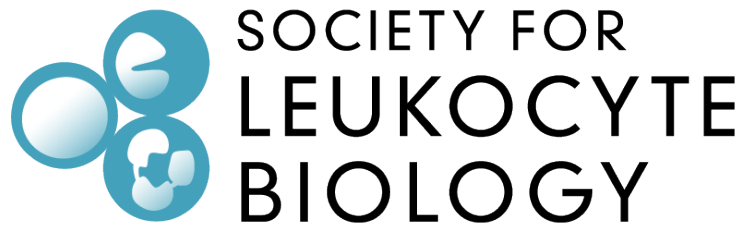

Society Handbook

for



Version 4.0

2/1/19

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Revision History

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

		position. Added 7.16 policy re: reimbursement for federal employees, section 4 added directive for junior members on committees, added program chairs to do due diligence in ensuring no invited speakers or selected talks with misconduct claims against them in 5.1.3 Added Associate Councilor position 2.2.4	
Jennifer Holland, ED	12/14/17	Updated 7.11 to reflect new 3% annual increase in editorial stipends versus previous CPI annual increases starting 2018. Also indicates EIC and Deputy editors are the positions which receive stipends and other positions may receive complimentary meeting registration and travel (airfare and hotel) for the annual society meeting under the same guidelines provided to Councilors and Invited Speakers. Addition of 4.12 and mention in handbook of MTTG. 7.2 updated to include council complimentary membership. Updated 6.1 to update the name of the Bonazinga to the Legacy Keynote Lecture Award; 7:17 (reserve policy as approved 10/17) and 7:18 (approved 4/13) added. 7.3 added to discuss committee chair and member support	V3.0/3.1
Jennifer Holland, ED	01/16/2019	4.7 updated to reflect name change of website committee to communications committee. Updated 4.4 to reflect the council and current program chairs act as the committee versus a standalone committee.	V4.0

1 Statement of Objective

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

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

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

The Society holds an Annual Meeting, periodic International Congresses, and publishes the *Journal of Leukocyte Biology*.

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

1.1 Resources

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

1. Management of the Society;
2. Conduct of scientific meetings;
3. Publication of scientific materials;
4. Educational activities;
5. Support of a productive and open dialogue among members via its website; and
6. Relationships with scientists with shared interests in leukocyte biology and reside outside of North America.

1.2 Statement of Society Purpose

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

7. To buy, lease, or otherwise acquire any property, real or personal, or to invest in or hold any such property, which may be necessary or convenient with the execution of the objectives and purposes of the Society; and to construct or have constructed upon any such real property such building or buildings as may be deemed necessary in connection with said;

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

1.3 Statement of Journal Purpose

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

2 Society Officers

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

2.1 Executive Committee

The Executive Committee is made up of the society President, President Elect, Past President, Treasurer, Secretary and Journal Editor-in-Chief.

2.1.1 President

2.1.1.1 Authority

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

2.1.1.2 Term of Office

Serves one term of two years duration after which the individual continues to serve as a member of council as Past President for an additional 2 year term. Those nominated for President must have previously held a council position.

2.1.1.3 Responsibilities

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

16. Prepares slate of nominees for standing and ad hoc committees for approval by Council at Annual Meeting

2.1.2 President Elect

2.1.2.1 Authority

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

2.1.2.2 Term of Office

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

2.1.2.3 Responsibilities

1. Acts as Parliamentarian for the Council Meetings.
2. Presides at meetings of membership and Council in President's absence or inability to serve.
3. Attends and serves as a member of Council meetings and special meetings called by the President.
4. Assists the President in administering the affairs of the Society as requested by the President.
5. Serves as a member of the Executive Committee
6. Identifies long-range planning goals for implementation during tenure as President-elect and President.
7. Serves on Rules Committee as a member of the Executive Committee.
8. Chairs the Awards and Honors Committee in the process of selection of finalists and winners for a) Marie T. Bonazinga b) G. Jeanette Thorbecke c) Dolph O. Adams d) the Presidential Awards competition and e) Student Travel Awards in association with the Annual Meetings.

2.1.3 Past President

2.1.3.1 Authority

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

2.1.3.2 Term of Office

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

2.1.3.3 Responsibilities

1. Chairs the Meeting Committee (see duties for the chair of this committee)
2. Acts as a voting member of the Executive Committee and Council
3. In the event both the President and President-Elect are unable to fulfill the defined leadership duties, the Past President will lead the Council effort to restore the chain of power.

