



ISES Policies and Procedures Manual

Updated periodically per
committee or board of directors'
directive



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Anti-Harassment Policy

(Updated 2018)

ANTI-HARASSMENT POLICY:

In support of our mission to bring the full value of exposure science to research and decision-making to improve human health and the environment, ISES is committed to fostering the exchange of information and ideas and the enhancement of professional expertise among members and across disciplines in a healthy, harassment-free environment. The Society strives to create an equitable environment where diverse voices are active in all aspects of our organization. This requires a culture of inclusion in which all individuals feel respected and are treated fairly. As such harassment of any type will not be condoned in any ISES sponsored endeavor (i.e. meetings, calls, projects, etc.).

We understand that achieving equity is a continuous iterative process, and we seek to maintain the highest standards of ethics, transparency, and accountability in our Society.

WHAT IS HARASSMENT?

Harassment is unwelcome comments or conduct based on gender, race, nationality, religion, disability, sexual orientation, age, or other legally protected characteristics. A hostile environment is created when such actions unreasonably interfere with work performance or create an intimidating or offensive environment for the person who is being harassed. This conduct can severely diminish a person's productivity and self-esteem, both in and out of a work environment.

In addition to the person who is directly harassed, other persons who are impacted by the harassment (by hearing or viewing it) are also considered victims. They too might find the environment intimidating or hostile, and it might affect their performance. In this way, bullies and harassers can affect many more people than just the target.

Harassment can take on many different facades. Harassers may make offensive jokes, call their victims names, threaten others physically or verbally, ridicule others, display offensive photographs, or impede on another person's work throughout the day. While

people are often most familiar with the concept of sexual harassment in the workplace, there are many other types of harassment.

DEFINITION OF SEXUAL HARASSMENT

According to the Equal Employment Opportunity Commission, sexual harassment is defined in federal guidelines as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment.” Harassment does not have to be of a sexual nature, however, and non-sexual conduct is still unlawful if it is severe and pervasive and singles one out because of one’s gender. For example, it is illegal to harass a woman by making offensive comments about women in general. Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, ISES does not tolerate this behavior. Sexual harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be a member of the opposite sex.
- The harasser can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser’s conduct must be unwelcome.

TYPES OF SEXUAL HARASSMENT

There are many different types of harassment, which can be written, verbal, or physical behaviors. The U.S. State Department’s policy on sexual harassment acknowledges that the following behaviors may be considered as sexual harassment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

Research confirms the magnitude of the issue of sexual harassment in academic environments and in disciplines with low diversity (see the report from the National Academies of Sciences, Engineering, and Medicine – Sexual Harassment of Women: Climate, Culture, and Consequences in Academic Sciences, Engineering, and Medicine), where the lack of established support networks can lead to feelings of vulnerability and professional insecurity. This professional misconduct often preferentially targets women, although men can also be victims of sexual harassment. Sexual harassment can dramatically impact the personal and professional well-being of scientists or allied colleagues, especially when people misuse their positions of power and influence against those in more vulnerable positions.

KNOW YOUR RIGHTS

The most well-known federal law regarding harassment in academia is Title IX of the Education Amendments of 1972 (referred to as Title IX), which prohibits discrimination on the basis of sex, including sexual harassment, in educational programs and activities. Sexual harassment of students is made illegal under Title IX. All public and private educational institutions that receive any federal funds must comply with Title IX. Title IX protects students from harassment connected to any school- sponsored academic, educational, extracurricular, athletic, and other programs or activities,

regardless of the location. Title IX protects both male and female students from sexual harassment by school employees, other students, or non-employee third parties.

Sexual harassment is also a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., makes it unlawful for employers to make employment decisions (e.g., hiring, firing, promotion, and compensation) on the basis of sex or to limit, segregate, or classify employees or applicants on the basis of sex. Title VII applies to employers with 15 or more employees, including state and local governments; employment agencies and other labor organizations; and the federal government.

Other relevant Laws (source: AAPA anti-harassment policy, described below) include:

- The Matthew Shepard and James Byrd, Jr., Hate Crimes Prevention Act, 18 U.S.C. §249, makes it a crime to willfully cause bodily injury to another person because of actual or perceived gender, sexual orientation, or gender identity.
- The Violence Against Women Act (VAWA) was reauthorized in 2014 with specific stipulations for issues concerning campus sexual violence (the so-called SaVE Act provision).
- Many states have or are in the process of adopting legislation specifically regarding sexual misconduct in academic settings.

ANNUAL MEETING ANTI-HARASSMENT

For the purposes of the ISES annual meeting and in-person interactions among members, we define harassment as including (but not limited to):

- Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion
- Sexual images in public spaces
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- In the conference setting, sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual attention

- Advocating for, or encouraging, any of the above behavior

Conference participants asked to stop any harassing behavior are expected to comply immediately. We expect society members, conference participants, and their guests to follow these rules at all ISES sponsored events, venues, and event-related social activities.

EXISTING RESOURCES FOR ISES MEMBERS

National Women's Law Center – Frequently Asked Questions about Sexual Harassment in the Workplace

How to Listen when Someone You Know Discloses Sexual Harassment or Assault

U.S. Equal Employment Opportunity Commission

American Association of University Women (AAUW) – Know your Rights at Work

If you are a victim of sexual harassment or assault or know someone who is, and would like to speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online. Converse con alguien que está capacitado para ayudar, llame a la Línea de Ayuda Nacional Online de Asalto Sexual al 800.656.4673 o al chat en línea en hotline



Awards Committee Policies and Procedures

(Updated 2021)

Purpose of committee: To recognize excellence in exposure science research and practice through presenting society awards. The mission is accomplished by soliciting and reviewing nomination packages and selecting the award winner. In addition to the formal announcement for nominations, members of the committee try to promote the awards program by reminding members of the society of the importance of nominating excellent individuals for awards.

Membership of the Awards Committee: In accordance with the ISES Bylaws, (a) the awards committee consists of from 3 to 15 members who are ISES members, (b) the Chair of the Awards Committee is selected by the President of ISES in consultation with the Board of Directors, and the Committee Chair in consultation with the President shall appoint, remove, or replace Committee members, and (d) the Chair and all members of the Awards Committee shall be appointed for a period of three (3) years, after which they may be reappointed by the President in consultation with the Board for an additional three (3) year period. Specific to the Awards Committee are goals to select members to reflect gender, discipline, and geographic balance and to select a majority of members who are past ISES award recipients.

Conflict of interest guidelines: There is conflict of interest for any member of the awards committee with regard to a nominee who has been a colleague, collaborator, mentor, mentee, advisor, or advisee with committee member. A mentor/mentee relationship (such as mentoring a post-doc) and the advisor/advisee relationships are considered as being permanent conflicts. Collegial or collaborative relationships include activities such as working together on a funded project or project proposal, co-authoring a research paper, serving on a research committee together. For a collegial or

collaborative relationship, the conflict exists for five years after the relationship has ended.

Award Categories

Excellence in Exposure Science Award

Purpose: With the end of funding for the Constance L. Mehlman Award and a need to redefine the Jerome J. Wesolowski Award, the ISES Board has established a new award to recognize individuals who have left an indelible mark in the field of exposure science. This award established in 2018 is inspired by the work of visionary individuals who have helped shape the field of exposure science and who supported the origins and growth of the ISES and have now passed on but left a strong legacy.

Eligibility and Selection:

Selection Criteria (Examples of what demonstrates outstanding contributions)

- Significant scientific contribution to exposure science (e.g., sentinel paper linking indoor air pollution to human health; development of a program, dataset or tool that can enable or enhance interpretation of exposure science data; development of a new sampling tool, device or method that is currently or expected to be widely used, a significant number of high impact papers as lead author or supervising author).
- Service to exposure science community (e.g., ISES service as officer, councilor, committee chair or member; active mentor in ISES's mentor program; history of mentoring junior scientists enabling them to become independent researchers; editor, associate editor, editorial board member, or reviewer of journal; study section member).
- Promote exposure science (e.g., discuss the important role of exposure science in selected studies; publish sentinel papers on the role of exposure science in environmental health; textbook author).
- Conduct research for practical translation (e.g., conduct interdisciplinary research with existing or expected high impact on policy changes; conducting research addressing emerging topics of immediate concern in environmental health; meta-analysis of studies to synthesize findings for policy change).

Eligibility

Any person, ISES member or not, whose highest degree was conferred in the calendar year more than 10 years prior to the year in which the award is to be given, and is not a

member of the ISES Awards Committee, is eligible for this award.

Nominating Process: Nominators should, in the context of the above criteria, describe the major contributions of the nominee to the science of human exposure assessment, and his/her impact on the field and also provide a curriculum vitae or biographical sketch of the nominee in sufficient depth for evaluation by the ISES Awards Committee. A supporting letter from at least one other person familiar with the contributions of the nominee is necessary; other supporting letters are strongly encouraged. For questions regarding award nominations, or to nominate someone, email Tom McKone.

Selection Procedure: Upon close of nominations, the Committee Chairperson shall provide copies of all materials he/she has received to each committee member for review. Each committee member shall evaluate the candidates based on the materials supplied and on published papers based on the above criteria.

If there are several qualified candidates, the forced ranking polling procedure will be used to select the winner. That is, the list of the candidates considered qualified by the Awards Committee will be provided to each member of the Awards Committee who will rank the qualified candidates (e.g., 1 through n, with 1 the highest rank) and provide the ranking to the Chair for tally. The Chair will then sum the score for each candidate and the winner will be the candidate with the lowest score (highest rank). In the event of a tie, this procedure will be repeated for the tied candidates. In the event that there are no nominees, or that no candidate is considered outstanding, no award shall be given.

