

Policies of the System Dynamics Society

POLICY 1. PRINCIPAL OFFICE

The principal business office ("Office") is maintained at Milne Hall 300, Rockefeller College, 135 Western Avenue, University at Albany, Albany NY 12222, USA. The Society operates in accordance with a charter issued by the Commonwealth of Massachusetts. Accordingly, the Secretary shall be a resident of the Commonwealth of Massachusetts unless a resident agent has been appointed by and is serving at the pleasure of the Policy Council. A Massachusetts mailing address will be maintained for correspondence from the Commonwealth of Massachusetts.

POLICY 2. DEFINITIONS

Section 1. Members. Throughout these Policies, the term "members" shall refer to individuals who have paid or been exempted from membership dues for the current fiscal year.

Section 2. Notices. A requirement for publication of a notice shall be deemed to be satisfied if said notice appears in a publication of the Society mailed or sent electronically to all members or is directly mailed or sent electronically to all members.

Section 3. Fiscal Year. The fiscal year of the Society runs from January 1 through December 31.

POLICY 3. DUES, FEES AND PRIVILEGES

Section 1. Members. Each member shall pay annual dues as established by the Policy Council. Upon payment of such dues, each member shall receive the official journal of the Society, without further charge, in a form and for the period covered by such payment. A member also has the privilege of voting in all elections of the Society, standing for election as an officer or as a member of the Policy Council, and nominating members for office or for service as a member of the Policy Council.

Section 2. Sponsors. Sponsors of the Society shall pay annual fees as established in the annual budget. Sponsors may receive materials and privileges, including Society membership exempt from additional dues, for one or more individuals.

Section 3. When Payable. The term of membership shall coincide with the fiscal year of the Society. A member shall be removed from the membership roles if that member's dues remain unpaid for three months. Members granted their status as part of the sponsorship shall be removed from the membership roles if their Society sponsor fees remain unpaid for three months.

POLICY 4. SEVERANCE AND REINSTATEMENT OF MEMBERSHIP

Section 1. Resignation. A member may terminate membership at any time by submitting a resignation to the Office or by failing to pay dues.

Section 2. Expulsion. A member may be expelled for conduct deemed prejudicial to the Society by a two-thirds majority of the members voting in an approved ballot, provided that such member shall have first been served with written notice of the reasons for the proposed expulsion, and shall have been given an opportunity to respond to the Policy Council. Due notice of any formal recommendation for expulsion shall be given by the Policy Council to the members.

POLICY 5. POLICY COUNCIL

Section 1. Authority. The Policy Council shall set policies and issue directives and shall monitor the work of officers and other activities under way or planned. It shall meet as specified in the bylaws and may hold additional electronic discussions and votes throughout the year as needed. It shall review and approve the budget submitted by the Vice President - Finance for the next fiscal year during the conference meeting or electronically before the end of the fiscal year. The Policy Council shall act on the nominations of the President or President-Elect for committee positions, including those on the various Standing Committees.

For other than the office of President-Elect, the Policy Council may fill vacancies in its membership by temporary appointment by a majority vote of the members of the Policy Council present at a Policy Council meeting. A member thus appointed shall serve until the next regular annual election process has been completed, as provided in the Bylaws and Policies of the Society. If the Nominating Committee has not concluded its business at the time a vacancy occurs, it shall also be instructed to submit nominations for that vacant office for the remaining term normal to that office. A vacancy in the office of President-Elect shall be filled by election, regular or special, by the Society membership.

Section 2. Meetings of the Policy Council. A quorum shall require the presence of at least six members of the Policy Council, including at least two officers.

The Policy Council may also transact business by mail or internet communication, provided that the President notifies all members of the Policy Council of any proposed resolutions together with a brief statement of any known arguments for and against said resolutions. Thereafter, the votes of each member of the Policy Council may be recorded by mail, or an approved internet voting process, to the Secretary, who shall count the votes, notify all members of the Policy Council of the result, and record the result in the minutes of the Policy Council.

Any officer or member elected to serve on the Policy Council may, with the permission of the President, invite persons to express views or to report findings and opinions to the Policy Council relative to specific agenda items.

