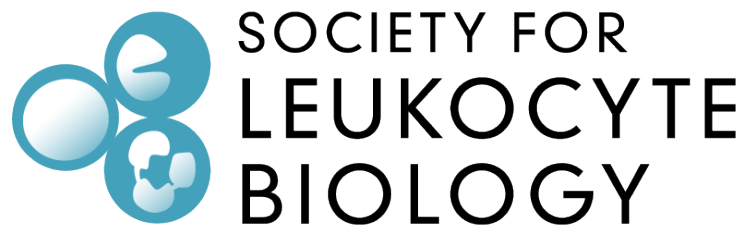


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# Society Handbook

for



Version 8.0

1/13/25

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## Revision History

Name	Date	Reason for Changes	Version
Jennifer Holland, ED	8/1/11	Initial Documentation, conversion of old version	Draft, 1.1
Jennifer Holland, ED	11/11/11	Revised with edits from Fall 2011 council meeting	1.2
Jennifer Holland, ED	4/27/12	Removed seed money policy per spring council meeting vote, update to honorary lifetime award text, insertion of approved statement of purpose for the journal, updated Bonazinga language, time limit on reimbursement requests, no re-issue of checks	1.3
Jennifer Holland, ED	12/19/12	Changed Fundraising to Development and Outreach, included overlapping treasurer measures, added W&D paper of the year award, added program chair appointment timing	1.4
Jennifer Holland, ED	5/28/13	Added 7.8 policy on guest symposia at annual meeting	1.5
Jennifer Holland, ED	4/24/14	Added 7.5 procedure for response to claims of JLB misconduct	1.6
Jennifer Holland, ED	9/15/14	Added approved COI Policy 7.13	1.7
Jennifer Holland, ED	12/15/14	Added approved measure that no current councilors may be named as awardees (6)	1.8
Jennifer Holland, ED	4/30/15	Updated final 7.4 and 7.5 sections	1.9
Jennifer Holland, ED	11/9/15	Added approved Communication Policy 7.15; updated program chair responsibility to including meeting issue EB role in 5.1.3; updated travel awards to reflect local attendees may apply but at reduced stipends in 6.5; Pub Comm Chair as official contact to notify EIC of invitation to renew in 7.4;	2.1
Jennifer Holland, ED	5/10/16	Added that treasurer and President positions require previous council position. Added 7.16 policy re: reimbursement for federal employees, section 4 added directive for junior members on committees, added	2.2



		program chairs to do due diligence in ensuring no invited speakers or selected talks with misconduct claims against them in 5.1.3 Added Associate Councilor position 2.2.4	
Jennifer Holland, ED	12/14/17	Updated 7.11 to reflect new 3% annual increase in editorial stipends versus previous CPI annual increases starting 2018. Also indicates EIC and Deputy editors are the positions which receive stipends and other positions may receive complimentary meeting registration and travel (airfare and hotel) for the annual society meeting under the same guidelines provided to Councilors and Invited Speakers. Addition of 4.12 and mention in handbook of MTTG. 7.2 updated to include council complimentary membership. Updated 6.1 to update the name of the Bonazinga to the Legacy Keynote Lecture Award; 7:17 (reserve policy as approved 10/17) and 7:18 (approved 4/13) added. 7.3 added to discuss committee chair and member support	V3.0/3.1
Jennifer Holland, ED	01/16/2019	4.7 updated to reflect name change of website committee to communications committee. Updated 4.4 to reflect the council and current program chairs act as the committee versus a standalone committee.	V4.0
Jennifer Holland, ED	04/08/19	7.9 updated to be more flexible and review requests on a case by case basis and decided by Council majority vote. 7.19 IPS updated to note goal is to “exceed the benchmark” versus designate a specific numerical value.	V4.1
Jennifer Holland, ED	6/17/19	Section 3, contracted services updated to reflect new vendor relations; Section 6 Award updates to include new stipends for Presidential 3 <sup>rd</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> places; updated W&D PoY award stipend; added new awards 1) Early Career Faculty 2) Mentoring Diversity Travel and 3) Researchers from	V4.2

		Developing Nations; removed mention of MARC awards. 7.20 Executive Director Business Continuity and Succession planning	
Jennifer Holland, ED	December 2019	6.5 travel award clarification of eligible candidates; 4:10 W&D transition to DEI Committee; update “winner” and 2 finalists for Presidential award category; Mentoring Diversity award name change to DEI Travel Award	V5.0
Jennifer Holland, ED	Fall 2021	Extensive review and revision of entire handbook. See Fall 2021 Summary of Handbook Revisions for complete details	V6.0
Jennifer Holland, ED	Spring 2021	Updated all awards sections per the Award Committee revisions documented	V6.1
Jennifer Holland, ED	Fall 2022	Updates per the approved budget and required cuts. Additional updates to awards and need based travel grants per the EASE proposal	V6.2
Jennifer Holland, ED	Fall 2023	Updated language for clarity in the ELB and Presidential award categories - Sections 6.3 and 6.4 and addition of JLB invited review for Legacy awardee	V7.0
Jennifer Holland, ED	December 2024	Updated language for clarity on ELB awards and EASE grant requirements, addition of JLB article for ELB winner(s), changed name of DEI Committee to Engagement and Enrichment Committee as approved by the Executive Committee and the EE Committee membership	V8.0

## 1 Statement of Objective

Leukocyte Biology is the study of leukocytes and their interacting cellular partners in homeostasis, natural mechanisms of host resistance, and etiology of multiple diseases.

The goal of the Society is to promote the discipline of leukocyte biology by:

1. Promoting research and scientific endeavor in the field;
2. Promoting and extending current understanding of the importance of leukocyte biology, particularly in regard to the physiology of these cells, their relationship to the immune system, the utility and importance of cell and molecular and biochemical studies regarding these cells, the role of these cells in multiple diseases, and the applications of these cells to biotechnology;
3. Providing a vehicle for advocating for policies and funding to support the study of leukocyte biology;
4. Providing support for career development for junior investigators in their pursuit of studies relevant to leukocyte biology; and
5. Promoting education in leukocyte biology to a wide variety of constituencies including other established young investigators, young people interested in science, the biotechnology industry, and physicians interested in diseases pertinent to the field; and
6. The Society should foster effective interactions among investigators who share these interests and with those with complementary expertise. To further these objectives, the Society will develop its membership and activities in ways that enhance interpersonal communication of scientific information relevant to the Society.

The Society holds an Annual Meeting and publishes the *Journal of Leukocyte Biology*.

A distinguishing feature of the Society is its overview concept of host defense. The specific focus concerns (a) monocyte and macrophage function, (b) cellular cooperation in host resistance, (c) basic mechanisms by which granulocytes, macrophages, and lymphocytes recognize foreignness, process pathogens and altered endogenous materials, as well as communicate between one another, and (d) inflammation including cell production and distribution, chemotaxis, mediators, and pharmacologic modulation. The membership is interdisciplinary.

### 1.1 Resources

As tools to achieve these goals, the Society will consider how best to use its resources in regard to:

1. Management of the Society;
2. Conduct of scientific meetings;
3. Publication of scientific materials;
4. Educational activities;
5. Support of a productive and open dialogue among members; and
6. Build relationships with scientists with shared interests in leukocyte biology globally

### 1.2 Statement of Society Purpose

1. To facilitate global association of persons studying biology of leukocytes and related areas;
2. To stimulate sharing and formally presenting observations relevant to leukocyte biology;
3. To foster outstanding research pertaining to leukocyte biology;
4. To provide a scientific journal to publish new findings relevant to leukocyte biology;
5. To sponsor and undertake activities that are beneficial to the objectives of the Society;
6. To serve as a formal vehicle for advocating for resources and policies that support intellectual efforts to advance the study of leukocyte biology;

7. To do all things necessary or consistent with the objectives and purposes of this Society that is not prohibited by law.

### **1.3 Statement of Journal Purpose**

JLB is a peer-reviewed, academic journal published by the Society for its members and the community of immunobiologists. SLB facilitates the dissemination of novel research of cellular and molecular biology of inflammatory and immune cells involved in host physiology and defense/resistance against disease. The journal is provided to SLB members as part of their membership benefits and serves as a vehicle for SLB members to submit original research for publication. Members are offered numerous opportunities to become involved in the journal publishing process. Revenue generated through the journal supports the mission and general operations of SLB.

## **2 Society Officers**

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

### **2.1 Executive Committee**

The Executive Committee is made up of the Society President, President Elect, and Past President. The Executive Committee prioritizes issues for the full board to address and meets monthly in order to regularly review, monitor, and evaluate progress toward the society's strategic goals and initiatives along with other organizational issues requiring executive oversight and decision. The Executive Committee has the power to act on behalf of the full Council.

#### **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 2 year term. Those nominated for President must have previously held a council position.

##### **2.1.1.3 Responsibilities**

The following are responsibilities of the President and may include tasks which are assigned by the President to the Executive Director for administrative processes.

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. Reviews and 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 Rules 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 of Leukocyte Biology.
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. Sends letters of thanks to all individuals associated with the planning and execution of the Annual Meeting (Organizers, Chairs of Symposia, Donors, Exhibitors and Sponsors).

14. Can convene conference calls with the Executive Committee and any interested Council Members as needed between the scheduled Council meetings.
15. 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.
16. Prepares slate of nominees for standing and ad hoc committees for approval by Council at Annual Meeting
17. May sign the annual Society Tax Return, and is a signer on all society accounts

## **2.1.2 President Elect**

### **2.1.2.1 Authority**

The President-elect 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, a voting member of Council. Those nominated for President Elect must have previously held a council position.

### **2.1.2.2 Term of Office**

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

### **2.1.2.3 Responsibilities**

1. Acts as Parliamentarian for the Council Meetings and is an expert in society rules of order and the proper procedures for the conduct of 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. Serves on Rules Committee as a member of the Executive Committee.
8. Serves on the Finance committee chaired by the Treasurer
9. Chairs the Awards and Honors Committee in the process of selection of finalists and winners all current society awards.
10. May sign the annual Society Tax Return, and is a signer on all society accounts

## **2.1.3 Past President**

### **2.1.3.1 Authority**

The Past-President provides an “institutional memory” and experience to the Council. 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 two-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.
3. Serves on the Finance committee chaired by the Treasurer
4. May sign the annual Society Tax Return, and is a signer on all society accounts

## **2.2 Secretary**

### **2.2.1 Authority**

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

### **2.2.2 Term of Office**

Serves a two-year term and can be reelected once.

### **2.2.3 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 and may be done in conjunction with the Executive Director as an administrative process.
3. Serves on the Rules Committee
4. Serves as "Interim Co-Executive Director" along with Treasurer in the case of unexpected administrative disruptions (see business continuity planning)

## **2.3 Treasurer**

### **2.3.1 Authority**

The Treasurer is the Chief Fiscal Officer of the Society. The Treasurer is responsible for safeguarding all funds belonging to the Society. The Treasurer monitors the disbursement of funds according to the budgets approved by 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.

### **2.3.2 Term of Office**

Serves a two-year term and can be reelected once. Given the importance of consistency in this position, the past treasurer may join the spring council meeting following their term expiration to ensure smooth financial transition. In addition, the incoming treasurer will join the fall council meeting prior to the start of their term. Attendance in person or via teleconference is acceptable. Updated 12/12 Those nominated for Treasurer must have previously held a council position.

### **2.3.3 Responsibilities**

1. Attends and serves as a member of Council.
2. Serves as Chair of the Finance Committee
3. Monitors the disbursement of all Society's funds in accordance with budgets assigned to the administrative office, officers and committee members.
4. Reviews fiscal arrangement of contracts for the Society and makes recommendations to the President.

5. Assures that quarterly and financial reports are provided to Council.
6. Prepares a provisional annual budget that is comprised of individual budgets for Society activities, the Journal, Membership and dues, *iSLB*, and the Annual meeting, with assistance of the Executive Director and the Finance Committee, and presents this budget to the Council for approval at the Annual Meeting
7. Serves as “Interim Co-Executive Director” along with Secretary in the case of unexpected administrative disruptions (see business continuity planning)
8. Receives and reviews prior to the Spring meeting the annual financial reports prepared by the Executive Director and his/her staff for:
  - a. the JLB as reported by the Editor-in-Chief;
  - b. the Society Annual Meeting
  - c. Society activities;
  - d. Membership and dues collected;
  - e. production of the *iSLB*;
  - f. investment portfolio performance;
  - g. the Society as a whole.
9. Presents to the Council for approval at the Spring meeting:
  - a. the annual financial report for the prior year;
  - b. the final budget for the current year.
10. Reviews annual meeting budget, one year prior to the meeting and makes recommendations to the Council for approval.
11. Ensures that the Society's financial records are adequately maintained.
12. 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.
13. May sign the annual Society Tax Return, and is a signer on all society accounts

## **2.4 JLB Editor in Chief**

### **2.4.1 Authority**

The *Journal of Leukocyte Biology* 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 four-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, including finances for the Journal to be presented at the spring and fall council meetings.

