoral level and provide evidence of scientific achievement. The degree requirement may be waived in special instances at the discretion of the Membership Committee.
2. Documentation required for membership shall consist of:
  - a. A list of relevant publications in refereed journals.
  - b. Letters of support from a Society member in good standing are strongly recommended, but not required.
3. Applications will be reviewed and approved by the Society office. A check or credit card charge for annual dues payable to the Society must accompany the application.

### **7.11.3 Student Membership**

Pre-doctoral students are eligible for Student Associate Membership. A discount is applied to the Member rate. Students cannot vote or hold office. Student status must be certified by an academic adviser.

1. The Society welcomes applications for membership from students whose interests have been demonstrated by experience and/or publications.
2. Documentation required for membership shall consist of:
  - a. A list of relevant publications in refereed journals.
  - b. Letters of support from a Society member in good standing are strongly recommended, but not required.
3. Student status must be confirmed by the department chair or by the student's advisor.
4. Student membership shall be renewable each year for a maximum of five (5) years and shall expire two (2) years after completion of the doctoral degree. Application for full membership in the Society will then be reviewed. Student membership does include voting privileges in the Society.
5. Payment for annual dues payable to the Society must accompany the application.

### **7.11.4 Emeritus Membership**

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

1. Are exempt from membership dues.
2. May subscribe to print versions of the Journal at the reduced rate granted to members.
3. Will be listed in the directory as Emeritus member.
4. May register as member at annual meeting.

### **7.11.5 Associate Membership**

Postdoctoral students, those employed in technical positions or individuals working in industry related to the Society's mission are eligible for Associate Membership. Associate Members have the right to vote, but not to hold office.

### **7.11.6 Undergraduate or Developing Country Membership**

Undergraduate students are eligible for this Membership. A significant discount is applied to the Member rate. Undergraduate Students cannot vote or hold office. Student status must be certified by an academic adviser. Developing Country membership defined by United Nations listed ([http://www.un.org/en/development/desa/policy/cdp/ldc/ldc\\_list.pdf](http://www.un.org/en/development/desa/policy/cdp/ldc/ldc_list.pdf))

## **7.12 Conflict of Interest Policy**

### **7.12.1 Introduction**

Every officer and Committee member of a nonprofit organization owes a duty of loyalty to the organization. This duty of loyalty requires such persons to exercise their authority in the interest of the organization, and not in their own interests or the interests of another entity or person. The duty of loyalty also forbids officers and Committee members from engaging in activities that are competitive with, or harmful to, the activities of the organization and from usurping a legitimate business opportunity of the organization. Conflicts of interest are not inherently illegal or unethical, nor should they be interpreted as reflecting upon the integrity of the conflicted individual. Rather, it is the manner in which the individual and the organization deal with a conflict, which determines the propriety of the situation. By accepting a position as an officer, councilor, Committee member or any other position as a volunteer representative of the Society with potential perceived effective power, all individuals acknowledge an understanding of the definition of Conflict of Interest and agree to adhere to the processes outlined in all instances especially with regard to award decisions, business and financial choices, and all other cases when acting on behalf of the Society.

### **7.12.2 Definition of "Conflict of Interest"**

A conflict of interest exists when an officer or Committee member has a business, financial, leadership, employment, family, or other material relationship with a third party that may reasonably be perceived as creating dual loyalties or may reasonably call into question the ability of the individual to act solely for the benefit of the organization. A conflict of interest also may exist when the actions of an officer or Committee member for the organization involve an improper gain or advantage for such person or have an adverse effect on the organization's interests.

### **7.12.3 Process**

Disclosure - All actual or potential conflicts of interest shall be fully disclosed to the organization and/or Committee as such relationships or situations arise. Potential conflicts should be discussed and resolved by that body.

Recusal - An interested person shall be pro-active in recusing himself or herself from deliberations and voting on matters related to any conflict issue. If a member of the Board or a Committee believes that another member has a conflict of interest that has not been disclosed, or that has been disclosed but with respect to which the conflicted person has not adequately recused themselves, the member shall bring this to the attention of the Board or Committee, as applicable, for discussion and resolution by that body.

Recording - All conflict of interest matters addressed by the Board or a Committee, including disclosures and recusals, shall be reflected in meeting minutes.

#### **7.12.4 Conflict of Interest Claims**

Any member of the Society may bring forth an issue to the Executive Committee for consideration. The Executive body will review the issue and render a decision and actions appropriate to their findings.

### **7.13 Communication Policy**

Official communications and statements of society positions are distributed by the Business Office to the membership and other audiences via the website and email communications. Text for standard communications related to membership and meetings follow standard templates. Communications outside of normal society business must receive Presidential and Council approval prior to distribution. Social media is not considered an approved form of official society communications but may be used to further the reach of standard membership and meeting marketing efforts. Officers, Committee Chairs and others wishing to send a communication to the membership or other HCS audiences, may provide a draft of text for approval to Council. Upon approval, the Business Office will distribute accordingly.