Votes by proxy shall not be permitted either in a mail ballot, an internet based vote, or in meetings of the Policy Council.

POLICY 6. OFFICERS AND MEMBERS ELECTED TO SERVE ON THE POLICY COUNCIL

Section 1. Duties and Privileges.

The President shall plan and supervise the affairs of the Society; shall preside at Policy Council meetings and general business meetings of the Society; shall be the Society's chief representative before the public and in its relationships with other persons and organizations; and shall ensure any vacancies in Standing Committees are filled, subject to Policy Council approval. At the conclusion of the term in office, the President shall serve as a member of the Policy Council for one year with the title "Past President." The President shall serve as an ex-officio member of the Administrative Committee.

The Past-President shall, in the temporary absence or incapacity of the President, preside at Policy Council meetings and represent the Society before the public and in the relationships of the Society with other persons or organizations and serve as an ex-officio member of the Administrative Committee.

The President-Elect shall serve as an ex-officio member of the Administrative Committee; shall prepare for the Policy Council a program of Society activities for the ensuing year and present this to the Policy Council at either the Society's annual conference or early in the fourth quarter of the fiscal year and shall, in the fourth quarter of the fiscal year, submit to the Policy Council for approval the names of members to chair and to fill vacancies in all standing committees except the Nominating Committee. These appointments become effective when the President-Elect advances to President. At the close of his or her term in office, the President-Elect shall automatically become the President.

The Founding President shall advise the Policy Council on all matters.

Vice Presidents Each Vice President shall plan, administer and monitor the affairs of the Society in designated areas under the general supervision of the President; shall assist and counsel the President with respect to the discharge of presidential duties; and shall make reports and recommendations to the Policy Council on matters pertaining to their assigned areas.

Vice President - Chapter Activities shall support the creation and effective operations of Chapters, including liaising with groups of members considering forming new Chapters, reviewing the details of new applications and, as appropriate, bringing proposals to Policy Council. The role includes liaising with Chapter chairs and committees to support their activities. The role also requires monitoring of Chapter operations, ensuring each Chapter membership maintains the required complement of Society members in good standing and that routine reports on continuing activities be made available to the Policy Council as specified by Society policies.

Vice President - E-Presence shall liaise with other officers and members to ensure that Society activities that are transacted electronically are suitably designed to serve all stakeholders' needs and that systems operate effectively. The VP E-Presence will oversee the construction and maintenance of web activities, including technical activities of the Webmaster. Occasionally there might be a need for the Society to commission professional support, and the VP will oversee this relationship.

Vice President - Finance shall, in consultation with the Administrative Committee, prepare and present to the Policy Council, at its annual conference or early in the fourth quarter of the fiscal year, a proposed budget for the next fiscal year; shall be responsible for assessing the financial implications of proposed programs, activities, projects, policies, and office practices in light of the financial resources of the Society; shall forecast trends in revenue and cost; shall monitor the accounting and financial practices followed by the business office, the editorial offices, and the chapters of the Society; shall monitor all Society contracts and the operations of the business office; shall be authorized to cosign checks and withdrawal slips for the Society; shall assist the Vice Presidents in preparing the financial implications of their planned programs; and shall serve as an ex-officio member of the Administrative Committee.

Vice President - Meetings shall be responsible for the planning and conduct of the meetings of the general membership of the Society organized on an international or a national basis; shall make recommendations to the Policy Council regarding dates, sites, and general chairpersons for such meetings; shall assess and make recommendations to the Policy Council regarding policies and practices concerning meetings; shall review and update the best practices in a Manual for Meetings; and shall coordinate with the Vice President - Chapter Activities with respect to meetings of chapters.

Vice President – Membership shall monitor, review services and bring forward new initiatives to ensure that the Society provides the most appropriate and highest quality of service to its members. This includes, but is not limited to, inclusion of the journal and other benefits within the membership fee, support for job seekers and job advertisers in System Dynamics, and services for Society sponsors. Duties also extend to issues relating to the recruitment and retention of individual and corporate members (including such aspects as participation by under-represented groups), scholarship management and cross fertilization with other societies. This role will also oversee the development of Special Interest Groups (SIGs).