Each year, the first-place runner-up for the award (i.e., the nominee placing second in the voting) will be automatically considered a nominee for the award in the following year. The nominee placing third in the voting can be re-nominated after a one-year lapse since first nominated. All those placing fourth or lower cannot be re-nominated for two years, unless there is a unanimous vote by the Committee to reject the candidate. The primary nominees will be informed of these decisions.

Nature of the Award: The award shall consist of a plaque and honorarium. ISES may also provide support for travel to the meeting.

Award lecture: The recipient will be expected to present an Award Lecture at the ISES Annual Meeting and to submit the PowerPoint presentation to the ISES webmaster for posting on the ISES website. The recipient is invited (but not required) to submit a manuscript of his/her lecture for publication in the Journal of Exposure Science and Environmental Epidemiology.

Joan M. Daisey Outstanding Young Scientist Award

Purpose: To recognize outstanding contributions to the science of human exposure analysis by a young scientist.

Eligibility: Any person, ISES member or not, whose highest degree was conferred in the calendar year less than 10 years prior to the year in which the award is to be given, and is not a member of the ISES Awards Committee, is eligible for this award.

Nominating procedure: A nomination shall consist of a nominating letter from a current ISES member describing the contributions of the nominee to the science of human exposure assessment, his/her potential for making future contributions to the field, and a curriculum vitae or biographical sketch of the nominee in sufficient depth for evaluation by the ISES Awards Committee. The person submitting the nomination is encouraged to solicit supporting letters from others familiar with the contributions of the nominee. For questions regarding award nominations, or to nominate someone, email Tom McKone .

Selection Procedure: Upon close of nominations, the Committee Chairperson shall provide copies of all materials he/she has received to each committee member for review. Each committee member shall evaluate the candidates based on the materials supplied and on published papers based on the above criteria.

If there are several qualified candidates, the forced ranking polling procedure will be used to select the winner. That is, the list of the candidates considered qualified by the Awards Committee will be provided to each member of the Awards Committee who will rank the qualified candidates (e.g., 1 through n, with 1 the highest rank) and provide the ranking to the Chair for tally. The Chair will then sum the score for each candidate and the winner will be the candidate with the lowest score (highest rank). In the event of a tie, this procedure will be repeated for the tied candidates. In the event that there are no nominees, or that no candidate is considered outstanding, no award shall be given.

Each year, the first-place runner-up for the award (i.e., the nominee placing second in the voting) will be automatically considered a nominee for the award in the following year. The nominee placing third in the voting can be re-nominated after a one-year lapse since first nominated. All those placing fourth or lower cannot be re-nominated for two years, unless there is an unanimous vote by the Committee to reject the candidate. The primary nominees will be informed of these decisions.

Nature of the Award: The award shall consist of a plaque, ISES membership for one year, and \$1000, which can be awarded as a check or as travel reimbursement to an ISES conference, at the discretion of the recipient.

IPA/DGUV Award for Young Scientists

Purpose: To foster research in exposure areas with linkages to biomonitoring for superior doctoral students working on their dissertation or in the first year postdoctoral experience and whose doctoral field is exposure science, occupational/environmental health sciences, toxicology, biochemistry, biology, or a related field.

Eligibility: Any person, ISES member or not, who is a doctoral student working on their dissertation or in the first year postdoctoral experience and whose doctoral field is exposure science, occupational/environmental health sciences, toxicology, biochemistry, biology, or a related field in the year in which the award is to be given, and who is not a member of the ISES Awards Committee, is eligible for this award.

Nominating procedure: A nomination shall consist of a nominating letter from a current ISES member describing the contributions of the nominee to the science of human exposure science, his/her potential for making future contributions to the field, and a curriculum vitae or biographical sketch of the nominee in sufficient depth for evaluation by the ISES Awards Committee. The person submitting the nomination is required to obtain a seconding letter and is encouraged to solicit supporting letters from others familiar with the contributions of the nominee. For questions regarding award nominations, or to nominate someone, email Tom McKone .

Selection Procedure: Upon close of the nominations, the Awards Committee Chair shall provide copies of all materials he/she has received to each Awards Committee member for review. The Awards Committee Chair, with the approval of the President, may appoint an ad hoc committee member (possibly European) with expertise in biomonitoring to assist in its determination of a winner. Each committee member shall evaluate the candidates based on the materials supplied and on published papers. Criteria for evaluation should include (1) scientific quality of publications; (2) significance of the nominee's research to the field of exposure analysis; and (3) the nominee's potential for making future contributions to the science of exposure analysis.

If there are several qualified candidates, the forced ranking polling procedure will be used to select the winner. That is, the list of the candidates considered qualified by the Awards Committee will be provided to each member of the Awards Committee who will rank the qualified candidates (e.g., 1 through n, with 1 the highest rank) and provide the

ranking to the Chair for tally. The Chair will then sum the score for each candidate and the winner will be the candidate with the lowest score (highest rank). In the event of a tie, this procedure will be repeated for the tied candidates. In the event that there are no nominees, or that no candidate is considered outstanding, no award shall be given.

Nature of the award: The award shall consist of a plaque and 1500 Euros. The awardee may be invited to give a talk in Europe on his/her research as well.

- The DGUV (Deutsche Gesetzliche Unfallversicherung – German Social Accident Insurance) is an association of accident insurance institutions. Its members insure over 70 million people against the consequences of occupational, school and commuting accidents and occupational diseases.

JESEE Young Investigator Meeting Award

Purpose: To support student and new researcher (researcher within 10 years of terminal degree) participation at the ISES annual meetings. This award is sponsored by the Journal of Exposure Science and Environmental Epidemiology (JESEE), a Springer Nature publication.

Eligibility: Recipients must be a current student or new researcher (researcher within 10 years of terminal degree).

Application Procedure: Applications must be submitted to the selection committee by the stated deadline. No additional materials are required at time of application, however, additional information, such as a copy of the applicant's curriculum vitae or verification of student status, may be requested. For questions regarding award nominations, or to nominate someone, email Tom McKone .

Nature of the Award: The award shall consist of a certificate and \$500 provided in reimbursement for meeting registration and/or travel costs incurred in attending the ISES annual meeting.

ISES Award for Best Student Paper

Purpose: The first author of an eligible publication must currently be a student or have been a student at the time in which the published work was submitted for publication. Further, the first author must be a current ISES member.

Eligibility: The first author of the publication must be a current ISES member. The paper must have been published (in print) in the prior volume year.

Selection Criteria

Papers will be judged on criteria that include the following:

- The paper is creative and/or innovative. This can be in terms of methods, organization, generation of knowledge, or in translation between science and applications.
- The quality of the science is high. Measurements and methods should be transparent, verifiable, reproducible, rigorous, reliable, and relevant.
- The presentation of the science is of high quality.
- The paper is visually attractive, economical in use of words and tables and figures and space, well organized, clear, and easy to read.
- Findings are provided in context with other work (corroborative, weight of evidence).

Results are presented in a clear and unbiased manner (e.g. negative as well as positive results are discussed, not over-extrapolated).

Nomination Procedure: Nominations must be submitted to the selection committee by the stated deadline. There are not restrictions on who may nominate, and self-nominations are encouraged. No additional materials are required at time of nomination, however, additional information, such as a copy of the nominee's curriculum vitae, may be requested. For questions regarding award nominations, or to nominate someone, email Tom McKone .

Selection Procedure: Upon close of nominations, the selection committee shall evaluate the candidates based on the materials supplied and the criteria for the award. This award is not mandatory, and in the year in which nominations are received, the award will only be given when submissions are determined to be representative of the best student research published in exposure science. The selection committee may, at their discretion, award two qualified candidates in a given year. However, typically, a forced ranking polling procedure will be used to select the winner. That is, the list of the candidates considered qualified by the selection committee will be provided to each member of the selection committee who will rank the qualified candidates (e.g., 1 through n, with 1 the highest rank) and provide the ranking to a designated chair for tally. The Chair will then sum the score for each candidate and the winner will be the candidate with the lowest score (highest rank). In the event of a tie, this procedure will be repeated for the tied candidates.

Nature of the award: The award shall consist of award certificates for all authors of a selected paper, with the first author also receiving a one-year membership to ISES. ISES may also acknowledge runner-up papers with letters of recognition for all authors.

ISES Award for Best JESEE Paper

Purpose: To recognize the best paper authored by a current ISES member in the Journal of Exposure Science and Environmental Epidemiology (JESEE) that was published in the prior volume year. This award recognizes innovative and creative exposure science research and scholarship from the ISES membership.

Eligibility: The first author of the publication must be a current ISES member. The paper must have been published (in print) in the prior volume year.

Selection Criteria

Papers will be judged on criteria that include the following:

- The paper is creative and/or innovative. This can be in terms of methods, organization, generation of knowledge, or in translation between science and applications.
- The quality of the science is high. Measurements and methods should be transparent, verifiable, reproducible, rigorous, reliable, and relevant.
- The presentation of the science is of high quality.
- The paper is visually attractive, economical in use of words and tables and figures and space, well organized, clear, and easy to read.

Findings are provided in context with other work (corroborative, weight of evidence).

Results are presented in a clear and unbiased manner (e.g. negative as well as positive results are discussed, not over-extrapolated).

- The paper is of public and professional interest.
- The paper has potential for scientific impact. There is evidence (including citations and reads) that the paper has been recognized as worthy of attention.