### **2.4.2 Term of Office**

Serves a four-year term and may be reappointed for one additional 4 year term. The maximum term of office for the Editor-in-Chief is 8 years. Decisions related to renewal of term is to be made by no later than the third year of the current term. When a new editor-in-chief begins, there is to be a minimum 6 month shadowing period of the current and incoming editor.

### **2.4.3 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 of Leukocyte Biology* and provides council to the President, who is responsible for the publishing contract for the *Journal of Leukocyte Biology*.
3. Handles the appointment of Editorial Board members per the Journal Editorial Board Guide (in development).
4. Reports to Council at the spring and fall council meetings.
5. Provides input in the preparation of the yearly journal budget, prepared by a designated provider.
6. Serves as ex-officio member of the publication committee.



## **2.5 Councilors**

### **2.5.1 Authority**

The Society is governed by a Council composed of the Society Executive Committee, Secretary, Treasurer, eight elected Councilors and one elected Associate Councilor. 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.

### **2.5.2 Term of Office**

Elected Councilors serve a four-year term and are not eligible for reelection until one year after expiration of a full four-year term. Two Council members are elected each year.

### **2.5.3 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, the organization of the annual meeting, and the collection, handling, and dispensation of Society monies.
4. Councilors are expected to attend 2 council meetings annually. One is held in the spring and the other in the fall in association with the annual meeting of the society.
5. It is expected that Councilors volunteer to chair an annual meeting.
6. Councilors are expected to act as liaison to a society committee as appointed by the President.
7. Support society annual fundraising efforts in conjunction with the annual meeting by contacting corporate representatives and establish and maintain long term relationships which will yield meeting sponsorship and corporate memberships.

### **2.5.4 Associate Councilor**

Initiated in 2016 for a first term in 2017, this position is elected from the membership by majority vote along with other open council positions. The position has a two year term (versus the four year term of other Councilors) and is not renewable but individuals completing this term would be eligible for other future council positions. Candidates should have been appointed to a faculty or equivalent institutional position for no more than 4 years at the time of election. Tenure track is not a requirement. The purpose of this new position is to welcome into society leadership representation from more junior members. Candidate suggestions are welcome from all of the membership and the MTTG (Members in Transition and Training Workgroup) would be queried for suggestions as well. As with all SLB positions, current society membership is required.

## **2.6 Development Chair**

### **2.6.1 Authority**

The Development Chair is the leader for seeking financial support for the society from government and corporate sources. The Development Chair is a voting member of Council. The position is filled by recommendations from council and appointment by the President.

### **2.6.2 Term of Office**

Serves a two year term and can be re-appointed once.

### **2.6.3 Responsibilities**

1. With the assistance of the Executive Director, organizing fundraising efforts for the annual meetings including submitting applications to funding agencies (*e.g.* R13 application to NIH), soliciting financial support from industry and other private agencies, and coordinating fundraising initiatives.
2. Supports program chairs in completing the annual R13 application to NIH and secondary supporters to fund the annual meeting.
3. Work closely with the Executive Director's staff in maintaining and augmenting a database of potential funding sources and keeping reliable records of contacts in agencies and of the contributions of all contacts.

## **3 Vendor Contracted Services**

### **3.1 Executive Services**

Executive and meeting services are secured through a contracted position with a full time dedicated society employee and include, but are not limited to, the task areas listed below. Specific duties and tasks are outlined in individual service contracts and signed by the President.

#### **3.1.1 Council**

1. Provide guidance and support to the society executive committee.
2. Arrange for regular conference calls with the President as requested to provide activity reporting
3. Organize two annual Council Meetings (spring and fall) including all logistical, agenda and documentation preparation.
4. Liaise with Publication Services for optimal communications between the society and its journal.
5. Work with society treasurer to develop budget for annual society projected revenue/expenses and review quarterly reports.
6. Support strategic initiatives of the board to enhance the society's value to the membership. Make suggestions to build value and stability to the society.
7. Ensure the society handbook and bylaws are kept up-to-date and that society actions are in accordance with these documents.
8. Provide advice on standard association operating practices and requirements.
9. Maintain records from Council meetings to include tracking action items and their status.

#### **3.1.2 Committees**

1. Communicate with Committee Chairs and Council Liaisons on issues related to their area of focus.
2. Track activities of committees and remain informed as to status of their projects.
3. Work with committees and provide suggestions to support their missions as stated in the society handbook.
4. Provide opportunities for committee conference calls and face-to-face meetings held in conjunction with the annual meeting.
5. Carry out the directives of committees as related to award processing, nominations, annual meeting special sessions, technological advancements etc.

#### **3.1.3 Financial**

1. Liaise with contracted accounting services.
2. Communicate with society Treasurer
3. Ensure all society payments have been approved by Council
4. Track revenue and expenses and report to society on quarterly reports.
5. Prepare annual budget.
6. Ensure proper handling of insurance policies, tax reporting to IRS and other state and federal reporting.

#### **3.1.4 Membership**

1. Liaise with contract membership services.
2. Report on membership trends

3. Provide suggestions for expanding membership.
4. Work to enhance membership benefits list.
5. Communicate with members and help resolve issues that call upon society handbook or bylaws to resolve.
6. Confirm membership status of individuals as related to official society positions, awards etc. and follow-up with such individuals to maintain proper status with the society.
7. Provide suggestions and knowledge of trends in association membership rates, policies and benefits.

### **3.1.5 Elections**

1. Work with the designated society committee to initiate annual discussion of open positions and potential candidates.
2. Communicate with proposed candidates, confirm membership status, and prepare biographical sketches of candidates.
3. Prepare and launch online ballot.
4. Report on election results and update society documents and website in finalizing changes.
5. Remedy issues of mid-term vacancies.

### **3.1.6 Website and IT Oversight**

1. Supervise website maintenance and updates.
2. Work with designated society committee to support their initiatives.
3. Provide suggestions for involving new technologies.

### **3.1.7 General**

1. Maintain a permanent society mailing address and contact information to include a phone, fax number, email address, internet site, etc. (specific service fees not included).
2. Maintain records and working files in one permanent location readily available to the Society.
3. Edit and arrange for print literature/documents as requested.
4. Route necessary items to appropriate officers, boards and committee members.
5. Arrange for and supervise emails and mailings to membership as needed.
6. Maintain historical tracking of council and committee members and annual meetings.

### **3.1.8 Conference Management**

1. Site Selection: Prepare request for proposals (RFPs) from local sites in the city where annual designated chair(s) select to hold the annual meeting. Work with local convention and visitor bureaus to identify suitable options, perform site visits and finalize a formal contract (to be signed by society President) with the chosen venue.
2. Advertising: Advertise the meeting to a broad targeted audience including membership and other related professionals. Methods include but are not limited to website postings on society and related society sites, journal ads in associated publications and regular email eblasts. Contract to design, print and mail save-the-date postcards, call for abstract posters and final program book.
3. Website: Provide contracted website services to include general information postings including preliminary program, online registration services, award submission, online accommodation reservations, and abstract submission

processing (contract costs will be considered part of meeting budget). The website will be kept up-to-date with the latest information regarding sponsors and program information.

4. **Speakers:** Work with program chairs to contact invited speakers, provide them with informational letters, obtain formal program titles, help with logistical arrangements, and follow-up reimbursements.
5. **Registration:** Set-up of online registration system connected to the membership database to include online payment options, tracking of registration numbers and final preparation of name badges and onsite check-in.
6. **Logistics:** Full conference preparation including hotel room blocks and meeting rooms, catering, printing, poster board rental, and AV needs, and securing appropriate contracts for vendor provided services.
7. **Awards and Abstracts:** Work with the designated society committees in reviewing abstract submissions for program placement and award assignments to include formal notifications of abstract selection and award notifications. Provide onsite needs of certificates, plaques and award checks where applicable.
8. **Program and printed materials:** Work with meeting chair(s) in organizing scientific sessions and full programming. Create a schedule for the program that fits within the framework of the meeting space contract. Coordinate contracted printing services of the program, addendum and any applicable handouts.
9. **Fundraising:** Work with the society's development chair to identify the appropriate sources for potential funding support including private and government resources. Provide initial meeting prospectus to distribute to potential sponsors, process communications with potential sponsors and track sponsorship progress including grant submissions. Provide W9s as requested by granting organizations, process sponsor registration forms, and provide informational communications with exhibitors to supply logistical information. Ensure all sponsorship agreements are carried out by both parties.
10. **Council/Committees:** Prepare for the fall council meeting including an agenda and proper documentation. Assist Committee Chairs by providing time and space for committee meetings.
11. **Budget and Accounting:** Provide a budget proposal for Council approval per the society's general policies on meeting budgets. Track meeting revenue and expenses on a regular basis and report as requested, at the fall council meeting and post conference.
12. **Meeting evaluation:** Conduct an online evaluation post-conference to include attendee inquiries on venue, program, future program suggestions and general society areas. Provide informational reports to both council and future meeting chairs.
13. **International Programs or Joint Meetings:** Liaison with associated societies and/or contracted destination management companies to ensure a successful event.

### **3.2 Accounting Services**

Accounting services are secured via a contract with a vendor providing professional accounting services.

1. Maintain general ledger including recording receipts, disbursements and journal entries.
2. Provide twice monthly check processing on the Society's bank account. Coding of vouchers and Executive Director approval is required before checks may be issued.
3. Reconcile bank statement and enter transactions in general ledger.
4. Record investment activity.
5. Preparation of 1099s as required by law.
6. Generate system-based quarterly reporting.
7. Liaison with tax preparer for annual tax reporting.
8. Prepare award checks for annual meeting.

9. Work with executive director on preparing annual budget draft for Council consideration.
10. Prepare quarterly reports and review with executive director to ensure accuracy for reporting to the Society Treasurer.
11. Process all invoice requests as submitted for items, such as, but not limited to, meeting related expenses, speaker and council disbursements, vendor services, journal-related expenses.
12. Receive, record, and deposit other income including annual meeting income etc.
13. Receive and record all merchant service reports.
14. Advise on and process bank transactions such as transferring money to investment accounts, CDs, etc.
15. Accounting services to cover General society operations, journal operations and annual meeting needs.

### **3.3 Website, Membership, and IT Services**

Services for website, membership, and IT are secured via a contract with a service provider.

1. Provide for hosting, backup, security, and monitoring access
2. Maintain domain "leukocytebiology.org"
3. Provide email hosting for up to 15 email addresses for society use.
4. Ensure transactions are handled on a secure server
5. Provide mailbox with 500MB of disk space
6. Maintain membership database tailored to SLB specifications.
7. Provide automated online renewal process.
8. Provide secure SSL system for credit card processing.
9. Update discount codes and price changes as needed.
10. Provide for automated reporting to accounting of transactions.
11. Handle correspondence with members and provide customer service.

#### **3.3.1 Member Journal Services**

1. Provide monthly list of member print subscribers to journal production vendor.
2. Ensure operational online system for member journal online access.
3. Provide assistance for single issue back orders not handled by production vendor.

### **3.4 Journal Managing Editor and Journal Production Services**

The Journal Managing Editor is an independent contractor secured via an appropriate independent contractor agreement or via an appropriate service provider. All Journal production services are detailed in the production parent contract with a third-party commercial publisher. Additional supporting roles of services contracted through third-party commercial publisher such as Associate Managing Editor and Editorial Assistant are defined in the JLB Editorial Management task list.

### **3.5 Contracting Process**

Review and approval of various contracts will include different society representatives depending on the area of focus. Examples of typical society and journal related contracts are provided below along with guidelines on the process for those contracts. The Executive Committee is ultimately responsible for all organizational obligations and contracts with the President being the final signatory on all organizational contracts valued at above \$25,000. For service contracts \$25,000 and under, the Executive Director has signatory approval.