Vice President - Publications shall be responsible for all matters including copyright pertaining to the publication of the Society journal and to the content and presentation of the Society's web site; shall ensure that the Policy Council's publications policies are reflected in the various journals, bulletins, web postings and other publications of the Society and of its Chapters; shall represent the Society in all contractual negotiations with editorial offices and printers; shall oversee the work of the Executive Editor and the Society Webmaster; shall coordinate the activities of the Executive Editor and Society Webmaster; shall arrange for the handling of distribution, promotion, advertising and subscriptions; and shall serve as an ex-officio member of the Publications Committee.

Vice President – Marketing & Communications shall work to raise substantially the awareness, understanding and impact of system dynamics in order to increase recognition of and demand for work in the field; shall help promote Membership of the Society, its Chapters and Interest Groups; shall develop and maintain a marketing strategy for the Society and identify and undertake marketing and communications activities consistent with that strategy; shall take steps to encourage the creation by others of high-quality materials promoting the field; and shall identify and communicate the benefits that the Society can offer its members and sponsors.

Vice President – Professional Practice shall lead the definition and dissemination of good professional practice in system dynamics; shall, in conjunction with the best professionals in the field, codify and document good practice; shall develop and maintain a strategy to create and sustain high standards for the practice of system dynamics; shall assist professionals in the field with the adoption and deployment of standards; shall undertake and encourage activities and events to assist practitioners in raising and maintaining high standards of practice; and shall identify and undertake activities to ensure strong engagement by practitioners in the wider activities of the Society and the field.

Vice President – Pre-College Education shall be responsible for matters related to the use of system dynamics in K-12 education; shall work to promote and support the use of system dynamics in K-12 education; shall assist K-12 educators with the adoption and development of programs based on system dynamics; shall undertake and encourage activities and events to assist K-12 educators, and shall foster effective communication and cooperation with other organizations contributing to the development of system dynamics in K-12 education.

The Secretary shall keep a record of all proceedings, actions and meetings of the Society and of the Policy Council, recording the votes and minutes; shall give due notice of all meetings of members and of the Policy Council; shall have the general supervision of arrangements for meetings of the Policy Council and for general business meetings of the Society; shall ensure that there is a current list of all individual members of the Society maintained at its business office; shall have custody of the Society's Articles of Organization, Bylaws, Policies and all amendments thereto; and shall keep

such other records and perform such other duties normally assigned to an organization secretary as well as those specified in the Bylaws and Policies.

Members elected to serve on the Policy Council shall participate and vote in Policy Council meetings and undertake special assignments from the President.

Associate Vice Presidents shall provide assistance and support to the present Vice President. Associate Vice President positions offer a means to engage other Society members in the process of administering the Society, to support succession by encouraging their interest in VP roles as they become vacant, and to provide experience in what these roles entail. Associate VPs are appointed by the President, are not officers, and cannot vote.

Section 2. Precedence. In the absence of the President the order of precedence among remaining officers shall be Past President, President Elect, Vice President - Finance, Publications, Membership, Chapter Activities, E-Presence, Meetings, Marketing & Communications, Professional Practice, and the Secretary.

Section 3. Tenure. The President, President-Elect and Past President shall serve for one year. The founding President shall serve for life. Vice Presidents and Policy Council Members shall serve for three years, but their terms shall be staggered so as to assure continuity with respect to Policy Council affairs. The Secretary shall serve for two years. The term of office for all officers and Policy Council Members shall begin at the start of the fiscal year.

POLICY 7. NOMINATIONS AND ELECTIONS

Section 1. Frequency. There shall be an annual election to fill the office of President-Elect. In addition, vacancies in the offices of Secretary, Vice President, or members elected to serve on the Policy Council will be filled at the same time.

Section 2. Composition of the Nominating Committee. Unlike other standing committees, the Nominating Committee's term of office runs from August 1st to July 31st. The President, Past President and President Elect in office on August 1st shall be on the committee with the Past President acting as chair. In addition three other members shall be appointed to the committee for staggered 3-year terms. Before or during the Winter Policy Council meeting the chair of the Nominating Committee shall submit to the Policy Council for approval the names of candidates to fill both the expected open positions and unscheduled vacancies not yet acted upon.