2.1.4 Secretary

2.1.4.1 Authority

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

2.1.4.2 Term of Office

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

2.1.4.3 Responsibilities

1. As a member of Council, attends all Council meetings and special meetings called by President and/or the President-elect.
2. Prepares detailed notes on the deliberations at these meetings; from these prepares minutes for distribution to the officers and members of the Council. Prepares list of approved motions and of action items (Minutes are to be prepared within one month of these meetings.)
3. Keeps a running list of items decided by the Council that should be brought to the attention of the Society membership. Interacts with the President, President-elect and Executive Director to keep action items moving towards completion.
4. Oversees the following activities of the Society office:
 - a) Membership application and directory accuracy.
 - b) Membership business meeting at the annual meeting.

2.1.5 Treasurer

2.1.5.1 Authority

The Treasurer is the Chief Fiscal Officer of the Society. The Treasurer is responsible for safeguarding all funds belonging to the Society. The Treasurer monitors the disbursement of funds according to the budgets approved by Council; ensures that the proper records, accounts, and accounting procedures are maintained; and presents an annual audit and financial statement of the Society's business to Council.

2.1.5.2 Term of Office

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

2.1.5.3 Responsibilities

1. Attends and serves as a member of Council.
2. Serves as Chair of the Finance Committee
3. Monitors the disbursement of all Society's funds in accordance with budgets assigned to the national office, officers and committee members.
4. Reviews fiscal arrangement of contracts for the Society and makes recommendations to the President.
5. Assures that quarterly and financial reports are provided to Council.
6. Prepares a provisional annual budget that is comprised of individual budgets for Society activities, the Journal, Membership and dues, *iSLB*, and the Annual meeting, with assistance of the Executive Director and the Finance Committee, and presents this budget to the Council for approval at the Annual Meeting
7. Receives and reviews prior to the Spring meeting the annual financial reports prepared by the Executive Director and his/her staff for:
 - a. the JLB as reported by the Editor-in-Chief;
 - b. the Society Annual Meeting
 - c. Society activities;
 - d. Membership and dues collected;
 - e. production of the *iSLB*;
 - f. investment portfolio performance;
 - g. the Society as a whole.

8. Presents to the Council for approval at the Spring meeting:
 - a. the annual financial report for the prior year;
 - b. the final budget for the current year.
9. Reviews annual meeting budget, one year prior to the meeting and makes recommendations to the Council for approval.
10. Ensures that the Society's financial records are adequately maintained.
11. Authorizes the Executive Director or his/her designees to pay bills incurred and to ensure that all reports required by various government agencies, including the Internal Revenue Service, are properly prepared and submitted.
12. Serves on the Executive Committee.
13. Signs the annual Society Tax Return.

2.1.6 JLB Editor in Chief

2.1.6.1 Authority

The *Journal of Leukocyte Biology* shall be the official publication of the Society. The Editor-in-Chief is the Chief Executive Officer for the Society's publication. The Editor, elected by majority vote of Council for a four-year term upon advice of the Publication Committee, supervises all activities of the Journal and makes a report of these activities to Council and to the Society, including finances for the Journal to be presented at the spring and fall council meetings.

2.1.6.2 Term of Office

Serves a four-year term and may be reappointed. Decisions related to renewal of term is to be made by the third year of the current term. When a new editor-in-chief begins, there is to be a 6 month shadowing period of the current and incoming editor.

2.1.6.3 Responsibilities

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

2.2 Councilors

2.2.1 Authority

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

2.2.2 Term of Office

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

2.2.3 Responsibilities

1. The Council has broad powers directed at carrying out the decisions and wishes of the membership. The actions of officers and the composition and recommendations of various committees of the Society are under the surveillance of the Council, which in turn is answerable to the membership.
2. The actions of the Council shall be directed toward the betterment of the Society and the scientific community. With the help and approval of the membership, the Council shall set the general policies of the Society and guide its activities.
3. Among the most important activities of the Council are those of setting general policies regarding the operation of the Journal, the organization of the annual meeting, and the collection, handling, and dispensation of Society monies.
4. The Council shall consider the names of candidates for membership presented by the Membership Committee; the names of those candidates approved by a majority vote of the Council shall be presented for election at the Annual Meeting.
5. Councilors are expected to attend 2 council meetings annually. One is held in the spring and the other in the fall in association with the annual meeting of the society.
6. It is expected that Councilors volunteer to chair an annual meeting.
7. Councilors are expected to act as liaison to a society committee as appointed by the President.