Annual Conference Hotel – Prepared by the Executive Director in working with the chosen hotel venue. Final review and signature by the President with Executive Committee and Treasurer support.

Annual Conference AV and equipment rentals – Prepared by the Executive Director in working with the chosen service providers and signed by the Executive Director if within the Council approved budget for the event. May include AV equipment and services, poster board or other furniture rental, or other materials considered required for the event and included in the Council approved budget.

Annual Conference or Council Meeting other – Offsite event contracts, transportation agreements, and any other service contracts related to the annual meeting and/or Council meetings, Journal meetings etc may be prepared and signed for by the Executive Director if included in the Council approved budget.

Council Meeting Venue – Prepared by the Executive Director in working with the chosen hotel venue. Final review and signature by the Executive Director if included in the Council approved budget.

Journal Managing Editor - Prepared by the Executive Director, following past templates, in working with the chosen Managing Editor as determined by a task force made up of the Editor-in-Chief, President, and Council Liaison to the Publication Committee. Contract to be reviewed and signed by the President. Changes such as stipend increases to be discussed between the Editor-in-Chief, Executive Director, Executive Committee, and Treasurer and agreed upon prior to approval of related addendums.

Journal Editor-in-Chief - Prepared by the Executive Director, following past templates, in working with the chosen Editor-in-Chief as determined by the Council. Contract to be reviewed and signed by the President. Changes such as stipend increases to be discussed between the Executive Director, Executive Committee, and Treasurer and agreed upon prior to approval of related addendums.

Executive Director – Following Human Resource provided templates and utilizing roll-over of past contracts when agreeable, is reviewed between the Executive Committee and the Executive Director and signed by the President. Annual increases and bonuses to be decided by the President with Executive Committee and Treasurer support.

Accounting Services - Prepared by the Executive Director in working with the chosen accounting service provider. Final review and signature by the Executive Director if included in the Council approved budget.

Auditor and Tax Filing Services - Prepared by the Executive Director in working with the chosen audit and tax filing service provider. Final review and signature by the Executive Director if included in the Council approved budget.

Human Resource Services - Prepared by the Executive Director in working with the chosen human resource provider. Final review and signature by the Executive Director if included in the Council approved budget.

Journal Publishing Partner - Prepared by the Executive Director in working with the Publishing Partner chosen by Council. Final review and signature by the President with Executive Committee, Treasurer, and Editor-in-Chief support.

Software, web based applications, and other non-specified services - Prepared by the Executive Director in working with the chosen provider. Final review and signature by the Executive Director if included in the Council approved budget. Services may include annual subscription based services for society website, association management systems, abstract/award/journal manuscript systems and more.

## 4 Committees/Task Forces

In addition to the defined committee membership details under each committee listing, committees are expected to appoint a junior member. As a general guide, a junior member might be defined as greater than a predoctoral student but less than an assistant professor. The chair has the ultimate decision in making individual selections in order to add needed perspective and diversity to their group. Junior committee members may be identified from the annual volunteer list, by nomination within the committee or through suggestions by the MTTG workgroup. Due to the nature of their focus, these committees will not appoint a junior member; Awards and Honors, Finance, Rules, and Nominating. Added May 2016

### 4.1 Awards and Honors Committee

#### 4.1.1 Authority

The Awards and Honors Committee is tasked with soliciting nominations for various awards. The committee has the authority to select the annual winner of the Legacy Award and Honorary Life Member Awardees (with Council approval) as well as select (independently of Council) Presidential Finalists, Excellence in Leukocyte Biology and assign EASE grants and any other awards in the current year program based on applications. The committee may vary the awards program as needed to fit the current circumstances related to the annual meeting.

#### 4.1.2 Membership

The Awards and Honors Committee shall be composed of the President-elect who chairs the committee for the two year term associated with their President Elect term along with three volunteers from council as selected by the chair. These members serve a term that aligns with their elected Council term. A fifth member of the committee will be the current chair, or a designated member from, the Diversity, Equity, and Inclusion Committee.

#### 4.1.3 Duties and Responsibilities

1. The committee identifies individuals who should be accorded Honorary Life Memberships in the Society for Leukocyte Biology as a tribute to their contributions to the knowledge of leukocyte biology following the policy and process as outlined for the award under the Award section of this handbook.
2. Set the annual level for individual awards based on the total award budget as set by Council. Specifically, EASE grants may vary based on the number of applications and location of awardees as compared to the annual meeting location.
3. Select winners of all society awards in association with the annual meeting in accordance with the procedure set forth in the Awards section of the Handbook.
4. Review related web pages and make suggestions for keeping content up-to-date.

### 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, and the Executive Director. This group will prepare a provisional annual Society budget and submit it for Council approval at or before the time of the Annual meeting and the Fall Council meeting.

#### 4.2.2 Authority

It is the responsibility of this Committee to prepare an Annual Society Budget and submit it for Council approval at the time of the Fall Meeting. 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 at the time of the Fall meeting. The budget shall be prepared in consultation with the Society Office. The budget shall specify expenditures for all 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 relative to the Annual Meeting and other programs.
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. Reviews, updates, and approves Investment Policy Statements and Cash Reserve Policy and informs Council of updates.
8. Sets rules (subject to Council approval) relative to required receipts and record keeping on the expenditure of budgeted funds by Officers and Committee Chairs.
9. Reviews activities to ensure coordination of solicitations in support of Annual Meetings.
10. Review related web pages and make suggestions for keeping content up-to-date.

## **4.3 Rules Committee**

### **4.3.1 Membership**

The Rules Committee shall be composed of the Executive Committee, Secretary, and Treasurer and is chaired by the President.

### **4.3.2 Authority**

Questions relative to interpretation of the constitution, handbook, and other society policies shall be presented to the Rules Committee.

### **4.3.3 Duties and Responsibilities**

1. Provides information for the Council on matters relating to the Constitution of the Society, its bylaws, handbook, and acts of the Annual Meeting.
2. Interprets for the Council the Constitution, bylaws, handbook, and acts of the Annual Meeting.
3. The Rules committee will prepare all amendments to the Constitution and its bylaws and handbook for submission to the Council for approval before submitting them to the membership for ratification.
4. Review related web pages and make suggestions for keeping content up-to-date.

## **4.4 Nominating Committee**

### **4.4.1 Membership**

The Nominating Committee shall be composed of three members, each serving a term of 3 years, one being appointed each year. The senior member shall serve as Chair. A Council Member will be selected by the President to serve as liaison between the committee and the Council. No member of council can be a member of the nominating committee other than the liaison. The 3 members will have served on Council in the past in some position.

#### **4.4.2 Authority**

The ballot for the various Society Offices should provide the membership with the most qualified candidates. This should achieve the following goals:

1. An appropriate format for requisite presentation and discussion of candidate qualifications by Nominating Committee membership.
2. Presentation of the slate of candidates proposed by the Nominating Committee to the Council for approval prior to preparation of ballots to the Society membership.
3. Ensuring gender, geographical, and other diversity considerations when forming the ballot for membership vote.

The Chair of the Nominating Committee shall ensure that the activities of the Nominating Committee are conducted in an appropriate and timely fashion.

#### **4.4.3 Duties and Responsibilities**

1. Initiates the development of candidate selection by contacting the committee members and requesting suggestions for each position to be elected. At least two candidates for each position should be proposed, unless an officer elects to run for a second term where permitted.
2. Members of the Nominating Committee shall consider possible candidates. The discussion should include evaluation of criteria appropriate for each position.
3. Presents the ballots to Council for final approval at the spring meeting.
4. Typical completion dates for:
  - a. identified vacancies and selection of nominees -- end of March
  - b. final slate of candidates with biographical sketches -- July
  - c. ballots sent to eligible voting members via online voting -- August
  - d. receipt and tally of ballots – September
  - e. announcement of winners to the society membership – Annual Meeting
5. Review related web pages and make suggestions for keeping content up-to-date.

### **4.5 Publication Committee**

#### **4.5.1 Membership**

This committee shall be composed of a chair as appointed by the President for a three year term and four to six members from the general membership appointed by the President, each serving three years. The Editor-in-Chief will serve in a non-voting capacity. A Council member will be appointed by the President to serve as a liaison between the committee and the council and their term aligns with their Councilor term.

#### **4.5.2 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 SLB, subject to review and approval by the council. Additionally, other initiatives, journal topical issues and other projects may be undertaken in support of the society and journal. 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.

### **4.5.3 Duties and Responsibilities**

1. Conducts the EIC review procedure for single term renewal and leads the formation of the Editor in Chief Appointment Subcommittee as outlined in the relevant policy.
2. Advises the Editor-in-Chief on the selection of members of the Editorial Board, Editors and Assistant Editors of the Journal.
3. Meets with the Editor-in-Chief to review matters of policy, expenditures and management relating to the Journal of Leukocyte Biology and has final approval for large expenditures outside the approved Journal operating budget.
4. Reviews suggestions from the SLB membership and the Editor-in-Chief regarding all publication-related issues, deliberates and makes final recommendations to SLB Council on all matters concerning publications of the Society including the Journal, both in terms of scientific merit and cost.
5. Manage topical issues from topic decisions to invited reviews etc.
6. Review related web pages and make suggestions for keeping content up-to-date.

## **4.6 Communications Committee**

Note the Communications had formerly been known as the Website Committee and this section is update Spring 2018 to reflect the new charge and function of the group.

### **4.6.1 Membership**

The Communications Committee is composed of a chair as appointed by the President for a three year term. Four to six more members from the general membership, each serving a term of three years will be appointed by the President. A Council member will be appointed to serve as a liaison between the committee and the council and their term aligns with their Councilor term.

### **4.6.2 Authority**

The primary purpose of this committee is to maintain the SLB website as a viable communication tool, responsive to the needs of the membership, with oversight from the Council. The Committee works closely with the SLB Executive Director to meet these goals. The committee also focuses on other mechanisms of communication including social media channels and the collection of articles for iSLB, the society newsletter composed three times annually for the membership. The group may also discuss avenues to further communications across a wide audience to disseminate information and expand the membership base.

### **4.6.3 Duties and Responsibilities**

1. Review website content and suggest regular updates
2. Investigate new technologies as related to website design and function for continuing website functionality improvements
3. Investigate social media and other technologies to improve the general marketing of the society in serving the membership.
4. Work with the Membership Committee in maintaining any online presence the society has outside of the main society website.
5. Act as the editorial board for the society newsletter, iSLB, collecting articles from various committees, proposing and writing articles of interest for the membership, and proofing the newsletter prior to distribution.

## 4.7 Membership Committee

### 4.7.1 Membership

The Membership Committee is composed of a chair as appointed by the President plus four to six members, each serving a term of three years. A council member, as appointed by the President, will serve as a liaison between the committee and the council and their term aligns with their Councilor term.

### 4.7.2 Authority

The primary purposes of this body are to increase individual memberships in the Society and to determine effectiveness of member recruitment initiatives. This may include a review of member benefits and efforts to increase networking opportunities for members.

### 4.7.3 Duties and Responsibilities

1. Handles all requests for Emeritus membership.
2. Reviews membership drive efforts and makes recommendations for enhanced processes.
3. Tracks membership numbers and committee liaison reports to council at the 2 annual council meetings on trends
4. Reviews member benefits and makes suggestions on enhanced programs.
5. Reviews membership dues and category structure and makes recommendations for revisions as appropriate.
6. Review related web pages and make suggestions for keeping content up-to-date.

## 4.8 Professional Development Committee

### 4.8.1 Membership

The Professional Development Committee is composed of a chair as appointed by the President plus four to six members, each serving a term of three years. A council member, as appointed by the President, will serve as a liaison between the committee and the council and their term aligns with their Councilor term. *Committee created in 2009 evolving from Education Committee.*

### 4.8.2 Authority

The group has the authority to plan activities and propose programs that enhance the benefit of Professional Development to the membership with special emphasis on the early career Investigators. Proposals are to be provided to Council for approval.

### 4.8.3 Duties and Responsibilities

1. Plan and organize an annual event for the membership to be held at the annual meeting. Workshops on topics of interest for the New Investigators. Discussion leaders and presenters for these sessions are to be sought for among the professional membership of the SLB.
2. Reports to Council via the liaison on activities at the spring and fall council meetings.
3. Enhance the knowledge and skills of SLB members through access to educational opportunities
4. Development of educational events at SLB meetings and as webinars throughout the year.
5. Maintenance of a list of "Resources" on the SLB webpage (Members only) with topics such as career advice, starting a new lab, the informed job search, etc.
6. Review related web pages and make suggestions for keeping content up-to-date.
7. Provide relevant articles for inclusion in iSLB.