Nomination procedure: Nominations must be submitted to the selection committee by the stated deadline. There are not restrictions on who may nominate, and self-nominations are encouraged. No additional materials are required at time of nomination,

however, additional information, such as a copy of the nominee's curriculum vitae, may be requested. For questions regarding award nominations, or to nominate someone, email Tom McKone.

Selection Procedure: Upon close of nominations, the selection committee shall evaluate the candidates based on the materials supplied and the criteria for the award. This award is not mandatory, and in the year in which nominations are received, the award will only be given when submissions are determined to be representative of the best exposure science-related research published in JESEE. If there are two or more qualified candidates, the forced ranking polling procedure will be used to select the winner. That is, the list of the candidates considered qualified by the selection committee will be provided to each member of the selection committee who will rank the qualified candidates (e.g., 1 through n, with 1 the highest rank) and provide the ranking to a designated chair for tally. The Chair will then sum the score for each candidate and the winner will be the candidate with the lowest score (highest rank). In the event of a tie, this procedure will be repeated for the tied candidates.

Nature of the Award: The award shall consist of award certificates for all authors of a selected paper, with the first author also receiving a one-year membership to ISES. ISES may also acknowledge runner-up papers with letters of recognition for all authors.

Milestones for Awards committee – Executive Director and Awards Committee

- Executive Director engages with Awards Committee 6 months in advance of annual conference
- Executive Director works with committee to create submission form for nominators
- Send out targeting marketing to membership to issue a call for nominations
- Executive Director works with the Awards Committee to notify winners of their selection
- Executive Director works with the Awards Committee to prepare a presentation for the annual meeting that highlights all winners
- Executive Director creates and orders plaques, checks and certificates to be given at the annual meeting or mailed after the fact if recipients are not present

Announcement procedure: The Chair of the Awards Committee shall issue a call for nominations by means of announcements by e-mail to the membership prepared by the

association management firm. Generally, the deadline for submission of the nominations will be in spring of the year in which the award is given. The deadline will be announced in the email to the membership. These dates will fluctuate due to different dates of the annual meeting.

Nominating procedure: Suggested changes to the nomination process – create a form in either JotForm or Survey Monkey that lists each award, it's purpose, eligibility and submission guidelines for nominators and self-nominators. The form submissions will be sent directly to awards committee members and Executive Director. Reports can easily be produced with all of the nominee information. This creates for more accountability and a streamlined procedure for tracking nominations year over year.

Selection Procedure: Upon close of applications, the selection committee shall evaluate the candidates based on the materials supplied and criteria for the award. If there are two or more qualified candidates, the forced ranking polling procedure will be used to select the winner. That is, the list of the candidates considered qualified by the selection committee will be provided to each member of the selection committee who will rank the qualified candidates (e.g., 1 through n, with 1 the highest rank) and provide the ranking to a designated chair for tally. The Chair will then sum the score for each candidate and the winner will be the candidate with the lowest score (highest rank). In the event of a tie, this procedure will be repeated for the tied candidates.

The Excellence in Exposure Science, Joan M. Daisey Outstanding Young Scientist, IPA/DGUV, ISES Award for Best Student Paper and ISES Award for Best JESEE Paper have slightly different selection processes – see above

Notification procedure: The successful candidate (first and corresponding author, if different), shall be notified by phone, e-mail and/or a letter mailed no later than two months before the ISES Annual Meeting. The ISES Secretary, Treasurer, and President, and the primary nominator of the candidate will be notified by email.

Announcement of awards: Once the award recipient has been notified, a short announcement will be prepared for the web site and social media. Additionally, information on the recipient will be published in the Annual Meeting program.

Presentation of awards: The ISES President or chair/member of the Awards Committee will present the awards at the Annual Meeting during the awards ceremony

Committee Chair Policies & Procedures

(Updated October 2022)

We are grateful to each committee chair(s) for leading a group of committed ISES volunteers to meet the goals of the committee. You are asked to manage the committee as approved by the Board of Directors in a positive and enthusiastic manner. Below are some guidelines/procedures as it relates to managing the committees:

- If a decision or action of the Committee is agreed upon by voting of memberships; they shall bring it forth for review to the Executive Committee for approval and recommendations will be brought forth to the Board of Directors. (By-Laws, Article VIII, Section 4)
- The role of Executive Director (association management firm) is to support your work as a committee co-chairs. They will support the committee co-chairs by assisting with the agenda for your regular meetings and providing minutes/notes as a follow up to the scheduled meeting. They will also assist in scheduling meetings.
- Each committee that hosts regular meetings is asked to use the Zoom platform conduct the conference calls. You are encouraged to use the video conferencing feature but it is not required. Each committee co-chair will receive a log in/password and general instructions on how to use it.
- Project work and research work is expected of the volunteers of the committee.
- It is expected that each committee co-chair be familiar and work within the Basecamp platform. (<https://3.basecamp.com/3616383/projects>) Please contact the Executive Director if you are unfamiliar with this platform or cannot log in.
- Committee co-chairs are asked to follow up with their volunteer committee members to ensure deadlines are being met and progress is being made on tasks and assignments from the committee meetings.
- It is expected that each committee co-chair will have regular check-ins with the Board of Directors. Each committee co-chair will be assigned a BOD meeting to

report out and provide a progress report to the BOD, in addition to the Annual BOD and Membership meetings at the conference.

- It is the responsibility of the committee co-chair to present proposals and requests to the BOD.
- The Board of Directors has implemented a co-chair structure for each committee. The co-chairs will work together to successfully manage the business of the committee and the volunteers.



Committee Chair Term Limits

(Instituted July 2023)

1. Purpose:

The purpose of this policy is to establish term limits for committee chairs within the International Society of Exposure Science (ISES) to promote diversity, fresh perspectives, and effective leadership within the organization.

2. Scope:

This policy applies to all committees and subcommittees within ISES, including but not limited to the Membership Committee, Awards Committee, and any other standing or ad hoc committees established by ISES.

3. Term Limit:

The term limit for committee chairs within ISES shall be set at three (3) years.

4. Chair Eligibility and Selection:

- a. All members of ISES in good standing are eligible to serve as committee chairs.
- b. Committee chairs shall be identified as leaders and other ISES representatives as a co-chair for one year prior to serving in the committee chair role.
- c. Anyone interested in being a committee chair should notify the secretariat.
- d. Committee chairs may serve consecutive terms if there are extenuating circumstances and the leadership of the committee is deemed necessary.

5. Transition Period:

- a. A committee chair shall serve for three years (including their time as co-chair for one year).
- b. Co-chairs shall be in place for at least one year prior to transitioning to the committee chair role.

6. Vacancies:

- a. In the event of a committee chair vacancy before the completion of the designated term, the ISES Executive Committee shall initiate the process to fill the vacancy promptly.
- b. The filling of vacancies may follow the same selection process as described in section 4.b and 4.c.

7. Exemptions:

- a. In exceptional circumstances, the ISES Executive Committee may consider granting exemptions to the term limit on a case-by-case basis. Exemptions should be based on compelling justifications, such as critical ongoing projects or specific expertise required for continuity.
- b. Exemptions shall be approved by the ISES Executive Committee.

9. Review and Amendments:

- a. This policy shall be reviewed periodically by the ISES Executive Committee to assess its effectiveness and relevance.
- b. Amendments to this policy may be proposed by the ISES Executive Committee or any committee chair, and shall be approved by the ISES Executive Committee.

10. Effective Date and Implementation:

This policy shall be effective as of the date specified above. The ISES Executive Committee shall be responsible for the implementation and enforcement of this policy.

Note: This policy is a general guideline and may be subject to modification or refinement by the ISES Executive Committee to align with specific committee needs or evolving organizational requirements.

Committee Chair Policies & Procedures



Conflict of Interest Policy

(Updated March 2023)

1. Guidelines for Presenters at the Annual Conference

1.1. Conflict of interest and disclosure of funding guidelines are common practice at other research conferences and in publications.

1.2. Conflict of interest and disclosure of funding should be requested and included in the abstract submission process.

1.3. For an Oral Presentation, slide number 2 must provide information regarding funding of the research and potential conflicts of interest. Please use the provided template as an example. This can be put on the title slide if preferred.

1.4. Poster presentations must include information regarding funding of the research and potential conflicts of interest somewhere on the poster.

1.5. Funding

1.5.1. The funding section is mandatory component of a presentation. Presenters or co-presenters must declare sources of study funding including sponsorship (e.g. university, charity, commercial organization) and sources of material (e.g. novel drugs) not available commercially.

1.5.2. If no financial assistance was received in support of the study, please include a statement to this fact.

1.6. Conflict of Interest

1.6.1. This is a mandatory component of a presentation. Presenters and co-presenters must declare whether or not there are any conflicts of interests in relation to the research or work described.

1.6.2. In the interests of transparency and to help viewers form their own judgments of potential bias, presenters must declare whether or not there are any competing financial

interests in relation to the work described. The presenting author is responsible for submitting a conflict of interest statement on behalf of all co-authors of the abstract.

1.6.3. In cases where the presenters declare a competing financial interest, a statement to that effect is included on the second slide of an oral presentation or somewhere on the poster presentation. If no such conflict exists, the statement will simply read that the authors have nothing to disclose.

1.6.4. For the purposes of this statement, conflicts of interest are defined as those of a financial

nature that, through their potential influence on behavior or content, or from perception of such potential influences, could undermine the objectivity, integrity or perceived value of a publication. They can include any of the following:

1.6.4.1. Funding: Research support (including salaries, equipment, supplies, reimbursement for attending symposia, and other expenses) by organizations that may gain or lose financially through this publication. The role of the funding body in the design of the study, collection and analysis of data and decision to publish should be stated.