Section 3. Nominating Procedures. The Office shall notify the Nominating Committee of the offices and the positions on the Policy Council to be filled in the pending election. The Policy Council will also notify the Nominating Committee of any subsequent vacancies that may arise while the

Nominating Committee is still conducting its business. The Committee shall submit a single nomination for each position to be filled in the pending election. The Nominating Committee shall strive to ensure diversity on the Policy Council in terms of geographic representation, gender, and other factors deemed representative of the Society at large. The Policy Council shall, during the Winter Policy Council Meeting, approve the slate of candidates submitted by the Nominating Committee or a revision thereof.

The Office shall publish all nominations approved by the Policy Council during the first quarter of the fiscal year in a publication sent to all System Dynamics Society members.

Members may submit other nominations for these offices and positions, provided that 1) each such nomination is accompanied by a petition signed by twenty-five members in good standing or ten percent of the total membership, whichever is less, 2) each nominee is a member in good standing, 3) written evidence is submitted to the effect that each nominee has agreed to stand for election, and 4) such nominations reach the Office within five weeks after publication of nominations received from the Nominating Committee.

Section 4. Balloting. If no nominations are received by the Policy Council from the membership at large, the slate of candidates submitted by the Nominating Committee and approved by the Policy Council will be deemed elected. If the Policy Council has received any nominations from the membership at large, the Office will send to all members a ballot, plus a brief biographical sketch of each nominee, during the second quarter of the fiscal year. To be counted, ballots must be returned to the Office on or before October 31st, or 60 days from the date ballots were sent out whichever is earlier. The Secretary will arrange to count the ballots after the close of the elections. A plurality is sufficient to elect.

Section 5. Publication of Election Results. The Office shall immediately announce the results of each election to the Policy Council and to the nominees and shall subsequently publish the names of the new officers and members elected to serve on the Policy Council in a publication sent to all System Dynamics Society members.

POLICY 8. CHAPTERS

Section 1. Purpose. Chapters of the Society are intended to further the dissemination and encourage the advancement of system dynamics. Chapters can do this by undertaking activities that are specific to the interests or convenience of a subset of all practitioners and researchers in system dynamics. A subset of all practitioners might be delineated on the basis of location (regional or national), language, culture, application area, research interest or software use.

Section 2. Representation. Each Chapter of the Society will have an individual non-voting representative on the Policy Council. That representative will be invited to all meetings and receive all minutes of the Policy Council except under extraordinary circumstances. The mandate of the representative is to assure that the interests of his or her Chapter are made known and to report back on the activities of the Policy Council. The Chapter Representative shall be listed on the letterhead and web site of the Society.

Section 3. Activities and Publications. The Chapter may represent itself as a Chapter of the System Dynamics Society, Inc. in its activities and publications. All activities of the Chapter must be in keeping with the special interest of the Chapter and must not by focus, location or timing, interfere with the general activities of the Society.

If a Chapter is considering anything that might be deemed to interfere with the activities or interests of the Society, the Chapter must inform the Society of its intent before finalizing its plans. The Chapter may engage in other activities to advance their purposes, so long as these activities are consistent with the provisions of the Bylaws and Policies of the Society and with the dignity of a professional association and the nonprofit status of the Society.

Section 4. Membership. Chapter membership is not restricted to members of the Society. However, in order to remain a Chapter in good standing, at least ten (10) members of the Chapter must also be members in good standing of the Society. The individual designated as a representative on the Policy Council must be a member in good standing of the Society.

Once a Chapter has been recognized, its name will be included in the annual membership billing of the Society. Members will be asked to indicate any Chapter affiliations they might have. This list will be cross checked with the list of members supplied by the Chapter.