## 4.9 Engagement and Enrichment Committee

### 4.9.1 Membership

Formally "The Women and Diversity Committee" and the "DEI Committee", this group called the Engagement and Enrichment Committee is composed of a chair as appointed by the President plus four to six members, each serving a term of three years. A council member, as appointed by the President, will serve as a liaison between the committee and the council and their term aligns with their Councilor term. *Committee created in 2009.*

### 4.9.2 Authority

The group has the authority to plan activities and propose programs that aid the membership with a special focus on diversifying the scientific and society community providing a welcoming and inclusive environment for researchers from all backgrounds.

### 4.9.3 Duties and Responsibilities

1. Actively assist and promote professionally qualified individuals who encounter barriers to career advancement due to factors such as gender, nationality, ethnicity, age, disability, or sexual orientation by facilitating networking, enhancing visibility and sharing information and access to resources.
2. Plan a workshop for the annual meeting which focuses on career advancement and knowledge base for all members from all backgrounds.
3. Plan webinars throughout the year on various topics related to various issues.
4. Review and update relevant policies of the society on various issues.
5. Review the proposed slate of annual meeting speakers prior to invitations to ensure diversity is properly represented in the invited speaker pool.
6. Provide relevant articles for inclusion in iSLB.

## 4.10 Members in Transition and Training (MTTC)

This work group formed in Spring 2015 is led by junior members of the society. The purpose was to create a "from the bottom up" type of programming for the society's junior members. The group is comprised of two co-chairs who each serve a three year term. Terms should overlap so as to ensure historical knowledge and leadership training for this trainee level group. Four to six committee members are to be chosen from the general membership and each serve a three year term. A Council liaison is assigned to mentor the group which is the current Associate Councilor who's term aligns with their Councilor term.

### 4.10.1 Authority

The group has the authority to plan activities and propose programs focused on the trainee level members.

### 4.10.2 Duties and Responsibilities

1. Leads the poster flash talk session programming at the annual meeting including selection of abstracts for flash talk slots from those not selected for oral presentations by the annual program chairs.
2. Organize and run the annual SCHOOL (hands-on symposium) held on the pre-conference day at the annual meeting when appropriate.
3. Provide relevant articles for inclusion in iSLB.

## **4.11 Public Affairs Committee**

### **4.11.1 Authority**

The committee will represent the society in matters related to its FASEB membership, including participation on the FASEB Board, the FASEB Science Policy Committee, and any other FASEB Committees where SLB representatives are designated as FASEB Committee Members. The individuals represent the interests of SLB in these positions.

### **4.11.2 Membership**

There will be 2 required members for this committee. One will be the designed FASEB Board representative and the other will be the designated FASEB Science Policy Committee (SPC) Member. Terms will align with the FASEB position terms (4 years board, 3 years SPC). These 2 individuals represent the co-chairs of the SLB Public Affairs Committee. Up to 3 additional members may be added as directed and determined by the 2 required members. Additional member appointments are based upon recommendation from the committee and approval by the society President, President-Elect and Past-President. These positions may include those already serving in FASEB roles while also serving in Society positions if the Committee Chair agrees their participation would be beneficial. Terms for additional committee members will be 3 years and committee members may subsequently serve in the FASEB Board and SPC roles, as determined by the Committee. Succession for the co-chair roles will be handled via nomination by the current co-chairs and approval of the President, President-Elect and Past-President and may draw from other committees, current or past Councilors, or others with demonstrated interest to serve SLB in this capacity.

### **4.11.3 Duties and Responsibilities:**

- 1) Attend FASEB meetings and events.
- 2) Report to SLB Council on all activities via reports and presentations at the Spring and Fall Council Meetings. Reporting should include FASEB programs and activities of interest, opportunities for SLB input and participation in FASEB initiatives and programs.
- 3) Provide, in conjunction with FASEB representatives, a newsletter article for each issue of iSLB to inform the SLB membership of relevant FASEB news.
- 4) Provide relevant news items to be posted on the society website and on the FASEB resources page of the SLB website.
- 5) Conduct quarterly meetings of the committee to discuss activities and keep initiatives on track.
- 6) Participate in the mid-year committee chair call to share initiatives and keep abreast of relevant activities from other committees.
- 7) Assist the President with preparation of the FASEB slides for the business meeting each year.

## 5 Annual Meetings

### 5.1 Scientific Program Chair(s)

#### 5.1.1 Membership

The Chair(s) are appointed by the President upon received proposals which are reviewed at the Fall Council Meeting two years prior to the related annual meeting. If the meeting is defined as being joint with another society, the SLB Scientific Program Chair will work jointly with the other society's named chair to complete the duties. The Program Chair is to be identified and appointed at least two years prior to the year they are to chair a meeting when possible.

#### 5.1.2 Authority

The Chair(s) will work to ensure that the annual meeting for which they are responsible is conducted with the excellence to which the Society aspires and is currently accustomed to. The Program Chairs shall work closely with the Executive Director and coordinate their activities, including approval of program topics and proposed invited speakers prior to invitation, with the Council.

#### 5.1.3 Duties and Responsibilities

1. Chairs should begin work immediately upon assignment and follow the annual meeting timeline as provided by the meeting manager.
2. Reviews member survey input from previous years for topic/speaker consideration.
3. Works to ensure financial security and sponsorship support of the event; utilizing contacts in industry wherever possible.
4. Plans keynote, plenary and concurrent sessions including topics and invited speakers
5. Works with meeting manager to contact invited speakers with formal invitations upon approval by the Council and Engagement and Enrichment Committee.
6. Finalizes Scientific Program as approved by the Council.
7. Identifies the venue city and site along with the Executive Director as approved by the Council.
8. Coordinates other events related to the meeting in planning the program.
9. Reviews submitted abstracts for selected talks and poster presentations. May utilize input of concurrent session chairs/invited speakers for these selections.
10. Works with Executive Director to ensure proper marketing of the meeting to include a save the date postcard, call for abstract brochure and regular web and email postings.
11. As requested, work with societies or individuals requesting to hold a "Satellite Symposium" prior to or after the annual meeting to ensure programs are complimentary and do not overlap.
12. Joins journal editorial board for one year to serve specifically for the meeting issue. Updated 11/9/15
13. Utilize contacts with local members and meeting supporters to aid in meeting planning.
14. Perform due diligence to ensure invited speakers and selected talks do not have issues of misconduct pending or in the past that would cloud the program. Added 6/6/16

### 5.2 Guidelines for Scientific Program

1. Online survey's requesting input from members and past attendees is processed each year and should be utilized in programming future programs.
2. Keynote address is given on the first evening of the meeting in association with the official opening of the Annual Meeting. The speaker is that year's Legacy Lecture Awardee and should be a scientist of high stature and among the foremost in his/her field.

3. The program format should follow the standard skeleton program based on society meeting standards although it may be adjusted from year to year as suggested by the Program Chair(s) and approved by the Council as long as the changes keep within the approved budget.
4. Award sessions to include all awards as outlined in the Award section of the handbook.
5. Plenary Sessions chaired by council members or others at appropriate professional level lasting 1.5 hours and comprised of 3 invited speakers (30 min each).
6. 8 Concurrent Sessions (running 2 at a time) lasting 1.5 hours each and comprised of one invited speaker who will also serve as the session chair (30 min) and 4 selected talks (15min each).
7. Satellite Symposium(s) as proposed by outside societies or individuals to be held on the pre-conference day along with the MTTC organized SCHOOL program when possible.
8. Social events such as Opening Reception that adhere to approved budget.
9. Poster Sessions held at various times to accommodate the number of abstract posters being presented.
10. Required society committee, Council, and Journal Editorial Board meetings as needed.
11. Scientific papers chosen for selected talks should be grouped according to submission topic.
12. Workshops as organized by society committees.
13. Structure open to change as long as no such changes have detrimental effects on the meeting budget, program quality etc. All changes to normal structure must be approved by the Council.

### **5.3 Guidelines for Selecting Annual Meeting Invited Speakers**

When considering individuals who are to be invited to speak, upon Council and Engagement and Enrichment Committee approval, it is the duty of the Program Chair(s) to consider several factors when drafting the slate of potential invited speakers. To the extent that it is possible, and in the interests of planning a quality scientific program, the Program Chair(s) should consider speakers that:

- 1) Represent active members of the Society in supporting the membership through presentation opportunities.
- 2) Include mid-career scientists to further the Society's effort in supporting multiple career level members.
- 3) Include scientists from racially/ethnically diverse backgrounds, including those from underrepresented minority groups to demonstrate the Society's inclusivity. To the extent possible, examples of populations to include, but not limited to, are those that identify as:
  - a. Latinx / Hispanic
  - b. Black/African American
  - c. Asian/Indian
  - d. Native American / Alaskan / Hawaiian
- 4) Include a balanced gender representation, including those who self-identify as male, female, and non-binary.
- 5) When possible, include individuals from a variety of geographic locations to demonstrate the global nature of the organization.
- 6) When possible, include individuals from both academic, industry, and government sectors to demonstrate the Society's recognition of the interdisciplinary nature between these sectors.

### **5.4 Guidelines for Meeting Marketing**

1. Regular and updated Web postings on society website. Should begin immediately once a venue city and hotel have been defined.
  2. Reciprocal postings on related society websites
  3. Email eblasts to SLB database and other available databases
  4. Save the date advertisements to include venue, dates and topics.
  5. Call for abstract brochure (early spring to coincide with the opening of registration and abstract submission).
- Electronic document should include full preliminary program of Plenary and Concurrent sessions and speakers and all



other available details. The Call for Abstracts should clearly indicate the areas of scientific interest of the Society. Great care should be made to make these explicit, interesting and timely.

6. Other various networking extensions wherever possible by program chairs and all members of Council and Committees.

## **5.5 Guidelines for Abstracts**

1. Regular abstract submission is open from early spring until early-mid-summer each year and submissions will be reviewed for inclusion as selected talks, poster presentations and/or “poster flash talks”. Submission may also be reviewed for awards and award applications are collected in conjunction with abstract submissions.
2. Abstracts are submitted through an online system as provided by contracted services and will include options for oral and poster preference as well as award applications.
3. All abstracts will be accepted as poster presentations as long as the Program Chair(s) agree with the quality, content and validity of the submissions. Those chosen as selected talks will also provide poster presentations as long as the space exists at the venue to include these in the poster program.
4. Late breaking abstract submission will open for a 2-3 weeks in the mid-late summer prior to the meeting to allow submission of the most current work possible. Submissions will be considered for poster presentations and will be accepted as long as the Program Chair(s) agree with the quality, content and validity of the submissions.

## **5.6 Guidelines for Sponsorship Solicitation**

1. At least one year prior to an annual meeting, a prospectus of the meeting is to be prepared and sent to all potential meeting supporters. The prospectus includes a statement of meeting purpose and focus, preliminary program and sponsorship level options.
2. NIH R13 grants are to be applied for at the appropriate time in consideration of the NIH deadlines for submission. This function is performed by the Development Chair as the primary point of contact and R13 Principle Investigator. The Development Chair coordinates with the program chairs and others in coordinating and collecting the various materials required for the R13 grant submission.
3. Regular emails and contacts should be made by the Program Chairs and all Council members on an ongoing basis to secure funds for the meeting.
4. In accordance with best practices, sponsors will not be provided any preferential treatment in the scientific program with regards to abstracts or invited speaker invitations. Sponsors will be provided only with the benefits as outlined in the prospectus.

## **5.7 Annual Meeting Site Selection**

1. Sites and times for future meetings, which are determined by the Program Chair(s) on the advice of and as approved by Council, should be chosen at least two years in advance when possible.
2. Consideration of the following details is required:
  - a) Site of the meeting. Recommended hotel(s) in that city with a description of the convention facilities available for our annual meeting.
  - b) Proposed date (month and year). Annual Meetings are traditionally held between late September and early November every year
  - c) If a pre-meeting workshop is being recommended, a statement as to where it will be held in relation to the Annual Meeting should be issued
  - d) Availability of local financial support and effect of site selection on other potential sponsorships.
  - e) Access of the city to commercial transportation.
  - f) Features of the city that would be attractive to the membership of the Society.
  - g) Room rates and general expenses that would apply to both the individual attendees and the meeting budget as a whole.