1.6.4.2. Employment: Recent (while engaged in the research project), present or anticipated employment by any organization that may gain or lose financially through this publication. This includes positions on an advisory board, board of directors, or other type of management relationship.

1.6.4.3. Personal financial interests: Stocks or shares in companies that may gain or lose

financially through publication; consultation fees or other forms of remuneration from organizations that may gain or lose financially; patents or patent applications whose value may be affected by publication.

1.6.4.4. Patents: Holding, or currently applying for, patents, relating to the content of a manuscript; receiving reimbursement, fees, funding, or salary from an organization that holds or has applied for patents relating to the content of the manuscript.

1.6.5. It is difficult to specify a threshold at which a financial interest becomes significant, but note that many US universities require faculty members to disclose interests exceeding \$10,000 or % equity in a company. Any such figure is arbitrary, so we offer as one possible practical alternative guideline: "Declare all interests that could

embarrass you were they to become publicly known after your work was presented.” We do not consider diversified mutual funds or investment trusts to constitute a competing financial interest.

1.6.6. The statement included in the submission must contain an explicit and unambiguous description of any potential conflict of interest, or lack thereof, for any of the authors as it relates to the subject of the report. Examples include:

1.6.6.1. Conflict of interest. The authors declare no conflict of interest.

1.6.6.2. Conflict of interest. Dr Caron has received compensation as a member of the scientific advisory board of Acadia Pharmaceutical and owns stock in the company. He also has consulted for Lundbeck and received compensation. Dr. Rothman and Dr. Jensen declare no potential conflict of interest.

2. Criteria for Award Reviewers and Abstract Reviewers

2.1. There are many times when we may want to recuse ourselves from discussions or reviews for awards (including conference awards) and reviews of abstracts.

2.2. Reviewers for abstracts or ISES awards should consider recusing themselves from discussions or reviews that may have the perception of bias. This would include if they:

2.2.1. Serve as a current or former advisor/mentor/graduate school committee member of the

applicant (award winner, abstract submitter, or other).

2.2.2. Have been an active collaborator with the applicant – within the last 3 years (collaborators include grant submissions, co-authors on publications or presentations).

2.2.3. Could receive a direct/indirect financial benefit by the successful review of the applicant.

2.2.4. Have any other reason that would reasonably pose a potential bias to the outcome.



Finance Committee Policies and Procedures

Purpose of committee: The Finance Committee is a standing committee and oversees the capital expenditures of the Society, is consulted on the annual budget, and approves the annual financial reports to the Board as prepared by the Treasurer and the Association Management Firm.

Outside of the Financial Policy of the Society, the Finance Committee operates to manage the overall finances and the financial policies of the Society. The following outlines what various roles the Finance Committee serves for the Society.

Overview of Financials:

- The Finance Committee reviews and evaluates major revenue and timing of revenue for cash flow purposes.
 - The Treasurer and Treasurer Elect review the monthly financial reports including the following:
 - Budget vs. Actual
 - Statement of Financial Position
 - Statement of Activity
 - The Treasurer and Treasurer Elect review the operations annual budget monthly.
 - The Finance Committee is consulted when there are emergencies or other topics of concern that would require additional guidance.
 - The Finance Committee provides guidance and expertise as needed for the conference budget.
 - The Finance Committee will review the Finance Committee Policy every other year on even years.

- The Finance Committee will review the ISES Financial Policies and Procedures every other year on odd years.
 - The Finance Committee will continue to evaluate and review the investments and the investment policy for ISES.

Annual Budget:

The Finance Committee establishes the annual budget every year with various drafts and opportunities to adjust budget lines from year to year. This budget process typically starts in the 3rd quarter of the year. When evaluating the budget, the following evaluations take place:

- Revenue – The Finance Committee will review what is included in each budget line.
- Expenses – The Finance Committee will review what is included in each budget line.
- Statement of Financial Position – The Finance Committee will review the statements of financial position on a regular basis to ensure the budget is inline with the actual activity throughout the year.
- The Annual Budget includes operational finances and annual meeting finances.

The annual budget consists of two components. The operations budget covers the revenue and expenses associated with the daily business of the Society. The annual meeting budget, developed by the conference chairs and conference organizer, covers the revenue and expenses associated with hosting the Society's annual conference and meeting.

Operations Budget:

The operations budget includes the membership budget lines, annual meeting budget lines and operational expenses. The Finance Committee provides guidance on the following responsibilities:

- Fiscal year budget planning
- Monthly tracking including budget vs. actual review, trailing expenses/revenue and reviewing over/under on budget lines.
- Annual closeout to track on above and below budget items.

Annual Meeting Budget:

The Finance Committee provides guidance and outside counsel to the co-chairs of the annual meeting in order to set an annual meeting budget that is realistic and meets the mission of the Society. The Finance Committee is not responsible for the Annual Meeting Budget but acts as a checks and balances for the meeting chairs.

Typically, the current President of the Society signs contracts (including but not limited to hotel contracts, database contracts, etc). The Treasurer can and will approve expenses as needed related to the Annual Meeting Budget. The co-chairs of the annual meeting are ultimately responsible for the budget. The Finance Committee may review the Annual Meeting Budget from time to time but does not receive monthly updates about this part of the budget.

Reporting to the Board of Directors and the Membership

Each month, the Board of Directors is provided the monthly reports (as outlined above). The Finance Committee will report the following to the Board and the Membership:

- Monthly updates to the Executive Committee
- Quarterly updates to the Board of Directors
- Annual update to the Membership at the Annual Meeting Membership Meeting
- Final Fiscal Year closeout in January

Meetings

The Finance Committee will meet periodically throughout the year as follows:

- Fiscal Year Closeout – January (end of January)
- Budget Initiation/Draft Discussion – 3rd Quarter of the Year
- Budget Finalization – 4th Quarter of the Year
- Other Finance Committee Topics – as needed



Financial Policy

(Updated December 2022)

Introduction:

The International Society of Exposure Science (ISES), established in 1989, is a premiere professional society for practitioners associated with all aspects of exposure science (research, teaching, policy, communication, outreach). ISES promotes and advances exposure science as it relates to the complex inter-relationships between human populations, communities, ecosystems, wildlife, and chemical, biological, and physical agents, and non-chemical stressors. ISES members have diverse expertise and training in biological, physical, environmental, and social sciences, as well as various engineering disciplines. ISES is exempt from taxation under Section 501©3 of the Internal Revenue Code. Its fiscal year is January 1 through December 31.

The ISES financial management team, including Finance Committee (FC) and Executive Committee (EC), is responsible for all financial activities and reporting requirements of the ISES and to provide financial information to the Board of Directors quarterly and ISES general members at the annual meeting.

Purpose of this Policy:

The policies and procedures discussed herein address various accounting and financial policies. These policies are designed to enhance financial accountability and transparency, eliminate misunderstandings, and protect the assets and viability of the ISES. It is the responsibility of the Executive Board, ISES Board of Directors, Treasurer, Executive Director, and Finance Committee to ensure sound accounting practices and internal controls.

While every effort is made to keep this manual up-to-date, all items referenced herein are subject to modification, amendment, or deletion. The FC shall review this manual biennially and make recommendations to the Board of Directors as necessary, regarding amendments, deletions, and additions.

The ISES financial management team, including Finance Committee (FC) and Executive Committee (EC), is responsible for all financial activities and reporting requirements of the ISES and to provide financial information to the Board of Directors quarterly and ISES general members at the annual meeting.

Roles and Responsibilities:

It is the policy of the ISES to ensure adequate segregation of responsibilities with regard to all aspects of the financial operations of the ISES including, but not limited to, cash receipts, bank deposits, bank statement reconciliations, invoice approval, check preparation, check signing, and expense reimbursement approvals.

Treasurer: The Treasurer is responsible for the implementation, review, and revision of this financial policy. The Treasurer will notify the Executive Board and Board of Directors of any deviations from this financial policy immediately upon identification. The Treasurer will also train the Treasurer-Elect during the 1-year overlap period.

Treasurer – Elect: The Treasurer Elect will spend the first year of their three-year term learning how to implement this financial policy. The Treasurer Elect will also assist with the review and revision of this financial policy.

Finance Committee (FC): The FC at a minimum will consist of the Treasurer, Treasurer Elect (when applicable), and either the ISES President or the ISES President Elect. The FC will assist the Treasurer with the implementation, review, and revision of this financial policy. The FC will meet quarterly. A member of the FC will be on the annual meeting Technical Organizing Committee solely to provide budget oversight.

Executive Director: The Executive Director will manage the daily ISES accounts receivable and payable associated with the operations and conference budgets. The Executive Director will also work with the FC to develop annual operations budget, and work with the annual meeting technical organizing committee. The Executive Director will immediately notify the Treasurer of any deviations from the financial policy.

Accountant: The ISES accountant will be an employee of the Executive Director organization or an independent subcontractor. The accountant will be responsible for properly generating annual operating and annual meeting budget using approved accounting software, properly entering accounts receivable and payable, and generating monthly and annual reports for the Executive Director and FC.

Executive Committee: The Executive Committee (consisting of the President, President Elect, Treasurer, and Secretary) will oversee the Finance Committee as

needed. The EC will provide guidance and input as requested by the FC.

Board of Directors: The Board of Directors is an advisory group of representatives of the membership who guide and provide advise regarding how to manage the Society including the financial policies. The BOD is available for consult and receives regular reports from the Treasurer.