Section 5 Dissolution. If, during the first quarter of any fiscal year, the number of Society members who have designated themselves as Chapter members falls below ten, the Chapter's Society representative will be informed of the discrepancy. If the Chapter does not respond within sixty (60) days with a petition containing ten signatures of members in good standing of the Society, the Chapter will be automatically dissolved. If in the view of the Policy Council the Chapter should dissolve for cause, the Chapter's Society representative will be informed. If the Chapter does not respond within ninety (90) days rectifying the situation to the satisfaction of the Policy Council, the Chapter will be dissolved.

Section 6. Constitution. A Chapter must have a constitution outlining its areas of interest and its principles of organization. This constitution must be submitted as part of the Chapter application and changes must be reported to the Society and approved by the Policy Council. The Vice President Chapter Activities will maintain a template which prospective Chapters can use to draft their constitution.

Should there be any discrepancy between the proposed constitution of the Chapter and the Articles of Organization, Bylaws, Policies or procedures of the Society, the members proposing the Chapter will be notified and asked to revise their constitution.

On acceptance, a copy of the Chapter constitution will be kept on record at the principal offices of the Society.

Section 7. Initial Recognition. A Chapter will be recognized when it has presented its constitution (Section 6), a petition signed by at least ten (10) Society members (Section 4), and a list of its officers and a named representative (Section 2) to the Policy Council. On reviewing these items, the Policy Council will then choose whether or not to recognize the Chapter.

If the Policy Council does not recognize the proposed chapter it will inform the petitioners in writing of its decision and the reasons for the decision. The petitioners have the option to revise and resubmit their petition.

Section 8. Annual Review. In addition to maintaining its membership, each Chapter will submit an annual report to the Policy Council through the Vice President - Chapters. The annual report will contain a list of active members, officers, and recent activities. The report will be submitted in writing to the principal offices of the Society at least two weeks before the beginning of the annual conference. The Chapter will be informed in writing if there are any issues arising regarding its activities or membership.

Section 8. Limitation of Liability. Neither the Society nor the Policy Council, by granting a charter to any Chapter, assumes any liability or responsibility for any obligations of any kind incurred by any Chapter.

POLICY 9. SIGS

Section 1. Purpose. Special Interest Groups, or SIGs, may be formed by members in order to foster communication and activity in a subject area of interest to a subset of members. They are encouraged to promote interaction with professional and academic organizations whose members have similar interests.

Section 2. Initial Recognition: To be recognized as a SIG at least six members must petition the Policy Council with an outline of the intended activities of the SIG. These activities must be consistent with the aims of the Society. No specific organizational form is required of a SIG beyond the designation of two individuals responsible for annually reporting the activities of the SIG to the Policy Council. One individual may also be appointed to attend Policy Council meetings but without

voting privileges. SIGs will be listed on the Society web site, and Society members will be given the opportunity to indicate their association with a SIG during the membership renewal process.

Section 3. Dissolution: A SIG will be dissolved if fewer than six Society members express their affiliation with the SIG. If there is reasonable cause to dissolve a SIG the Policy Council may do so with 10 days notice.

Section 4. Publications: A SIG may maintain a website but may not publish materials using the name of the System Dynamics Society.

Section 5. Finances: A SIG may not charge any membership dues. For activities organized by a SIG that require payment by participants, such payment must be made to an individual or other organization and not the SIG which has no standing to conduct business directly or on behalf of the Society.

Section 6. Annual Review: A SIG will submit a report annually to the Policy Council through the Vice President – Membership.

POLICY 10. COMMITTEES

Section 1. Committee Types. Committees shall consist of Ad Hoc and Standing Committees. Ad Hoc committees may be appointed by any officer wishing assistance in carrying out his or her prescribed duties and will terminate with the appointing officer's term of office. The responsibility of Ad Hoc committees shall be specified by the officer creating the Committee. Committee reports shall be made through and maintained by that officer. Standing Committees are permanent and report directly to the Policy Council and not to a specific officer. The Standing Committees of the Society shall be: Nominating, Administrative, Organization and Bylaws, Publications, Awards, Society Program Oversight and Strategy. Any ex-officio member of a Standing Committee declaring a conflict of interest in serving on that committee shall be recused from that committee.