## **6 Awards**

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 year's consideration.

### **6.1 SLB Legacy Keynote Lecture Award**

The Legacy Keynote Lecture Award of the Society for Leukocyte Biology is a \$1000 award sponsored in full by the society and is presented to a member of the Society for Leukocyte Biology who has demonstrated excellence in research annually.

1. The nomination of the recipient of the award should be made by the Awards and Honors Committee to the Council in time for Council concurrence at the time of the Fall Council Meeting that precedes the Annual Meeting by a full year at which the award will be presented. The timing is intended to help identify the keynote speaker in advance of the grant applications for the next year's meeting and to help secure speakers who tend to be booked well in advance of annual meetings.
2. The recipient of the award will be the keynote speaker at the Annual Meeting. The Awards and Honors Committee should work closely with the Program Chair(s). The latter would need to make the program and theme of the meeting available well in advanced so that an appropriate speaker and recipient could be selected. If the meeting is being held jointly with another society and the other society prefers a different arrangement, there is flexibility in having an additional keynote speaker and naming this speaker "The SLB Legacy Keynote Lecture Award" in place of being the keynote.
3. The recipient must be a member of the Society for Leukocyte Biology. If candidates are not current members, it is a prerequisite that they join/renew their membership prior to official announcement of the award decision.
4. The recipient will receive from the President an appropriate physical award plaque or statue honoring his/her selection together with the honorarium provided by the society at the Annual Meeting.
5. The recipient is provided the \$1000 award stipend and complimentary registration. The recipient also receives airfare (advanced purchase, economy fare, round trip from home city) and 3 night's hotel accommodation provided by the society. If the recipient requests, the award stipend may instead be directed to a charity of their choice. In the case that the recipient declines the award stipend, as is the case with awardees who are government employees, the award should be directed to a charity of the recipient's choice.
6. The recipient will be expected to give a 45 minute scientific talk, a retrospective of the scientist's career and/or his/her scientific research. The talk should be scheduled within the scientific program as the keynote and held in conjunction with the opening reception.
7. The award winner will be invited to write a free-of-charge Legacy Award Review article for publication in JLB, as well as to contribute to the newsletter.

### **6.2 Honorary Lifetime Membership**

One of the responsibilities of the Awards and Honors Committee is the identification of individuals who should be accorded Honorary Life Members in the Society for Leukocyte Biology as a tribute to their contributions to the knowledge of leukocyte biology. Two honorary life members can be elected each year upon recommendation by the Awards Committee to the Council. Honorary life members are entitled to all of the rights and privileges of active members, are exempt from Society dues and annual meeting registration fees.

Nominations for honorary lifetime membership should be based upon the scientist's service to the Society of Leukocyte Biology, the impact of the scientist's scholarly work on the understanding of leukocyte biology in health and disease, 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 SLB, or persons who have a long history of being a member of the SLB. Supporting information for the nomination(s) should be presented to Council at the Spring Council Meeting along with consideration of the Legacy Lecturer. Council will select no more than two of these lifetime memberships per year through a majority vote. The award is announced on the society outlets and an award (plaque or other representative item) presented at the annual meeting during the SLB Business Meeting.

### **6.3 Excellence in Leukocyte Biology Awards**

The SLB Excellence in Leukocyte Biology (ELB) program is a merit award program created to recognize excellence in the work of our established research scientists at the early career and mid-career stage. Established researchers are no longer in a training position and perform independent research in an academic, industry, or government setting with independent (often peer-reviewed) research funding. Those in a government or industry setting without independent funding are encouraged to contact us for case specific consideration. Members may self-identify their career levels and apply to the appropriate subcategory. All awards require current society membership to apply. Individuals can reapply unless they previously won the top prize for this award. Up to three finalists for each category will be chosen based on submitted abstracts and accomplishments to date. The finalists will compete by giving oral presentations at the Annual Meeting; 20 mins per presentation. Finalists will be judged on their oral presentation as well as their ability to answer questions about their work. Funds for these awards are provided by the Society for Leukocyte Biology with the prizes in each category being \$2,000 for the winner and \$1,000 for the finalist(s). The ELB winner(s), as decided by the onsite competition, will be expected to write an invited review article related to their work for JLB. This will come in the form of a communication from the JLB EIC during or after the annual conference. All applicants not chosen as ELB Finalists will still be considered for poster and/or oral presentations per their abstract submission. The Awards Committee will review all applications and ensure equitable review and opportunity for all candidates.

### **6.4 Presidential Scholars**

The SLB Presidential Scholars Program is a merit-based award program divided into three categories, one for postdoctoral fellows, one for graduate students, and a third for undergraduate students. The postdoctoral category is for those who are currently postdocs and have been in a postdoctoral level position for no longer than 6 years cumulatively. The other two categories are for currently enrolled graduate students who have not yet received their degree, and for undergraduate students, or individuals conducting research in a post-baccalaureate program. All awards require current society membership to apply. Individuals may reapply for this award at any time as long as they are at the correct stage of training for that award level at the time of application. The top three finalists in the Postdoctoral and Graduate student category will be chosen based on submitted abstracts and accomplishments to date and will compete by giving oral presentations at the Annual Meeting. These finalists will be judged on their oral presentation as well as their ability to answer questions about their work. Funds for these awards are provided by the Society for Leukocyte Biology with the prizes in each category being \$750 for the winner, and the two finalists each receiving \$500 for the Postdoc and Graduate Student levels. All Postdoc and Graduate Student applicants not chosen for the onsite competition will be considered for Merit Finalist Award of \$200 each and may still be considered for poster and/or oral presentations per their abstract submission. Undergraduate authors will present their work during a poster session. Undergraduate award amounts may vary.

### **6.5 Equitable Access to Scientific Experiences (EASE) Grant**

A new need based grant program begins for 2023 to be titled the Equitable Access to Scientific Experiences (EASE) Grant Program. The target audience incorporates the target audience for both the past DEI and Developing Nation categories and adds all need based candidates regardless of origin or any specific qualifying metric. This is keeping

with trends to focus solely on the need of the grantees. These grants are applied for separately from merit awards meaning that there can be merit based recognition and additional need based support where warranted.

After merit-based award review which is done by the Award Committee, a separate and ad-hoc panel of 5 individuals would convene made up of Councilors, Past Presidents, Committee Chairs and Members, all of whom have no conflict with the need-based grant applicants. This is necessary as the organization does not want to preclude leaders or volunteers from submitting need-based requests for travel support for themselves, or their trainees/employees. Having grant applicants from organizational leader's laboratories does represent a clear COI with those individuals since providing need based funds then relieves the expenses from the leader's lab budget. Having an independent panel review the requests and supporting documents removes this COI and potential bias. Separating the merit and need-based review is crucial for a fair and impartial process.

The budget for the EASE grants is determined annually by the Finance Committee and reviewed and approved by Council.

EASE applicants are reviewed after the merit based process so that any funds awarded during the merit process would be taken into consideration during the need assessment. This ensures the need based budget can support as many individuals as possible without over spending on any single one individual.

No specific amounts are set for grants and are determined on a case by case basis annually. Considering the individual, where they are traveling from and to which will vary in every case, every year, the cost of accommodations and much more. As a general guide, the maximum an applicant can expect to receive is up to \$1,000, with many applicants receiving \$400. This general guide would be posted on the website so that applicants expectations align with the potential outcomes. For tax and audit reporting, SLB is unable to provide an individual with funds that exceed the actual travel cost of attending the meeting. This is inclusive of any EASE grants and Merit awards. Therefore, while merit award and EASE grant decisions are made independently of each other, the EASE grant amount may vary to ensure total awarded/granted funds do not exceed the actual cost to attend.

While it is SLB's intention to provide EASE grants to support attendance to the full conference, if you are unable to attend the entire conference, please include an explanation in your statement of need of the limiting factors for your full participation (ie child/dependent care, school obligations, etc.).

Grant applicants are required to submit an abstract in order to apply to demonstrate that attendance would be part of their development. There must be some evidence of research activity and this can be done through an abstract.

The following would be consider in terms of the applications and posted for grantee awareness:

- 1) A maximum of 1 individual per lab may apply for an EASE grant
- 2) Individuals from labs with funding of more than 250 direct annual funds, or 350 total current available funds, including startup or other sources of funding, may not apply. A funding confirmation letter from the PI to confirm the level of lab funding will be required as proof of the lab's total funding for full disclosure and a transparent process at the time of application. This is required not only for proper committee consideration of the applications but also for a transparent process in the case of audit and/or for accountability of need based grant decisions.
- 3) Applicants can submit their anticipated airfare and a note of the amount of funding being received from other sources (which is honor based).
- 4) A statement of need in the form of a 300 – 500 word statement.

- 5) When estimating cost of attendance, hotel costs for need based applicants will be considered at 50% as the society provides room share resources. This further supports the organizations ability to support as many applicants as possible.
- 6) Only in extremely rare cases will full airfare and hotel (at 50%) be covered. Stating this will also help align applicants' expectations.

## **6.6 Other Awards and Honors**

Any recommendation for new awards and honors made by the Council or membership will be referred to the Awards and Honors Committee for discussion and recommendation. The Awards and Honors Committee can initiate recommendations and other ideas for Awards and Honors appropriate to the goals and objectives of the Society. An individual may receive one award per year.

## **6.7 Award Revocation Policy**

When SLB grants an Award, the Award reflects the society's judgment that an individual's contributions to, and effect on, the science are exemplary. SLB takes into account the effect of the totality of the individual's work and professional and ethical conduct and reputation. The Society expects those who hold Awards to demonstrate that participation in and recognition by the community are privileges, and that the community's leaders, and others it celebrates, embody highly professional and ethical conduct in their work.

All Society award winners are expected to meet the commonly held standards of professional ethics and scientific integrity. In the rare case where an Award winner no longer meets this expectation, or otherwise fails to merit the continued status of an SLB Awardee, the following set of guidelines and procedures are to be followed to request revocation and for the consideration of a member request to revoke an individual's Award.

SLB will not confer any Award on any individual whose ethical conduct is the subject of a credible question known to the Society, so long as the question has not been finally and favorably determined to SLB's satisfaction, in its discretion. A person who is being considered for an Award (upon becoming aware of being considered or applying for award consideration), or who holds an Award, acknowledges a continuing duty to disclose to SLB the existence of any fact, situation, or circumstance that could be considered relevant to SLB's decision whether to grant the Award under provisions of this policy. Failure to make a disclosure may result in SLB withholding or revoking an Award. SLB will, in its sole discretion, consider revoking an Award in cases of proven scientific misconduct, serious breaches of professional ethics, or when the Award winner in the view of SLB otherwise no longer merits the continued status of Award winner. Issues will be reviewed by the Awards and Honors Committee with recommendations made to the Rule Committee. It will be the final decision of the Rules Committee as an ethical consideration. Any decision is not a determination or judgement of any individual's ethical standing; decisions are solely related to the withholding or revocation of an SLB award title and decisions shall not be made public. The only action to be taken by the society would be to decline an award or removal of names from past awardee lists to reflect proper society history.

All requests to revoke Award status will be handled in accordance with the procedures provided herein. Breaches of professional ethics might include sexual misconduct, racial discrimination, or other ethical violations. Sexual harassment or retaliation for declining, objecting to, or reporting harassment or other sexual conduct may constitute a serious breach of professional ethics. This policy covers professional activities wherever they take place. This includes, but is not limited to, academic buildings, laboratories, field sites, research stations, field course venues, professional meetings, or any such professional settings. This policy includes interactions with persons such as, but not limited to, colleagues, subordinates, students, teaching or research assistants or others with whom the Award winner interacts as part of the Award winner's professional activities.

A request for revocation of an award must include an investigative report that documents findings, sanctions, or actions taken from an independent organization or agency. Alternatively, a public announcement of the information in a report, or actions that have been taken, may be submitted. Media reports alone may not be sufficient to support a revocation request. SLB will only consider requests for revocation filed within four years of publication of the report or announcement of the finding, sanction, or action, and will not consider requests when the Award winner is deceased.