Auditor: An independent auditor will review ISES finances as specified in this policy.

Financial Conflict of Interest:

The ISES financial conflict of interest (FCOI) promotes objectivity of the EC, BOD, and Executive Director when performing activities associated with the operations of ISES and the planning and execution of the Annual Meeting. The Executive Director and any member of the EC or BOD (along with their spouse and dependent children) will disclose any FCOI when their term of service starts or as soon as a FCOI arises. A FCOI exists when the person receives any remuneration from a sponsor, exhibitor, or a vendor¹ in the previous 12 months that exceeds \$5,000. For purposes of this definition, remuneration includes salary, consulting fees, honoraria, paid authorship, equity interest (stock, stock options, or ownership interest), and income from intellectual property rights and interests (e.g., patents, copyrights).

A FCOI should be reported to the President, others on the EC, or the Executive Director. They, in consultation with the Ethics Committee, will determine if an actual FCOI exists. If a FCOI exists, the EC or BOD member or the Executive Director may be asked to:

- recuse themselves from any discussion and votes that involves the sponsor, exhibitor, or vendor
- resign their position

Budget

ISES will have two budgets. One budget will be for daily operating expenses for the daily activities of ISES. The second budget will be for expenses associated with the annual meeting.

Operations Budget

An annual budget is prepared, along with timely and relevant financial reporting. Key elements to achieving these objectives include:

1. Sound fiscal policies and procedures

2. Sound internal control policies and procedures
3. Timely and accurate financial reports
4. Effective use of information technology

The ISES Executive Director and FC will prepare an annual operations budget that spans the entire fiscal year which runs from January 1 to December 31. The EC will review the annual operations budget and either recommend for approval by the BOD or request revisions. The annual operations budget shall be prepared with sufficient detail to identify revenue and expenditures by program and project in accordance with the ISES chart of accounts. The budget only shall contain income and expenses for projects, programs, and activities that are well defined and planned, and for which it is reasonable to project, with a relatively high degree of accuracy, the related income and expense.

The annual operations budget may be amended to reflect actual operational expenses or to account for unexpected expenses. Budget amendments will follow these approvals.

- Less than \$1,000: Approval by the FC
- Greater than \$1,000 but less than \$5000: Approval by the EC
- Greater than \$5,000: Approval by the BOD

Reporting

The Executive Director will provide the Treasurer three monthly reports that are generated following generally accepted accounting principles. One report is an itemized list of monthly revenue and expenses with the net profit or loss for the month. This report will provide insight into major revenue or expenses have been incurred and whether or not they are within budget. A second report will present the cumulative revenue and expenses by budget category, and the net profit or loss for the fiscal year to date. This report will allow the Treasurer to assess whether budget amendments are required, and whether or not budget targets for the year will be achieved. The third report is a monthly Statement of Financial Position. This report tracks ISES assets and liabilities to provide a summary of the overall health of ISES finances.

The Treasurer with assistance from the Executive Director will maintain graphical or tabular records for dissemination to the FC, EC, and BOD. Minimum requirements for these records are: 1) year-to-date budget versus actuals for revenue and expenses for

the current fiscal year, and 2) summary of monthly statement of financial position that spans multiple fiscal years.

Each month, the Treasurer will provide the EC the three-monthly reports generated by the Executive Director, the budget versus actual report, and the summary of monthly activity and the statement of financial position.

The Treasurer will report the status of ISES annual operations budget and overall financial health to the BOD each quarter.

The Treasurer will provide an overview of operations budget and the overall ISES financial health to the ISES membership annually, usually at the annual meeting.

A financial audit of ISES financial records will be completed every three years by an independent CPA firm selected by the FC with guidance from the Executive Director. This audit may be delayed for a maximum of one year upon recommendation of the FC and approval by the Board of Directors. The review specifications shall include a management letter to the Board of Directors regarding internal financial operations and controls and recommendations for improvement, where applicable.

- The Executive Director shall serve as the conduit between the ISES financial management team and the CPA firm.
- The performance of the CPA firm shall be evaluated by the Treasurer in conjunction with the Finance Committee.
- The Finance Committee shall review the performance of the CPA firm managing the Association's review every three years, or sooner if the situation warrants. If applicable, an RFP shall be developed and distributed for the sole intent of replacing the CPA firm.

Conference Budget

The conference budget is prepared by the conference chairs and the organizing contractor with oversight by the Treasurer. The estimated conference financial report is shared with the Treasurer and then the ISES fee and profit/loss are included in the overall proposed budget for the next fiscal year. The Treasurer will advise the conference chairs and the conference organizer on recommendations based on overall ISES policy. The conference chairs and the organizing contractor will provide updates to the Board of Directors and a final financial report to the Board of Directors

after the conclusion of the conference. It is recommended that the conference budget be closed out within 60 business days of the conclusion of the annual meeting.

Reserves

Reserves are unrestricted net assets, excluding property. Reserves might be tapped in the following situations:

1. Maintain operations during times of financial or other stress, given a solid plan of action;
2. To use for new programs and services necessary for the organization's growth or for appropriate multi-year programs and services, to be repaid to the reserve fund, regardless of program success, based on a payment plan approved by the Board of Directors;
3. To fund multi-year research, such as needs assessments, market research, or other research with multi-year benefit that cannot be funded within one fiscal year;
4. To fund infrastructure requirements that cross several years in service or use and therefore shall not be charged to the yearly operating budget, such as technology upgrades with multi- year impact.

It is the policy of the ISES to maintain a reserve equal to 12 months of ISES's annual unrestricted operating expenses.

Revenue Generation

Approvals

The FC will determine whether a source of revenue generate a FCOI or conflicts with the ISES Sponsorship Policy. The Treasurer will work with the conference TOC to ensure a source of revenue associated with the annual meeting does not present a FCOI or conflict with the ISES Sponsorship Policy. These approvals apply to the following list of revenue sources.

Sponsorships

ISES will solicit and accept unsolicited sponsorship revenue from an individual or organization that pays some or all of the costs involved in stating an ISESE event in return for advertising.

Grants

ISES will submit grant proposals to governmental agencies or non-profit, charitable organizations to provide revenue to support ISES activities or operational expenses. ISES will properly acknowledge the source of the revenue in the appropriate, publicly available materials. In specific grant processes, the Executive Committee will act as primary contact for the grants.

Investments

All individuals responsible for managing and investing ISES institutional funds must do so in good faith and with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. The investment firm will be hired to recommend and manage any investment the Society is interested in taking on. The Society will invest no more than 6% of their reserves in an investment portfolio that is recommended by the investment firm. The goal of any investment will be to have a return fund of 5% over the course of 3-5 years.

Expenses

Operational Expenses

Expenses incurred by the Executive Director for the normal operation and management of ISES will be itemized and invoiced for approval monthly. The Treasurer may approve Executive Director expenses up to \$5,000. The Treasurer and President will approve expenses that exceed \$5,000.

The President may approve/request individual purchases not to exceed \$1,500. If the purchase(s) exceeds \$1,500 but less than \$5,000 the approval from both Treasurer and the President is required. If the purchase(s) that exceeds \$5,000, the approval from the Executive Committee is required. President's total expenses for a year should not be permitted to exceed \$6,000 without Board approval. Individual purchases of more than \$5,000 or long-term contract commitments (more than two years) should require Board approval. The requests must be submitted by the Treasurer or Treasurer-Elect to the board after review by the finance committee.

Committee Expenses

Committees are expected to request funding for their projects or initiatives during the annual budget review (3rd and 4th quarter of the year). Committees request funding when submitting their annual reports to the board (at the in-person meeting).

The BOD will review the request and determine if such funding should be included in the next fiscal year budget.

If a committee requests funding for a project or initiative that is not budgeted, the request would follow the same guidelines as unapproved expenses outlined previously in this policy:

- Less than \$1,000: Approval by the FC
- Greater than \$1,000 but less than \$5000: Approval by the EC
- Greater than \$5,000: Approval by the BOD

Contracts and Bids

It is the policy of the ISES to require a written agreement (i.e.: a contract or purchase order) for the purchase of all goods or services costing \$5,000 or more, for product revenue agreements, or for any transaction that cannot be completed within one year. Written bids from at least three independent vendors are required, and all of which must be attached to the contract or purchase order along with written justification for the selection of the vendor. Bids are not required if it is a sole source vendor or when timing is a critical issue. All contracts and agreements for more than \$5,000 must be approved by the Board.

ISES will follow issue a request for proposal or request for price quote for the purchase of all goods and services under the following criteria:

Purchase Value	Action Needed
Less than or equal to \$5,000	No proposal or price quote required.
Greater than \$5,001	Written proposal or price quote from at least three independent vendors.

The process begins with a written RFP or RFQ to ensure uniformity among bids. For instance, competing printers must bid on the same kind of paper, with the same, or similar, turnaround in order for the bids to be comparable, and only a written RFP assures that each bidder must deal with the same set of specifications.

Once all bids are received, they shall be evaluated by ISES financial management team and the vendor that best meets the needs expressed in the RFP shall be selected.

The ISES recognizes that factors other than price are important in selecting a vendor and that the lowest bid may not be selected in all cases. In the event the lowest bid is not accepted, a written justification to the Treasurer must be prepared explaining the basis for the selection. As part of the RFP development activity, the criteria by which

bids shall be evaluated are to be established. If specific criteria are to be weighted for purposes of review and evaluation, these weighting factors shall be developed at the time the criteria are defined.

Copies of all bids must be attached to the purchase order (PO), along with a written justification if the lowest price is not selected.