Section 2. Authority, Tenure, and Membership. Standing Committees shall have at least three members, each of whom serves a three-year term, and the terms of these members shall be staggered to provide continuity. The chairs of Standing Committees and members to fill vacancies on Standing Committees shall be appointed by the President or other officer with the approval of the Policy Council.

With the approval of the Policy Council, the President shall appoint members to fill vacancies in all Standing Committees. The composition of Standing Committees shall be published annually.

Since the scope of committees may overlap, it is the intention of these Policies that the committee chairs communicate and cooperate with one another to serve the best interests of the Society. The President shall oversee the activities of all Standing Committees and decide on matters in dispute between committee chairs.

The Standing Committees and all other committees created by the Policy Council shall make recommendations to the Policy Council.

Section 3. Duties of Standing Committees.

The Nominating Committee The Nominating Committee shall have six members, serving as stated elsewhere in these Policies. It shall nominate members for offices and positions which the Policy Council determines shall be filled by an election. It shall put forward to the Policy Council suggested replacements for officers and Policy Council members who have vacated positions outside the normal nomination process. It shall maintain a file of members who are qualified to hold offices in the Society.

The Administrative Committee shall consist of the President, Past President, President Elect, Vice President Finance, and Secretary serving ex-officio along with three members serving three year staggered terms. It shall assist the Vice President – Finance in monitoring the financial affairs of the Society. It shall assess the long- and short-term financial effects of various programs launched by the Society and its Chapters as well as alternate methods for measuring, reporting and monitoring costs. It shall make recommendations as to sources of revenue. It shall maintain close relationships with financial officers of other professional groups so as to ensure that the Society is aware of the best financial practices. It shall make periodic audits of the business office.

The Organization and Bylaws Committee The Organization and Bylaws shall consist of three members serving staggered three year terms. It shall observe the management of the Society from the point of view of compliance with the Bylaws and Policies of the Society. It shall study all proposals for changes in the regulations and shall make recommendations as appropriate. It shall make recommendations to the Policy Council concerning the organization and objectives of the Society. It shall examine all chapter Bylaws and changes thereto for conformity with the Bylaws and Policies of the Society.

The Publications Committee shall consist of the VP Publications servicing as ex officio Chair and three members serving staggered three year terms. It shall assess the quality, timeliness, distinctiveness, and coverage of publications of the Society and its Chapters and of its web site, with respect to the objectives of the Society and its editorial policies. It shall review the policies and practices of the editors and webmaster. It shall recommend to the Policy Council ways of effecting improvements in the publications of the Society and its web site. Its shall annually submit to the

Policy Council, via the Vice President - Publications, a written report on all publications sent to the members or sold to the general public during the previous twelve months.

The Awards Committee shall consist of six members, three of whom are former President's or recipients of the Jay Wright Forrester Award and three of whom have served on selection sub-committees, serving staggered three year terms. It shall, with the approval of the Policy Council, establish awards, define the procedures to be followed in making those awards, appoint selection sub-committees responsible for administering the awards, and oversee awards offered by external persons or organizations in conjunction with Society activities. The awards may be in recognition of outstanding work in system dynamics or may take the form of scholarships to promote access to conferences and other activities related to system dynamics.

Selection sub-committees:

The awards committee may appoint award selection sub-committees responsible for the selection of award recipients. Members of the awards selection sub-committees shall be knowledgeable individuals willing to serve for long terms in order to achieve continuity in the award process. Selection sub-committees serve at the pleasure of the Award Committee.

The Society Program Oversight Committee shall consist of six members, three of whom are former or current Conference Program Chairs, serving staggered three year terms. It shall recommend future Program Chairs to the Policy Council. It is responsible for overseeing and reviewing the performance of Program Committee members and the types and nature of sessions to be presented at the conference as well as the topic areas around which conferences are organized.

The Strategy Committee shall consist of the President, President Elect, Past President and three members serving staggered three year terms. It shall collect and prioritize initiatives to promote growth of the field of system dynamics. It shall submit a report and recommendations annually during the summer Policy Council meeting.