***Procedure:***

1. Any society member may request for revocation of an Award and the request should be made in writing to the Society administrative office. Requests must be sent via email to: [membership@leukocytebiology.org](mailto:membership@leukocytebiology.org). In all steps of these Procedures, the identity of the requestor will generally not be revealed by the administrative office except as may be required to comply with the Society's legal obligations.
2. A Request must include an investigative report and/or public announcement of findings or actions taken (or links thereto) from a credible body such as the Federal government's Office of Research Integrity, other Federal or state agencies (e.g., NSF, NIH), a professional organization, an academic institution, a court of law, or admission(s) of conduct by the Award winner. Requests may only be made by a member of SLB. The member must include detailed information about the sources used in order to enable verification of information. In addition, the member requestor must agree in writing to maintain the confidentiality of the matter.
3. The administrative office staff will conduct a preliminary review to determine if the Request is substantive, contains adequate documentation, and complies with this Policy and these Procedures. Staff will provide a report to the Awards and Honors Committee along with the Rules Committee.
4. During revocation procedures, deliberations on claims will be based on the evidence provided. Investigations by SLB of complaints or charges beyond information presented in the Request or otherwise available publicly (such as publications or court records) will not occur as part of revocation procedures.
5. Based on the submitted documents, the Awards and Honors Committee, along with the Rules Committee, will decide whether to proceed with revocation procedures or to dismiss the Request. A majority vote of the members of the two committee's members is sufficient to proceed with, or dismiss, the Request.
6. If the panel decides to proceed, a timeline for the process will be defined, and the Award winner will be notified of the Request in writing and in confidence. The Award winner will be given notice of the Request, with the supporting documentation. The Award winner will be offered the option to appeal the decision or to relinquish their Award. The Award winner will be invited to respond in writing to the Request, and if desired, to make an oral presentation to the Panel which will ordinarily occur via telephone conference. Such conference will not include any representatives of the Award winner and will be limited in time and scope per the direction of the Panel.
7. At the conclusion of any appeals process, the panel will make a formal decision. All parties will be notified, including a final report to the Society Council, and appropriate actions of removing the award in historical records will be handled by the administrative office as directed by the panel.

## **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.
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.
3. Travel reimbursements are limited to advanced purchased economy fare rates and reasonable accommodations costs. The Society will not reimburse airfare above economy levels nor hotel rates above standard, non-suite, accommodations. Partial reimbursements may be provided equal to economy levels.

### **7.2 Officer Reimbursements**

1. The Spring Council meeting will be held as a virtual event and therefore no Councilor expenses are incurred and thus no reimbursement is required.
2. Concerning the Annual Meeting, Councilors are to be reimbursed for one night's hotel stay to offset the early arrival necessary for attendance at the Council meeting. If the individual is also a speaker in the scientific program, there will be an additional 1 night hotel accommodation included in accordance with speaker reimbursements plus any other allowances provided to invited speakers for that year's program. Councilors are also provided complimentary registration to the Annual Meeting.
3. There are no per diem allowances or any other reimbursable expenses provided to council including but not limited to meals, banquet tickets etc. Meals may be provided in conjunction with a Council Meeting or other annual meeting events but this does not represent an obligation by the society to provide meals.
4. The one night hotel accommodation will be provided via a direct payment from the society to the hotel and no reimbursements to Councilors will be needed.
5. Active Council members are provided complimentary membership during their assigned term.

### **7.3 Committee Chair Support**

In recognition of active committee chair efforts, the following is provided by the society given a proven record of effort and activity. Chairs must actively lead the committee throughout the year in order to realize these benefits.

- 1) Committee chairs of MTTC, DEI, and Professional Development will be provided 1 hotel night, \$100 maximum reimbursement for ground transportation, and a maximum of \$750 USD for economy, advanced purchased round trip airfare in years when their committee is hosting a workshop at the annual meeting. If the committee is not hosting a workshop, no travel coverage is provided. Reimbursement requests must be made by the noted deadline annually. Requests received after the deadline will not be processed.
- 2) All Committee Chairs are provided complimentary meeting registration and membership during their term.

### **7.4 Annual Meeting Chairs and Invited Speakers Reimbursements**

1. Registrations will be waived for all invited plenary and concurrent session speakers.
2. Concurrent Sessions are chaired by the invited speaker for that session and thus no extra reimbursements will be given for concurrent session chairs beyond those associated with their invited speaker status.
3. Plenary sessions are to be chaired by prominent names in the society, typically Council members, and is a position of honor. No reimbursements will be given to Plenary Chairs beyond those already associated with their council or speaker status.
4. Scientific Program Chair(s) are to be provided with economy, advanced purchase airfare and up to 4 nights hotel accommodations as well as complimentary registration. No other reimbursements for meals or incidentals are supplied.

5. There are to be no more than 4 Plenary Sessions consisting of three invited speakers in each session. There are to be no more than 8 concurrent symposia with one invited speaker in each session.
6. There will be no more than 20 invited speakers in total who will be entitled to reimbursement.
7. Invited speakers will be provided complimentary meeting registration, 1 hotel night covered directly by the society, up to a maximum of \$100 for ground transportation, and an airfare allowance as appropriate for the destination and travel origins as aligns within the Council approved conference budget annually. This amount will typically be \$500 to a maximum \$1000. All airfare reimbursements will be for the lowest reasonable advanced purchase, economy airfare, round trip from home city. No other reimbursements are to be given such as per diem allowances.
8. Reimbursements are to be made regardless of membership status of the speaker. Invited speakers who are not already society members will be granted complimentary society membership for the year in which they are speaking at the annual meeting.
9. Requests for reimbursement must be made by the stated deadline annually. Request made after the deadline will not be processed.

## **7.5 Guidelines Regarding Reimbursing or Otherwise Covering Expenses for Federal Civil Servants**

In most cases, federal civil servants should be treated the same as other individuals (Council, Chairs, Invited Speakers). Communications regarding reimbursements or paying expenses should be with the civil servant directly, not through an intermediary. The society recognizes federal civil servants who travel to SLB-sponsored meetings or other activities are subject to requirements from their agency and frequently must receive preclearance and/or approval to travel or be reimbursed.

- No federal grant funds may be used to pay for civil servant travel expenses or reimbursements
- Executive Director and Executive Committee should be notified immediately if a federal civil servant appears to be soliciting reimbursement
- Executive Director and Executive Committee should be notified immediately if there appears to be any effort to circumvent the reimbursement policies or approval process of the civil servant's agency
- Proof of approval must be obtained in advance of reimbursement if the traveler's agency has provided any funding or other sponsorship for the meeting to which the traveler is attending
  - This requirement is to avoid any appearance of "quid pro quo"

## **7.6 JLB Editor-in-Chief Review and Reappointment**

As described in 2.1.6, the EIC term is four years and may be renewed for one additional term. For this renewal to occur, a review will be conducted. No later than during the third year of the EIC's term, the Publication Committee will inquire whether the serving EIC is interested in a second term of service. If so, the Committee will conduct a review and make a recommendation to the Council. This review and recommendation is in the form of a report provided to the Council for the annual spring Council meeting no later than the third year of the EIC's current term. If the Council, based upon the Publication Committee report and its own deliberations, decide that it is in the best interest of the society and journal for the EIC to serve a second and final term, the process for reappointment of the EIC will be initiated. Determination of a term renewal will be complete by the Fall Council meeting.

The Publication Committee is charged by the Council with the review process. The review will be initiated by the Chair who will appoint an EIC Review Subcommittee to conduct the review.



The EIC Review Subcommittee will consist of the two current council members, and two members of the Publication Committee. None of these four individuals may be current editorial board members. Additionally, one member from the current editorial board will complete the review subcommittee.

In addition to a self-assessment letter and report solicited from the EIC, the EIC Review Subcommittee will obtain feedback from the Editorial Board, which may include Deputy Editors, Review Editor and Associate Editors, as well as other members of the Editorial Board.

The EIC Review Subcommittee will provide their findings and opinion to the Publication Committee. The Publication Committee will prepare a final report to be presented to the Council no later than at the Spring Council meeting.

After this recommendation is received, the Council will review and consider the recommendation. A formal decision and letter of intent to the EIC must be delivered by the Fall Council meeting. If invited to serve a second and final term, the EIC will be asked to accept or decline the renewal invitation within four weeks. The Publication Committee chair is the individual to formally extend the renewal invitation based on Council decision.

Materials to be compiled for EIC Review:

1. Letter/self-assessment from EIC
2. All EIC reports provided to the Council during the EIC's current term
3. Comments submitted by members of the Editorial Board and Council via online survey
4. Comments received from JLB authors or SLB membership regarding the EIC or journal during his/her leadership

## **7.7 JLB Editor-in-Chief Search and Appointment**

In the event that the EIC is not invited to serve a second and final term, or the EIC does not accept the invitation to renew for a second and final term, or if the EIC has already served 8 years ( 2 four year terms), the Publication Committee will create an ad-hoc committee (EIC Appointment Subcommittee), including the Chair of the Publication Committee, an additional member of the Publication Committee, a member of the Council (either the committee liaison or another designated councilor) and two senior members of the Editorial Board. Additional members may be included on the EIC Appointment Subcommittee at the discretion of the Chair, based on recommendations received from the Council. The current EIC may be consulted for input but is not a member of the EIC Appointment Subcommittee nor does the EIC participate in the processes of identifying the new EIC. The Subcommittee will issue a public call for nominations to include iSLB newsletter, journal and web postings. The EIC Appointment Subcommittee will forward a ranked list of recommendations for 2 or more EIC applicants, along with supporting documentation (a CV for the nominee, a vision statement from the nominee, and a brief statement from the subcommittee describing the process they used to select the nominee) to the Council for their Spring meeting in the fourth year of the current EIC's term or as appropriate and determined by the subcommittee to ensure a smooth transition process. The Council will decide by majority vote who the next EIC will be and additional interviews may be conducted by Council if needed. Based on the majority Council vote, the President will then invite and appointment the new EIC. Once chosen, a formal appointment begins upon the signing of the EIC contract. SLB staff will oversee the preparation of the necessary paperwork. The incoming EIC will shadow the current EIC for at least the last six months of his/her appointment to provide sufficient overlap between the outgoing and incoming EICs.

## **7.8 Procedural response to claims of misconduct for JLB**

A template letter is available in the archives and is to be used in response to claims of misconduct by authors on articles in JLB. The letter is to be sent by the current EIC after review and approval by the Publication Committee of the draft letter.

## 7.9 Elections

The Nominations Committee 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 must have served on Council).
2. Current society membership is required for all positions.
3. Strength of scientific accomplishments and contributions.
4. 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.
5. The candidate should state willingness and availability to serve in the specific role.

Once an approved slate is obtained, membership status is confirmed and candidates have accepted the nomination, elections for offices will be presented to the membership via an online survey available for a period of one month in August or September annually. The elected individuals are announced at the close of the voting and at the Annual Meeting and take office at the beginning of the next calendar year. Elected individuals may join the Fall Council meeting to observe the process. The President Elect position may immediately, upon election, begin to join the Executive Committee activities.

## 7.10 SLB Sponsorship of Other Meetings

The society does not provide monetary sponsorships to other meetings nor does Council consider, review or otherwise grant monetary sponsorships or support for activities not directly organized by SLB. "Other meetings" are defined as any meeting or event that is not the Annual SLB Conference. SLB will work with other organizations on non-monetary reciprocal postings of society and event information in the interest of serving the membership by being a conduit of communication.

## 7.11 JLB Sponsorship of other meetings

At the discretion of the Editor-in-Chief (EiC) and the Senior Editorial Board, JLB may provide funds to other meetings if JLB's participation will do *both* 1) secure a special issue for the journal featuring content resulting from the other meeting AND 2) grow the journal readership and authorship overall. Council will set and approve a budget annually for JLB and the EiC to utilize for this purpose. As long as the expenditures remain within the Council approved budget, no Council approval is required. JLB funding may be used for trainee awards or any other purpose related to the other meeting. If JLB wishes to plan, support, or otherwise participate in "sponsored" sessions, the funds may be utilized for this purpose as well at the discretion of the EiC and supported fully by the efforts of those volunteering to organize and run the session at the other meeting. No society administrative support is available for organizing non-SLB events or sessions. The EiC will review all requests and give proper consideration to the best use of the funds to support journal growth, to ensure no conflicts of interest exist for any party involved, and to ensure proper consideration is given to equity in the session with regard to gender balance, ethnic/racial diversity, and diverse career stage representation. The EiC will provide written approval of the payee and fund total to transfer to the administrative office for processing.