The appropriate committee or ad-hoc working group along with the FC and is responsible for preparing and reviewing contracts valued are more than \$5,000.

The FC shall ensure that the contract conforms to the agreement reached or the bid sought. Additionally, the FC shall note any non-conformity with established ISES requirements and review the contract for the following:

- Clarity of language
- Presence of all material terms and conditions: Parties Effective date and expiration of contract Specific details of obligations Price and relationship of specific payments to specific duties performed Place of performance
- Termination clause (that provides for no longer than 60 days' notice)
- Copyright or Work Made for Hire provision
- Incorporation of prior or contemporaneous oral or written agreements
- Choice of law provision (i.e., preference is that the law of the State of Illinois shall apply)
- Requested funds have been appropriated and are in the budget for the contract's described purpose or non-budget fund use has been approved or are within scope of authority as per the Bids and Purchase Orders Policy.

The FC and the Executive Director will review the contract comments for appropriateness of general business considerations. The following are to be considered during the review:

- Amount and timing of payments
- Commercial reasonableness of terms
- Time and place of performance
- Financial feasibility of the contract terms

- Agreement is consistent with the ISES Strategic Plan and direction
- Review the insurance coverage and protection included in the agreement
- Ensure that the ISES's interests are adequately protected, specifically reviewing the indemnification and hold harmless and intellectual property provisions.

Conference Expenses

The Chairs of the Annual Meeting and the Treasurer have the authority to approve expenses related to the Annual Meeting. It is required the Treasurer approve expenses greater than \$25,000. It is not required for the Treasurer to approve expenses less than \$25,000.

Contracts and Bids

What should we do with bids and contracts for annual meeting? Items of most concern:

- Hotel
- Food & Beverage
- Audio Visual
- Special events – transportation, food and beverage
- Venues

Exceptions: Bids are not required when there is only one vendor for a particular service or product or when timing is a critical issue that prevents the opportunity to give vendors sufficient time to develop a proposal (for example, a sole source vendor). These circumstances must be approved by the Chairs prior to any services performed and a PO is requested. Contractual relationships are to be documented and maintained with the ISES Executive Director with a copy of the payment criteria or schedule to ISES management. ISES management shall review these relationships annually or as appropriate.

Comprehensive Policy

The Finance Committee shall submit policy recommendations to the Board of Directors for action. Once a policy has been approved by the Board of Directors, it shall constitute an effective policy. Thereafter, any changes to a policy shall be required to go through the review and approval process. The recommended (or draft) policy will be edited by the FC, and the recommended change(s) will be sent to the EC for their review and

input. The FC will make necessary changes based on the EC comments, and the revised financial policy will then be sent to the Board of Directors for final approval. Furthermore, any exception to the policy, which must be approved by the Board of Directors, must be clearly documented and shall not in any way make the exception a policy.

Records Retention, Destruction, and Transfer

ISES will keep all business records no longer than the period necessary for the proper conduct of company business. This policy covers all business records of the ISES, including written, printed and recorded matter and electronic forms of records, including email messages in personal folders. Employees shall review their electronic files regularly and delete them where appropriate to ensure compliance with this policy. These guidelines shall be reviewed annually to ensure consistency with legal requirements of other regulatory bodies.

All electronic documents and reports owned by the ISES will be accessible to the Executive Director and EC (including but not limited to meeting minutes, contracts, legal documents and other such operations correspondence). The FC will have access to all financial reports and documents (including monthly financial reports, audit reports, and annual reports).

If a lawsuit, governmental investigation or subpoena is filed, served, or appears imminent, this policy may be suspended requiring that documents relating to the lawsuit or potential legal issue(s) or audits be retained. Once ISES management or the Board of Directors receives notification that the policy has been suspended, all documents related to the subject in question must be retained rather than destroying them pursuant to the policy.

ISES Records Retention/Destruction Guidelines for Hard Copy Documents

Description	Retention Period
Accident reports and claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accountants	Permanently
Bank reconciliations	2 years

Capital stock and bond records; ledgers; transfer registers; stubs showing issues; record of interest coupons; options; etc.	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled, but see exception below)	7 years
Checks (cancelled for important payments, i.e. taxes; purchases of property; special contracts; etc. Checks shall be filed with the papers pertaining to the underlying transaction)	Permanently
Contracts (expired)	7 years
Contracts still in effect	Permanently
Correspondence (routine) with members, customers, or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Duplicate deposit slips	2 years
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year, other months optional)	Permanently
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Invoices to members and customers	7 years
Invoices from vendors	7 years
Membership applications	3 years
Minutes of directors and committees, including bylaws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Purchase orders (except purchasing department copy)	2 years
Stock and bond certificates (canceled)	7 years
Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Trade mark registrations	Permanently

Voucher register and schedules	7 years
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Finance Committee Policies and Procedures



ISES-Supported Meetings or Events

(Updated 2018)

To achieve the ISES vision to better our world, its ecosystems, and inhabitants, by creating an international community that advances and integrates exposure science into research and action, the International Society of Exposure Science will provide sponsorship and/or endorsement to exposure-related meetings sponsored by other not-for-profit organizations.

To be competitive for support, program proposals should be of such merit that they would be competitive for selection for presentation at the ISES annual meeting. Thus, the proposed program should be focused on an important exposure topic, be balanced around any controversial topics, be timely, be as complete as possible with regards to coverage of relevant topics, and should involve key investigators/experts in the exposure science field. Programs also will be evaluated for endorsement or funding based on the additional criteria below. However, not all of these criteria must be met. Meetings are supported that are congruent with the mission of the International Society of Exposure Science, as follows:

- Serves as a forum for novel discoveries and approaches related to exposure science
- Fosters the integration of other scientific disciplines with exposure science
- Promotes transformative science in exposure
- Raises awareness of ISES and its mission
- Promotes translation of evolving technology into public health
- Communicates the impact and relevance of exposure science with key audiences
- Increases partnerships/collaboration with scientific societies

- Is a forum for discussion of public and environmental health policies/issues

Application Guidelines:

All applications must include a statement of no more than 250 words explaining the relevance of this meeting to ISES' vision of bettering our world, its ecosystems, and inhabitants, by creating an international community that advances and integrates exposure science into research and action. Applicants are encouraged to address how the meeting is anticipated to forward increasing the impact of exposure science on human health and disease prevention.

Applications for non-ISES meetings will be reviewed quarterly by the ISES Executive Committee with the recommendation being brought to the full Board of Directors for a vote. Applications should be received by January 1, April 1, July 1, or October

1. ISES strives to provide feedback on endorsement within two months from the quarterly deadlines.

Complete the non-ISES meeting sponsorship request application and email the completed form to the ISES Executive Director.

Meeting Endorsement:

- ISES' name/logo will appear on promotional materials
- Highlighted announcement on ISES' upcoming meeting web page
- One time use of the ISES mailing list via the ISES Secretariat and according to current rules and regulations issued by the EU and others, which is implemented through a broadcast email to all ISES members
- Reciprocal one time use of mailing list
- Provide ISES with the list of meeting attendees with their full contact information.

Meeting Funding:

- Funding in the range of \$500-\$1000 will be considered.
- ISES' name/logo will appear on promotional materials
- One time use of the ISES mailing list via the ISES Secretariat and according to current rules and regulations issued by the EU and others, which is implemented through a broadcast email to all ISES members

- Applicant will provide ISES with the list of meeting attendees with their full contact information.

ISES strives to provide feedback on endorsement or funding within two months from the quarterly deadlines. An attempt will be made to diversify sponsored meetings to reflect the mission of ISES. The ISES Executive Council, elected Board members, and selected committee(s) may be asked to provide input on the scientific strength of the program, benefit to the members, and prior meeting history.

Disclaimer

ISES reviews the character of applicants and ISES reserves the right to reject applications from any organization whose goals, objectives, or past actions are deemed counterproductive to those of the Society. ISES does not accept contributions from tobacco companies, nor does it permit tobacco companies to be ISES members.



Letters of Support/Nomination and Other Similar Occasions

(Updated March 2023)

1. Guidance for Board Members on Letters of Support/Nominations

1.1. Board members of ISES represent the Society and have fiduciary responsibilities. It is important to consider this role in professional work.

1.2. However, there may be times when it is important to use their status as a Board member to add to their expertise in providing letters of support, nominations for certain government committees or panels, responding to request for information, testimony for legal cases, etc. In those situations, it is okay to state that they are a Board Member and it is important to add a disclosure that their role in these cases does not represent the view point of the Society. Here is some suggested language that can be adapted.

1.2.1. "I am on the Board of Directors for the International Society of Exposure Science. I provide these comments under my personal capacity and expertise, and they do not constitute official positions of the International Society of Exposure Science."

1.3. As a past Board member, there may be opportunities where it is important to highlight that role as part of their expertise, but the disclaimer would no longer be necessary.



Membership Policies and Procedures

(Updated August 2020)

Membership Statement

Any person with a professional interest in exposure science and environmental research shall be eligible for membership. Any person may apply by submitting an application and the annual membership fee to the Association Management Firm (AMF), or in the absence of an AMF, to the Treasurer of the Society.

Membership shall become active on the day the annual membership fee is received by the AMF (or the Treasurer). Membership is for 12 months minus one day. Any member may request, from the AMF or the Board of Directors, the policies and procedures governing membership status.

Membership Categories

1. Regular – Regular members are defined as persons with a professional interest in exposure science or environmental research. All members are considered regular members unless they otherwise qualify for, and choose, a different category.