The Asia Pacific Coordinating Committee (APCC) shall consist of the presidents or their designated representatives from each of the recognized chapters in the Asia-Pacific Region. It shall coordinate activities of the various chapters in the interest of regional and Society objectives. It shall be responsible to submit to the President-Elect of the Society a recommendation for Chair of the APCC once each year in time for the President to submit a name to the Policy Council for approval, as described in Policy 6, Section 1. The Chair shall be responsible to report annually to the Policy Council on the activities and the chapters in the Asia-Pacific region and other regional matters as shall come before the APCC.

POLICY 11. PUBLICATIONS

Section 1. Policy Determination. The Policy Council shall establish publication policies for the Society and its Chapters. The Vice President - Publications shall ensure that these policies are reflected in publications of the Society and those of its Chapters.

Section 2. Official Journal. Each individual member in good standing shall receive the official journal of the Society. Individual members in good standing may also receive other publications as the Policy Council may designate from time to time.

Section 3. Executive Editor. The Vice President - Publications shall nominate and the Policy Council shall appoint an Executive Editor for the official journal. The Executive Editor shall be responsible for the editorial content of the official journal. The Executive Editor may, with the approval of the Vice President - Publications, appoint assistants. These assistants shall be listed as Editors of the official journal and shall serve at the pleasure of the Executive Editor.

Section 4. Logistics. The Policy Council shall designate a responsible unit or persons to arrange for the production and distribution of the publications of the Society, processing subscriptions, promoting the sale of publications and advertising revenues, and handling other business matters relating to publications.

Section 5. Publications by Chapters. Chapters may publish bulletins, monographs, proceedings, bibliographies, newsletters, journals, or websites pertinent to their prescribed area. The Vice President - Publications will represent the Policy Council in all matters pertaining to a Chapter publication that is represented as an official publication of the Society.

Section 6. Web Presence by SIGs: The Vice President - Publications will represent the Policy Council in all matters pertaining to web sites maintained by SIGs.

Section 7. Prices. The Policy Council shall be empowered to fix the prices of publications of the Society and subscription rates for journals of the Society.

POLICY 12. CONFERENCE ORGANIZATION

A conference will be conducted annually at a location, and in a manner, approved by the Policy Council. For each conference there will be a Program Chair or Chairs recommended by the Society Program Oversight Committee and approved by the Policy Council. The Program Chair, in consultation with the Society Program Oversight Committee, shall be responsible for the overall scholarly program. In addition there may be a Conference Chair or Local Chair that will work with the Office on conference logistics.

POLICY 13. AFFILIATIONS

The Society may affiliate with other organizations whose purpose is consistent with Article II of its Bylaws.

The Society may cooperate with other professional societies, institutions, or governmental agencies in such ways as are consistent with its Bylaws, Policies, and the rules of its Standing Committees. Such cooperation may include a reciprocal reduction in dues.

POLICY 14. EMPLOYEES

The Policy Council may hire one or more employees to conduct the business affairs of the Society or to carry out other activities. The Policy Council may also enter into contracts with organizations competent to serve the Society.

POLICY 15. FINANCES

Section 1. Audit. On or before February 1st of each year, the Vice President - Finance shall appoint a reputable public accountant or audit committee to perform an appropriate financial review or audit of the books and accounts of the Society.

Section 2. Bond. Employees of the Society dealing with financial resources shall give bond, with sufficient surety or sureties, conditioned for the faithful performance of their duties, in such amount as the Policy Council may determine. The cost of such bonds shall be borne by the Society.

Section 3. Withdrawals of Funds on Deposit. The Office shall pay all just demands made upon the Society as approved generally or specifically by the Policy Council.

POLICY 16 GUIDELINES

The Society will adhere to the laws, rules, and mandates of all state, federal, and local governing bodies. The Society will maintain a set of guidelines that are compliant with required regulations and consistent with the operation of the Society as a not for profit organization.

POLICY 17. RULES OF ORDER

The rules contained in "Robert's Rules of Order" (revised) shall govern the parliamentary procedure of all meetings of the Society, the Policy Council, Chapters, and committees, in all cases to which they are applicable, and in which they are consistent with the Bylaws, Policies, and rules of the committees of the Society.