## 7.12 Special Interest Group Satellites at the SLB Annual Meeting

To support SLB members, society growth, foster scientific communication and encourage participation at the annual meeting, SLB will host up to 4 Special Interest Group Satellites (number of SIGs supported by Society annually per budget allowances as set by Council) at the SLB Annual Meeting. Sessions may occur concurrently and will be held on

the pre-conference day prior to the main conference. SLB will include optional registration for these added events to the registration system and may charge a nominal fee to secure the limited seats available for each event which is targeted to accommodate approximately 30-50 attendees each. Each session will be 3 hours and can accommodate up to 5 speakers. SLB will support the satellite session by providing:

- marketing for the session in conjunction with the annual meeting
- the necessary meeting space and AV required to conduct the session
- complimentary registration for up to 5 speakers per satellite. A maximum of 5 complimentary registrations is provided per session.

The process begins with a call for proposals from the membership approximately 1 year prior to the meeting with submissions due by January or February prior to the event. Those submitting proposals must be current society members or must join in order to submit. Speakers listed in the proposal to present in the sessions are preferred to be society members but this is not a requirement and non-member SIG speakers will be provided a one year complimentary society membership if needed. Proposals will be reviewed by the program chair(s) and the Executive Committee to ensure topics are relevant to society initiatives and compliment the annual meeting program. The proposer(s) are considered to be the organizers of the session and also the session Chair(s).

Proposal Requirements:

- Satellite Session title and topic
- Satellite Organizer(s)/Chair(s) (Name, institution)
- Proposed Speaker(s) (Name, institution, and tentative talk title)
- Confirm understanding of the roles and responsibilities of each party.

Satellite Organizers will be responsible for:

- Organizing their session including acting as session chair and selecting, inviting and confirming all speakers. All speakers must be approved by SLB before they are formally invited. Proposed speaker line-ups must consider diversity in representation in gender balance, race/ethnic backgrounds, career stage, a variety of institutions, and geographic locations.
- Providing all session information to SLB by the indicated deadlines.
- Ensuring chairs and speakers complete their travel and housing arrangements on their own as SLB does not support these elements.
- Informing SLB of the 5 complimentary registration designations and ensuring all speakers/chairs are registered for the meeting. If the satellite session chair(s) choose to include more than 5 speakers per session, those additional speakers must register for the annual meeting at the regular rate.
- Ensuring that all chairs and speakers are aware of SLB's speaker disclosure requirements.

SLB will not provide catering (food and beverage) for the satellite sessions and sessions will be timed to occur between 9am to 12pm or 1pm to 4pm local meeting time. All meeting participants (including chairs and speakers) must register for the main meeting. No complimentary guests are permitted to attend or participate in the satellite session. SLB will not participate in any efforts related to fundraising to support the travel and/or accommodations elements of the SIGs. If SIG leaders secure funding on their own, SLB will note the sponsor for that particular SIG in the SIG session description.

## 7.13 JLB Editorial Board Stipends and Membership

Stipends are provided to the following Editorial Board members: Editor-in-Chief, Senior Deputy Editors, and Deputy Editors. No other Editorial Board members receive a stipend. All Editorial Board members, as appointed by the Editor-in-Chief following the Journal Editorial Board Guide, should be current society members and will be provided complimentary membership during their Editorial Board term. The Editor-in-Chief is provided a travel budget to allocate annually. How these funds will be used for the SLB meeting and other JLB related travel during the year must be defined, designated and communicated to the administrative office for proper reimbursement follow-up. Requests for support must be made to the Editor-in-Chief prior to the related travel. The Editor-in-Chief will review all requests to ensure no conflict of interest exists. An example of a conflict would be that JLB cannot provide travel support if the individual will be presenting their own research at the related event. All reimbursements must be completed by the same deadline presented for invited speakers annually. Requests made after the deadline will not be processed.

## 7.14 Filling of unexpected Vacancies on Council added 12/28/11

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. 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.

## 7.15 Membership

### 7.15.1 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 upload their current CV and/or NIH biosketch along with publications list during automated membership processes. These documents are to be kept on the server records of the membership database. The individual may join the society via online application and payment. If there is a question of the validity of an application, the final decision is to be made by the Membership Committee. Application for membership is not complete until payment has been received.

### 7.15.2 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) A CV or NIH biosketch
  - c) Letters of support from a Society member in good standing are strongly recommended, but not required.
3. Payment for annual dues must accompany the application.

### 7.15.3 Criteria for Post-Doc or Student Membership

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) A CV or NIH biosketch
  - c) 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 and PostDoc membership shall be valid for a period of 3 years for a maximum of six (6) years. Individuals may then renew at the Full Member level.
5. Payment for annual dues payable to the Society for Leukocyte Biology must accompany the application.

#### **7.15.4 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 retirement age as defined by common standards. 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. Will be listed in the directory as Emeritus member.
3. May register as a member at the annual meeting at the member discounted rate.

#### **7.15.5 Other Membership Levels**

Additional member levels may be added upon suggestion by the Membership Committee and reviewed and approved by the Council.

#### **7.15.6 Membership Revocation**

Following similar principles as the Award Revocation Policy, the society recognizes the need for a process and procedure to address the unlikely but potential need to remove membership rights. The Award Revocation procedure may also be followed regarding concerns related to membership status should it become clear that a member's behavior does not represent the professional standards and expectations of the society. In these cases, the Executive Committee, Rules Committee, and Membership Committees may convene to review and discuss what actions need to be taken in the interest of the society. In no case shall decisions on membership revocation be made public. If membership is removed, a full refund of any monies paid by the individual for the current membership term will be refunded in full.

## **8 Conflict of Interest Policy**

### **8.1 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.

### **8.2 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.

### **8.3 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.

### **8.4 Conflict of Interest Claims**

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

## **9 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 SLB audiences, may provide a draft of text which will be reviewed by the administrative office. The administrative office will determine if the communication needs further review prior to dissemination.

## 10 Society for Leukocyte Biology Reserve Policy

(new policy approved October 2017)

### 10.1 Statement of Purpose

This policy covers the guidelines by which the society leadership will maintain, manage, access, and utilize reserves. The general purpose of the funds outlined is to help to ensure the long-term financial stability of the society and position it to respond to varying economic conditions and changes affecting the society's financial position and the ability of the society to continuously carry out its mission. SLB will maintain designated Cash, Operating Reserve and General Reserve Funds to achieve the following objectives:

1. To enable the organization to sustain operations through delays in payments of committed funding;
2. To promote member confidence in the long-term sustainability of the society by preventing chronic cash flow crises which force expensive short-term, crisis-based decisions;
3. To create an internal line of credit to manage cash flow and maintain financial flexibility.

### 10.2 Types of Reserve Accounts and Required Balances

There are 3 Board designated unrestricted accounts: Operating Cash, Operating Reserves, and General Reserves.

*Operating Cash* – These funds are held at the banking institution of choice (Bank of America as of 7/2017) and may be held in a combination of checking account, savings account and certificates of deposit as considered appropriate for the time by the Finance Committee led by the Treasurer. The combined balance in this account should not exceed the FDIC insurance levels of \$250,000. The balance of this combined account is to be monitored by the Finance Committee facilitated by the Executive Director. In the instance of the combined balance exceeding \$250,000, transfers shall be processed to re-balance the holdings into the Operating Reserve or General Reserve accounts. At any given time, the balance may exceed the \$250,000 maximum if known expenses will naturally re-balance the account within 6 months (for example, fall meeting expenses).

*Operating Reserve* – These funds are to be held in a liquid account such as a Money Market and short term certificates of deposit to provide full access as needed. The balance of this account should be no lower than \$400,000 (equal to estimated 6 months operating expense) and should not exceed \$450,000. Excesses over \$450,000 may be utilized to transfer regular investment funds to the General Reserve if considered appropriate by the Finance Committee and as approved by Council. Excesses over \$450,000 should be earmarked and moved to the General Reserve or utilized for projects within 6 months. Interest and dividends realized in the Operating Reserve (as in the case of CD holdings) are considered part of the Operating Reserves.

*General Reserve* – These funds are to be held in an actively managed investment portfolio under the guidance and advice of a chosen professional investment management firm (RBC as of 7/2017). Allocations are governed by the ranges and risk tolerance as outlined in the active Investment Policy Statement. There is no maximum allowed balance. Interest and dividends realized in the General Reserve fund are considered part of the General Reserves and should be re-invested in the portfolio as standard operating procedure. There is a standing goal to invest \$100,000 annually into the General Reserve from excess in Operating Cash and Operating Reserve activities.



### **10.3 Use of Reserve Accounts to cover shortfalls**

Day to day society operations and budgeting is to be based on the balances on the operating cash. All expenses including but not limited to activities related to the journal, meeting, awards, membership administration etc. are to be paid for from this account. All revenue from, but not limited to, membership dues collections, meeting registration collection, journal royalties etc are to be deposited into the Operating Cash account. Every effort shall be made to ensure any programming and projects will be covered by the Operating Cash account.

In the case of shortages in the Operating Cash, the required funds may be drawn from the Operating Reserve given approval by the Executive and Finance Committees. Every effort should be made to return the borrowed funds and maintain the minimum \$400,000 Operating Reserve balance as soon as possible.

In the unlikely event the Operating Reserves are not sufficient to cover the expenses; the General Reserve may be utilized given approval by the full Council by selling holdings as advised by the investment advisors to minimize the long term impact to the General Reserve Account. If enough warning exists to foresee the needs, interest and dividend reinvestment may temporarily cease in order to accumulate funds to cover the needs. These funds should be moved into the Operating Reserve Account.

No lines of credit are to be established in the name of the Society unless forecasts indicate an imminent (within one year) depletion of the 3 mentioned accounts to levels under \$400,000.

### **10.4 Establishing new funds**

Upon approval of the full Council, this policy may be reviewed and updated to include additional funds in the future if needed to allow for special accounts to specifically fund awards, grants, special projects or any other areas of the society as Council considers appropriate and necessary for streamlined accounting. The ease of accounting and simplicity of the system should always be considered and accounts only added as truly needed for reporting requirements or other defined reasons. Other updates to this policy may occur upon annual review as needed based on changes in the economic climate, changes in standard levels (ie FDIC levels), changes in society needs and any other factors as considered appropriate by the Council upon majority vote.

## **11 Investment Policy Statement**

### **11.1 Purpose**

The purpose of this Investment Policy Statement (IPS) is to assist the Finance Committee (Committee) in effectively supervising, monitoring and evaluating the management of the Investment Portfolio (Portfolio). SLB's investment program is defined in the various sections of this IPS by:

1. Stating in a written document the Committee's attitudes, expectations, objectives and guidelines for the investment of all of SLB's assets.
2. Encouraging effective communications between the Committee and all parties involved with the investment management decisions.
3. Establishing formal criteria to select, monitor, evaluate, and compare the performance results achieved by each investment option on a regular basis.

### **11.2 Statement of Objectives**

The objectives of the portfolio are:

1. Long term, conservative growth.
2. To generate spendable income of approximately \$60,000 annually or more.
3. To achieve an annualized rate of return that exceeds the comparative benchmarks.

#### **11.2.1 Time Horizon**

The investment guidelines are based upon an investment horizon of greater than five years. The Portfolio's strategic asset allocation is also based on this long-term perspective.

#### **11.2.2 Risk Tolerances**

The Committee recognizes and acknowledges some risk must be assumed in order to achieve the investment objectives of the Portfolio, and that there are uncertainties and complexities associated with contemporary investment markets. In establishing the risk tolerances for this IPS, the organization's ability to withstand short- and intermediate-term variability was considered.

The SLB's long time horizon and current financial condition suggest that some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

#### **11.2.3 Performance Expectations**

The portfolio is expected to outperform, over the long-term, a balanced benchmark reflective of the portfolio's asset allocation, as listed on page 4 of this document.

#### **11.2.4 Spending Policy**

If the Society requires funds that are not available in the operating or cash reserves, withdrawals may be taken from the investment portfolio upon approval of the Finance Committee.

## **11.3 Duties and Responsibilities**

### **11.3.1 Finance Committee**

As fiduciaries of the Society of Leukocyte Biology, the primary responsibilities of the Committee are to:

1. Prepare and maintain this investment policy statement.
2. Prudently diversify the organization's assets to meet an agreed upon risk/return profile.
3. Prudently select investment options.
4. Control and account for all investment, record keeping, and administrative expenses associated with the Portfolio.
5. Monitor and supervise all service vendors and investment options.
6. Avoid prohibited transactions and conflicts of interest.