- Current dues: \$195

2. Student (Graduate/Undergraduate)/Post-Docs – Students are defined as persons enrolled in a full-time or part-time degree seeking program at an accredited college or university. Post-docs are defined as participating in a full-time post-doctoral fellowship program. Both students and post-docs must submit documentation annually that shows they are actively enrolled in a degree seeking or post-doc program.

- Current dues: \$75

3. Developing Country – Developing country members are defined as persons from a subset of countries throughout the world under the designation set by the WHO Guidelines.

- Current dues: \$75
4. Emeritus – Emeritus members are interested persons who would otherwise be regular members, but who have retired from an active career.
- Current dues: \$50
5. Institutional – Institutional membership is offered to any organization or institution offering to cover membership rates as a whole for their employees. There are no reduced rates for institutional memberships.

All Membership Categories include electronic access to the Journal of Exposure Science and Environmental Epidemiology, except for Emeritus members.

Code Of Conduct

ISES Members shall:

- Seek to advance the field of exposure science while striving for the highest standards of scientific integrity, including sharing ideas and information, keeping accurate and complete records, and giving due credit to the contributions of others. Undisclosed conflicts of interest and scientific misconduct, including fabrication, falsification, and plagiarism, are incompatible with this Code of Conduct.
- Treat others with respect and not engage in discrimination, harassment, bullying, dishonesty, fraud, misrepresentation, coercive manipulation, censorship, or other misconduct. Such actions apply to all professional, research, and learning environments regardless of whether or not the action alters the content, veracity, or meaning of research findings and regardless of whether or not the action affects the planning, conduct, reporting, or application of science.
- Take responsibility to act or intercede where possible to prevent misconduct, including reporting suspected research misconduct, as well as any discrimination, harassment, bullying, dishonesty, fraud, misrepresentation, coercive manipulation, or censorship.
- Be mindful of Implicit Bias and Unconscious Bias and strive to avoid all bias based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, presence of disabilities, educational background, or other personal attributes.

- Strive for continual professional growth both personally and more broadly in the tutelage of others as a trust conferred by membership in the Society. Professionals have a responsibility to understand the limitations of their knowledge, remain current with developments in their field, and learn with and encourage others.

By joining ISES, all individuals agree to abide by the Code of Conduct and the anti-harassment policy. The anti-harassment policy is located on the ISES website.

Sanctions may be imposed if an ISES member does not maintain their responsibilities. Sanctions potentially include cancellation, non-renewal, or suspension of membership and/or private reprimand. Issuance is at the discretion of the Executive Committee or other hearing body and considers such things as the seriousness of the offense and any history of repeated offenses.

Application for Membership

Individuals interested in applying to become an ISES member must submit an electronic application to the AMF (contact@intlexposurescience.org). The appropriate dues need to be submitted along with the completed membership application form.

Membership Renewal Process

ISES members are eligible to renew their membership up to 60 days before their expiration date. Members will receive a total of 12 notifications to inform them of the following:

1. Their membership will be expiring, and they are eligible for renewal;
2. They are officially in a grace period (60 days grace period); and
3. Their membership has officially lapsed.

Members have the ability to renew manually each year or elect for auto-renewal at the time of application submission or renewal. As a matter of policy, each member of ISES is by default on auto-renew. Any member can choose to change that by adjusting their profile.



ISES Membership Cancellation/Refund Policy

Individual memberships are not transferable.

Any requests for membership fee refunds for the International Society of Exposure Science must send an email request to membership@intlexposurescience.org within 60 days of membership renewal.

If an individual requests a refund within 60 days of membership renewal, the membership fees will be refunded minus a \$25.00 processing fee. No refunds will be processed beyond 60 days of renewal.

If an organization pays membership fees on behalf of an individual, the organization will under no circumstances receive a refund unless the individual requests that his or her membership be terminated and a refund issued. Such a request must meet all requirements listed above.

ISES Annual Conference

Please refer to the ISES meeting policies for information on refund and cancellation for conference



Mentorship Committee Policies and Procedures

I. Mission Statement

The purpose of the mentorship committee is to provide highly motivated students, post-doctoral fellows, new researchers, and senior members in the field of exposure science with mentorship in exposure science and academia with established researchers from industry, government, and academia. The Mentorship Committee offers services to both members and non-members of ISES. The intent is to heighten the professional skills of our member base and facilitate the development of leadership qualities among all exposure scientists. The intent of the open events is to attract more interest in ISES and exposure science.

II. Anti-Discrimination Statement

The ISES Mentorship Committee stands in opposition to racism and prejudice. We reject as unethical all forms of discrimination based on race, color, religion, sex, sexual orientation, national or ethnic origin, political orientation, age, or disability. Through leadership and collaboration, we are committed to promoting diversity, equity, inclusion, and accessibility in all forms. We invite you to join us in our ongoing efforts to create and maintain an inclusive environment for all members and the communities they serve.

III. Committee Structure & Responsibilities

A. Committee Co-Chairs

The Mentorship Committee is to be led by two co-chairs. The term limit for committee co-chairs is three (3) years. The terms should be

staggered to ensure consistent leadership and opportunities for the mentorship of a new co-chair. Co-chairs may serve consecutive terms if there are extenuating circumstances (e.g., no members stepping forward to assume the co-chair role) and the leadership of the committee is deemed necessary.

B. Co-Chair Appointments

Committee co-chairs should in most cases serve on the committee for at least one year before serving in the committee co-chair role. Committee chairs may serve consecutive terms if there are extenuating circumstances and the leadership of the committee is deemed necessary.

C. Co-Chair Responsibilities (approximately 2 hours/month commitment)

Suggested Co-chair responsibilities include:

- Planning, organizing, scheduling, and executing monthly meetings.
- Communicating on meeting outcomes with all Mentorship Committee members.
- Communicating planned events to ISES leadership throughout the year.
- Leading and submitting annual reports to the board in Fall.
- Leading and submitting any proposals for new events or budgeting requests to the board.
- Collaborate as needed with other committees within the Society.
- Communicate regularly with the executive director and/or board chair to ensure collaboration and efficiency.

D. Committee Members

All members of ISES in good standing are eligible to serve as members of the Mentorship Committee. Students/trainees are also

considered full members, although the committee should mainly consist of more senior members to avoid undue responsibility being placed on new researchers. The committee often works closely with other committees (e.g., Student and New Researchers).

Mentorship Committee members commit approximately 1 hour/month to attending meetings regularly and approximately 1 hour/month (averaged over the year, with more time spent at some points of the year depending on involvement in specific activities) participating outside of meetings including organizing programs and working with other Society committees.

E. Committee Responsibilities

Committee members are expected to volunteer for at least one committee activity per year and are encouraged to help at or lead multiple events. This expectation could be met by participating in events during the annual meeting.

Suggested committee responsibilities include:

- Planning, promoting, and supporting Society Mentorship activities, events, and programs throughout the year.
- Administering mentor match program.
- Organizing annual conference Mentorship activities, events, and programs at the annual ISES conference.
- Serving on or supporting the Technical Organizing Committee (TOC) in the planning of conference events.
- Monitoring and evaluating Mentorship advancement through annual reports to the Board or serving as liaison to the Board.
- Collaborating, as needed, with other committees within the Society, including by supporting events of the Student and New Researcher Committee.

F. Meeting Schedule

The Mentorship Committee will convene monthly virtual meetings, ensuring a minimum of 10 meetings annually.

G. Activities, Events, and Programs led by the Mentorship Committee

Suggested activities, events, and programs led by the Mentorship Committee include:

- Provide year-long staffing of the mentor match program. (members only)
- Provide Mentor Office Hours at the Annual Conferences. (members only)
- Host quarterly conference calls, or online text-based interactions, for mentorship dialogue based around a certain topic. (open to all)
- Host webinar workshops that focus on key topics such as: the development of soft skills; career options in exposure science, challenges and solutions in leading an exposure study. (open to all)
- Host a pre-conference workshop on a theme related to conference presentations or networks 1-2 weeks before the annual conference.
- Provide support for new attendees at the annual meeting, for example with a new attendee event or peer-to-peer mentorship.
- Provide pre-submission abstract editing services for English as a second language members. (members only)
- Support SNR activities such as lightning talks, speed mentoring, or judging and identifying potential judges for the student poster competition.

Under usual circumstances, the Mentorship Committee will host at least four events per year, with one of those events at the annual meeting. Future events will be selected based on member interest, such that high-engagement events will be repeated more frequently, and lower-impact events will be discontinued.

H. Metrics for monitoring and evaluating Mentorship

Suggested metrics:

- Number of people volunteering for activities
- Attendance and engagement with events
- Number of mentees
- Number of new people involved
- Number of events throughout the year and at the annual meeting



Nominations Committee Policies and Procedures

(Updated February 2022)

Each year, ISES opens a Call for Nominations for Board of Director positions in April. The positions that are open vary year-to-year as the board terms are staggered. The process is a joint effort managed by the executive director and the appointed nominations committee chair. The nominations committee supports the process after nominations have been submitted.

Position	Length of Term	Quantity on the BOD
President	2 years (plus 1 more year as Past President)	1
President-Elect	1 year	1
Treasurer	2 years	1
Treasurer-Elect	Elected in even-numbered years; serves one year before becoming treasurer	1
Secretary	2 years; elected in even numbered years	1
Government Councilor	3 years – staggered terms	3
Private Sector Councilor	3 years – staggered terms	3
Academic Councilor	3 years – staggered terms	3
Student Councilor	2 years – staggered terms	2

The Nomination Submission Process

The nominations submission form is created and managed through SurveyMonkey. The nominations can either be self-nominations or nominations on someone's behalf.

Information that is collected on the nominations form includes:

- Name of submitter
- Email of submitter
- Name of individual being nominated
- Position he/she is being nominated for
- Justification as to why this person should be nominated
- Experience the nominee has had in exposure science
- Experience the nominee has had serving ISES

Month	Task	Additional Support
March	Executive Director builds and launches call for nominations form through an online submission platform	
April-June	Call for nominations form is open. The online submission platform link is promoted and shared with membership/outside audiences through multiple marketing channels. Submitters do not have to be a Society member to nominate someone. However, the nominee must be an active/paid ISES member.	The executive director manages the correspondence between Nominations Committee Chair and those who have submitted nominations or self-nominated. Frequent updates are provided throughout the nomination process including the number and information of the nominees.
June-August	Call for nominations form closes and the Nominations Committee Chair reviews submissions. Once submissions are reviewed, the Committee Chair contacts the nominees to inform them of their nomination and confirms their interest in running. During this time, the Committee Chair assesses the number of nominations received and if additional names/nominees are needed for specific positions. The Chair will engage the Nominations Committee for any additional submissions needed.	

August-September	The slate is confirmed, and the Nomination Committee Chair contacts the nominees to acquire their personal statements for running. The executive director creates the official slate for the BOD ballot in Survey Monkey. After the votes are received from membership, the executive director compiles a report of results and presents to the Nominations Committee Chair and Executive Committee. Nomination notifications – rejections and winners – are completed by the Nominations Committee Chair.	A list of eligible voting members to avoid duplicate voting. Voting is open for 2-3 weeks.
October-November	After the votes are received from membership, the executive director compiles a report of results and presents to the Nominations Committee Chair and Executive Committee. Nomination notifications – rejections and winners – are completed by the Nominations Committee Chair.	
December	The executive director will compile information from the winners to ensure they are listed on the website accurately and announced in the member monthly newsletter. A Board of Directors orientation is scheduled and hosted. The Board of Directors handbook is updated as well.	

Other items to update after election is complete:

- BOD roster in Google Drive
- Historical officer spreadsheet in Google Drive
- New members need to be added to BOD meetings and EC meetings (if applicable)
- Website with updated title, email and bio shot
- Basecamp (remove former BOD members and add new ones)

Bylaws information on voting

- Members of the Board of Directors shall be elected individually by majority vote of the members voting by a secure electronic ballot process approved by the Board of

Directors. In the event of a tie vote, the President shall call a meeting of the Board of Directors of the Society within 14 days after the close of balloting and the tie shall be resolved in favor of one of the candidates involved in the tie by majority vote of the Board of Directors.



Sponsorship Policy

(Updated March 2023)

ISES invites and encourages sponsorship and donations to advance ISES in support of activities such as the annual meeting, travel and conference awards, webinars, newsletters and other events.

1. General ISES activities

1.1. Sponsors may have products and services that help promote exposure-science research and applications, however no sponsorship activities are permitted that could be perceived as an ISES endorsement of a particular product or service.

1.2. Sponsors may be in two categories: (i.) General sponsor. Those providing funds that go into the ISES general funds and used at the discretion of the Board. (ii.) Specific sponsor. Those sponsors who wish to organize and pay for a particular element (book, journal issues, award, etc.) or activity (webinar, speaker series, reception, conference sponsorship or conference session/symposium, etc.). Sponsors may not financially support specific scientific symposia when their goal is primarily to provide a forum for their staff or scientists to present papers, or support webinars and research highlights that showcase their product(s) and/or services.

1.3. All sponsors and exhibitors should be disclosed to ISES members, conference attendees and others.

1.4. Financial support for ISES Awards can include a specification of the award parameters (e.g., for a young scientist, for biomonitoring, for experimental innovation), but the selection of the awardee must be solely based on deliberations of the ISES Awards Committee, which has its own set of ethical and conflict-of-interest guidelines.

1.5. Sponsors should provide a brief description of their business and how it aligns with the ISES mission.

2. Annual Meeting

2.1. Sponsors and Exhibitors should be invited and encouraged to participate in the conference. This opportunity allows them to bring their newest services or products directly to the many researchers and decision makers who impact how human and ecological exposures are assessed.

2.2. ISES leadership (Executive Committee) reserves the right to review sponsorship arrangements as needed and approve or deny their contributions.

2.3. Scientists and researchers that work for sponsors or exhibitors can organize “Symposia” around topics of interest. These symposia proposals should be submitted in a manner similar with other symposia topic proposals and will be considered based on their scientific merit in meeting the conference objectives. As with all other potential conflicts of interest, the nature of the sponsor and their level of support should also be disclosed at the time of the symposia proposal, with a consideration of current or future potential conflicts of interest.

2.4. Scientists and researchers that work for sponsors or exhibitors can submit scientific abstracts for the annual meeting. These abstracts will be evaluated solely on the basis of their scientific merit in meeting the conference objectives and with no consideration of their employment by a sponsor or exhibitor. As with all other potential conflicts of interest, their employment status should also be disclosed at the time of the symposia proposal, with a consideration of current and/or future potential conflicts of interest.

2.5. All sponsors and exhibitors should be disclosed to conference attendees.

2.6. Annual meeting sponsors may be in two categories: (i.) General sponsor. Those whose funds go into the general fund for the conference and are used at the discretion of the Technical Organizing Committee (TOC) and with guidance from the conference support contractor. (ii.) Specific sponsor. Those who wish to organize and pay for a particular component of the conference, such as a reception, educational workshop, etc. These sponsors may not financially support specific scientific symposia when their goal is primarily to provide a forum for their staff or scientists to present papers or to showcase their product(s) and/or services.

2.7. Joint meeting chairs should also consult with the Ethics Committee to review agreements before they are signed, and discussions need to include both Ethics Committees and/or Boards as appropriate. The Ethics Committee does not have the authority to approve or disapprove but will provide the Board with recommendations as appropriate.



Student and New Researcher Committee Policies and Procedures

(Updated May 2023)

Mission Statement: The ISES Students and New Researcher (SNR) Committee offers opportunities for career development, education, interaction with peers, and networking in addition to providing a platform for presentation and discussion of research primarily targeted to students and new researchers.

Committee Leadership Structure & Responsibilities

- The SNR Committee is to be led by two Co-chairs, preferably 1 student and 1 early-stage career individual within 7 years of their terminal degree, on no longer than a 2-year term (term Jan – Dec). Exceptions may be made for special circumstances, such as no co-chairs stepping forward to assume a new role. Rotating 2-year term limits ensures consistent leadership (one returning co-chair) and opportunities for mentorship of a new co-chair bringing new ideas (one new co-chair), offsetting each other.
- Appointing Co-Chairs: With guidance from the Executive Committee, the co-chairs will be identified by the retiring co-chair at the end of their second term. The nomination for the new co-chair role will be reviewed by the Executive Committee and approved (or dis proved) as such.
- Co-chair responsibilities include:
 1. Planning, organizing, scheduling, and executing monthly meetings.
 2. Communicating on meeting outcomes with all SNR Committee members.
 3. Serving on the Technical Organizing Committee (TOC) or supporting TOC in the planning of SNR conference events.

4. Communicating planned events for the year to ISES leadership throughout the year.
5. Leading and submitting annual reports to the board in Fall.
6. Leading and submitting any proposals for new events or budgeting requests to the board.
7. Periodically attending Mentorship Committee meetings to streamline collaboration and communication.
8. Collaborate as needed with other committees within the Society.
9. Communicate regularly with the executive director and/or board chair to ensure collaboration and efficiency.

Committee Structure & Responsibilities

- The committee will consist of a set number of committee members, determined by the co-chairs. The membership is intended to be mostly students, new researchers in order to provide leadership opportunities and experiences for the young ISES members. The reason for a capped number of committee members is due to the very high interest of ISES SNR members to participate on the committee and the need for efficiency with a controlled committee size. This will also ensure requests to join the committee are equitable; in other words, it will be a first come, first join basis until the cap is met.
- SNR committee members commit to meeting monthly and to assisting with the planning and execution of SNR programming. The members of the SNR Committee are committed to attending meetings regularly and participating outside of meetings including organizing programs and working with other ISES committees.

Meeting Schedule

The SNR Committee will meet virtually on a month-to-month basis. Conducting meetings with more frequency should only occur when there is significant value added in doing so.

General Roles and Responsibilities of Committee

- Working closely with the Mentorship Committee in a support role to help plan and promote networking events and other Mentorship Committee programs.
- Leads organization of poster competitions at the annual ISES conferences.

- Leads organization of SNR happy hour at the annual ISES conference.
- Plans SNR events/programs throughout the year.

Below is a list of suggested programs hosted by the SNR Committee:

Lightning Talks Presentation: The goal of lightning talks is to provide students and presenters with an international platform for networking, science communication, and advancement in career development.

- Rules: 5 slide max presentation. Must be an ISES SNR Member.

Writing Accountability Groups (WAGs): The goal of WAG is to begin a meeting by discussing goals for the time slot, working along with fellow colleagues, and then discussing achievements at the meetings end. The group will help keep each other accountable and learn to be more aware of how much time do certain tasks actually take.

Mixers at the annual ISES conferences: The goal of mixer events is to support and cultivate peer-to-peer and student-to-professional relationships.

Previous events:

Lunchbox Social (hosted by SNR and Mentorship Committee)

Happy Hour (hosted by SNR)

New Attendee Gathering (hosted by Mentorship Committee, supported by SNR Committee)