### **11.3.2 Custodian**

Custodians are responsible for the safekeeping of the organization's assets. The specific duties and responsibilities of the custodian are to:

1. Value the holdings.
2. Collect all income and dividends owed to the organization.
3. Settle all transactions (buy-sell orders).
4. Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in the value of each security, as well as the overall Portfolio, since the previous report.

### **11.3.3 Investment Advisor**

The Investment Advisor serves as an objective, third-party professional retained to assist the Committee in managing the overall investment process. The Advisor is responsible for guiding the Committee through a disciplined and rigorous investment process to enable the Committee to meet the fiduciary responsibilities outlined above.

### **11.3.4 Separate Account Managers (if hired)**

1. Manage the assets under their supervision in accordance with the guidelines and objectives outlined in their respective Service Agreements, Prospectus or Trust Agreement.
2. Exercise full investment discretion with regards to buying, managing, and selling assets held in the Portfolio.
3. Vote promptly all proxies and related actions in a manner consistent with the long-term interest and objectives of the Portfolio as described in this IPS. Each investment manager shall keep detailed records of the voting of proxies and related actions and will comply with all applicable regulatory obligations.
4. Communicate to the Committee all significant changes pertaining to the fund it manages or the firm itself. Changes in ownership, organizational structure, financial condition, and professional staff are examples of changes to the firm in which the organization is interested.
5. Effect all transactions for the Portfolio subject to "best price and execution."
6. Use the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals, acting in a like capacity and fully familiar with such matters, would use in like activities for like Portfolios with like aims in accordance and compliance with all applicable laws, rules, and regulations.

## 11.4 Asset Class Guidelines

The Committee believes long-term investment performance, in large part, is a function of asset class mix. The Committee has reviewed the long-term performance characteristics of the broad asset classes, focusing on balancing the risks and rewards.

Historically while interest-generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation. On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given SLB's long time horizon.

## 11.5 Asset Allocation

The Investment Manager should allocate assets according to the following target allocation:

Asset Class	Minimum Weight	Target Allocation	Maximum Weight
U.S. Intermediate-Term Fixed Income		23.00%	
International Fixed Income		9.50%	
High Yield Fixed Income		3.50%	
<b>Fixed Income Investments</b>	<b>26.00%</b>	<b>36.00%</b>	<b>46.00%</b>
U.S. Equities		24.00%	
International Equities		20.00%	
<b>Total Equity Investments</b>	<b>34.00%</b>	<b>44.00%</b>	<b>54.00%</b>
<b>Total Alternative Investments</b>	<b>10.00%</b>	<b>20.00%</b>	<b>30.00%</b>

### 11.5.1 Alternatives:

The main purpose of the Alternatives asset class is risk reduction. The Alternatives asset class is broad, so to limit the scope of Alternatives in the Portfolio, the Alternative allocation should:

- Have a low correlation to the other asset class (Equities, Fixed Income, and Cash);
- Take lower risk than Equities. Specifically, the combination of Alternative assets should have a standard deviation of no greater than 60% compared to the S&P 500;
- Invest in mutual funds or index products that offer daily liquidity;
- Include the following types of assets: Commodities, Real Estate Investment Trusts (REITs), Long/Short strategies, Managed Futures, Strategies that use options to reduce risk, and Tactical/Global allocation
- EXCLUDE Private Investments that lack daily liquidity and transparency.

### 11.5.2 Rebalancing of Strategic Allocation

The percentage allocation to each asset class may vary depending upon market conditions. When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the strategic asset allocation of the

portfolio. If there are no cash flows, the Committee will monitor the portfolio at least quarterly and, when the assets are outside of their stated ranges, will rebalance them back to within the policy ranges, unless extreme market conditions require implementation of prudent alternatives.

## **11.6 Implementation**

The Committee will apply the following due diligence criteria in selecting each money manager or mutual fund.

1. Regulatory oversight: Each investment option should be managed by: (i) a bank; (ii) an insurance company; (iii) a registered investment company (mutual fund); or, (iv) a registered investment adviser.
2. Correlation to style or peer group: The investment option should be highly correlated to the asset class being implemented. This is one of the most critical parts of the analysis since most of the remaining due diligence involves comparisons of the investment option to the appropriate peer group.
3. Performance relative to a peer group: The investment option's performance should be above the peer group median for 1-, 3- and 5-year cumulative periods.
4. Performance relative to assumed risk: The investment option's risk-adjusted performance (Alpha and/or Sharpe Ratio) should be above the peer group median manager's risk-adjusted performance for 1-, 3- and 5-year cumulative periods.
5. Minimum track record: The investment option should have been incepted 3 or more years ago so that performance statistics can be properly calculated.
6. Assets in the product: The investment option should have at least \$75 million under management so that the portfolio manager can properly trade the account.
7. Holdings consistent with style: At least 80% of the underlying securities of the investment option should be consistent with the associated broad asset class.
8. Expense ratios/fees: The investment option's fees should be fair and reasonable. More specifically, fees should not be in the bottom quartile (most expensive) of the peer group.
9. Stability of the organization: There should be no perceived organizational problems, and the same Plan management team should have been in place for at least two years.

## **11.7 Monitoring**

### **11.7.1 Performance Objectives**

The Committee acknowledges fluctuating rates of return characterize the securities markets, particularly over short-term time periods. Recognizing that short-term fluctuations may cause variations in performance, the Committee intends to evaluate investment performance from a long-term perspective.

The Committee is aware the ongoing review and analysis of the investment options is just as important as the due diligence process. The performance of the investment options will be monitored on an ongoing basis and it is at the Committee's discretion to take corrective action by replacing a manager if they deem it appropriate at any time.

On a timely basis, but not less than quarterly, the Committee will meet to review whether each investment option continues to conform to the search criteria outlined in the Implementation section; specifically:

1. The investment option's adherence to the due diligence criteria;
2. Material changes in the investment option's organization, investment philosophy and/or personnel; and,
3. Any legal, SEC and/or other regulatory agency proceedings affecting the investment option's organization.

### **11.7.2 Benchmarks**

The Committee has determined that performance objectives be established for each investment option. Manager performance will be evaluated in terms of an appropriate market index and the relevant peer group.

### **11.7.3 Watch List Criteria**

An investment option may be placed on a Watch List and a thorough review and analysis of the investment option may be conducted, when:

1. An investment option performs below median for their peer group over a 1-, 3- and/or 5-year cumulative period.
2. An investment option's 3-year risk-adjusted return (Alpha and/or Sharpe) falls below the peer group's median risk adjusted return.
3. There is a change in the professionals managing the investment option.
4. There is a significant decrease or increase in the investment option's assets.
5. There is an indication the investment option is deviating from the stated style and/or strategy.
6. There is an increase in the investment option's fees and expenses.
7. Any extraordinary event occurs that may interfere with the investment option's ability to prudently manage investment assets.

The decision to retain or terminate an investment option cannot be made by a formula. It is the Committee's confidence in the investment option's ability to perform in the future that ultimately determines the retention of an investment option.

### **11.7.4 Measuring Costs**

The Finance Committee will review, at least annually, all costs associated with the management of the portfolio.

## **11.8 Investment Policy Review**

The Committee will review this IPS at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

## 12 Executive Director Succession and Business Continuity Plan

Procedures are in place for the elected council positions of the society including regular succession processes and in the case an individual is unable to complete their assigned term. To ensure business continuity for the society, similar guidance is provided in this section in the case of a planned or unplanned staff departure or extended leave of absence.

### 12.1 Succession Planning

Upon such time as the Executive Director announces a planned departure either through job transition or retirement, an Executive Search Task Force shall be convened and composed of (Secretary, Treasurer, President Elect and 2 current Council members, for a total panel of 5 individuals. The current Executive Director will serve in an *ex officio* capacity in assisting with the interview process. The search process should begin by employing an executive search company to post the position, screen candidates, and facilitate the interview process. Options for a search firm include currently contracted HR service provider, previously utilized journal related contracted services, or other such firms as determined by a competitive RFP process (RFP provided) conducted by the current Executive Director and chosen by the Task Force. The targeted timeframe is to post the RFP and select a firm within 4-5 weeks as the interview and selection process may take an additional 1-2 months. All task force members are to be present during all of the interviews and the selection must be unanimous.

Upon selection and contract ratification with the selected successor, the incoming Executive Director will begin to shadow the current Executive Director for a period of no less than 3 months and no more than 6 months during which time both individuals are full employees of the organization. The end of the shadow period shall be determined by a joint conclusion of the current Executive Director and Task Force to assess the readiness of the incoming Executive Director. At the conclusion of the shadow period, the now past Executive Director remains an *ex officio* member of the board for a period of one year to act as an advisor and consultant as needed. The *Ex Officio* Executive Director is compensated based upon a contract as agreed upon at the point of transition.

### 12.2 Unplanned Departures

In the event of an unplanned and immediate departure of the Executive Director, the Executive Search Task Force will convene immediately and utilize the same RFP process as described above (utilizing the provided RFP asset). During the search process, the society's current Secretary and Treasurer will act jointly as the interim Executive Director. These officers will utilize the resources provided to them upon their Council on-boarding and special training as provided by the Executive Director. While serving in this capacity, these officers may request compensation from the society based upon an hourly rate as agreed upon with the society's Executive Committee. Additional resources may be utilized as determined by the Treasurer and Secretary. The process will be considered complete upon contract ratification with a new Executive Director who will then utilize provided resources to become familiar with their new position.

### 12.3 Extended Periods of Leave

In the event of an extended leave of the Executive Director, the Executive Committee may decide to enact the RFP process to identify an Acting Executive Director to serve until such time as the Executive Director returns or until a definitive termination to employment is provided. Other options the Executive Committee may consider include utilizing the Treasurer and Secretary to serve as needed depending on the outlook of the time period, immediate society needs, and honoring employment agreements.

Resources:

- 1) RFP for search firm
- 2) Master society accounts access list (excel) – provides the urls and logins for all service providers from website, email, banking, etc. Exists as a password secured OneDrive shared file provided to the current society Secretary and Treasurer.
- 3) Executive Director Summary – summary document of annual cycle of society processes and activities.



## **13 Diversity and Inclusion Statement**

In principle and in practice, SLB values and seeks diversity and inclusive practices within the community of our members

SLB promotes society involvement, innovation, and expanded access to leadership, participation, and award opportunities that maximize engagement across identity groups and professional levels. Identity groups include but are not limited to age, appearance, race/ethnicity, gender, sexual orientation, disability, socioeconomic factors, geographic location, nationality, and religion.

SLB leadership is committed to representing a diverse community of members and will act in the best interest of the society and community in these endeavors.

## **14 Code of Conduct**

SLB is committed to providing a safe, productive and welcoming environment for all event participants for virtual and in-person events. All participants including, but not limited to, attendees, speakers, volunteers, exhibitors, staff, service providers and others are expected to abide by this Code of Conduct for all society events, meetings, and programs. This Code of Conduct applies to all SLB events including those sponsored by organizations other than SLB but held in conjunction with SLB events, in public or private facilities. The code of conduct is to be followed at all meeting events, in-person or virtual, whether they be focused on scientific content or a social event to encourage professional networking.

### **14.1 Expected Behavior**

- Treat all participants, attendees, staff, and vendors with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other attendees, participants, staff and suppliers/vendors.
- Be mindful of your surroundings and of your fellow participants. Alert staff at the registration desk if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, contracted facility, or any other venue.
- No recording of events by any means, including screen capture is allowed.

### **14.2 Unacceptable Behavior**

- Harassment, intimidation or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, staff member, service provider or other meeting guest will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of sexual images in public spaces or in presentations, and threatening or stalking any attendee, speaker, volunteer, exhibitor, staff member, service provider or other meeting guest.
- Recording or taking photography of another individual's presentation without the explicit permission is not allowed. Please note the "no tweet" requests as indicated on abstracts and respect the presenters requests during oral presentations whether they be in a plenary, concurrent, or poster session.
- Disruption of talks at oral or poster sessions, in the exhibit hall or at other events at the meeting venue, hotels, or other contracted facility is not allowed.

### **14.3 Consequences**

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Staff (or their designee) or venue security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- SLB reserves the right to prohibit attendance at any future meeting.

### **14.4 Reporting Unacceptable Behavior**

- If you are the target of unacceptable behavior or have witnessed any such behavior, please immediately notify a staff member.

- Notification should be done by contacting a staff person on-site or e-mailing your concern to [membership@leukocytebiology.org](mailto:membership@leukocytebiology.org)
- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to either tell a security guard or locate a house phone and ask for security.