2.2.4 Associate Councilor

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

2.3 Development Chair

2.3.1 Authority

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

2.3.2 Term of Office

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

2.3.3 Responsibilities

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

3 Vendor Contracted Services

3.1 Executive Services

3.1.1 Council

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

3.1.2 Committees

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

3.1.3 Financial

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

3.1.4 Membership

1. Liaise with contract membership services.
2. Report on membership trends
3. Provide suggestions for expanding membership.
4. Work to enhance membership benefits list.
5. Communicate with members and help resolve issues that call upon society handbook or bylaws to resolve.
6. Confirm membership status of individuals as related to official society positions, awards etc. and follow-up with such individuals to maintain proper status with the society.

7. Provide suggestions and knowledge of trends in association membership rates, policies and benefits.

3.1.5 Elections

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

3.1.6 Website and IT Oversight

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

3.1.7 General

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

3.2 Conference Management

1. Site Selection: Prepare request for proposals (RFPs) from local sites in the city where annual designated chair(s) select to hold the annual meeting. Work with local convention and visitor bureaus to identify suitable options, perform site visits and finalize a formal contract (to be signed by society President) with the chosen venue.
2. Advertising: Advertise the meeting to a broad targeted audience including membership and other related professionals. Methods include but are not limited to website postings on society and related society sites, journal ads in associated publications and regular email eblasts. Contract to design, print and mail save-the-date postcards, call for abstract posters and final program book.
3. Website: Provide contracted website services to include general information postings including preliminary program, online registration services, award submission, online accommodation reservations, and abstract submission processing (contract costs will be considered part of meeting budget). The website will be kept up-to-date with the latest information regarding sponsors and program information.
4. Speakers: Work with program chairs to contact invited speakers, provide them with informational letters, obtain formal program titles, help with logistical arrangements, and follow-up reimbursements.
5. Registration: Set-up of online registration system connected to the membership database to include online payment options, tracking of registration numbers and final preparation of name badges and onsite check-in.

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

3.3 Accounting Services

1. Maintain general ledger including recording receipts, disbursements and journal entries.
2. Provide twice monthly check processing on the Society's bank account. Coding of vouchers and Executive Director approval is required before checks may be issued.
3. Reconcile bank statement and enter transactions in general ledger.
4. Record investment activity.
5. Preparation of 1099s as required by law.
6. Generate system- based quarterly reporting.
7. Liaison with tax preparer for annual tax reporting.
8. Prepare award checks for annual meeting.
9. Work with executive director on preparing annual budget draft for Council consideration.
10. Prepare quarterly reports and review with executive director to ensure accuracy for reporting to the Society Treasurer.
11. Process all invoice requests as submitted for items, such as, but not limited to, meeting related expenses, speaker and council disbursements, vendor services, journal-related expenses.
12. Receive, record, and deposit other income including annual meeting income etc.
13. Receive and record all merchant service reports.
14. Advise on and process bank transactions such as transferring money to investment accounts, CDs, etc.
15. Accounting services to cover General society operations, journal operations and annual meeting needs.

3.4 Website and IT Services

1. Provide for hosting, backup, security, and monitoring access
2. Maintain domain "leukocytebiology.org"
3. Ensure transactions are handled on a secure server
4. Provide mailbox with 500MB of disk space
5. Install and ensure anti-spam / anti-virus protection for email client

3.5 Membership Services

3.5.1 General Membership Services

1. Maintain membership database tailored to SLB specifications.
2. Membership Renewals: design renewal Invoice and make any changes provided by the Society. Coordinate with the Printing Department for production of renewals and envelopes. Coordinate with SLB for any additional inserts or letters to go with renewal invoices.
3. Generate labels for mailing renewal invoices providing them with approximate counts by report form.
4. Arrange for four follow-up dues notices to unpaid members following above procedures.
5. Process membership dues with return of renewal invoices, add new members when applications are received.
6. Process credit card payments (MasterCard, Visa, American Express and Discover).
7. Enter marketing codes in database for acquisition and reporting when requested.
8. Coordinate with SLB Executive Director any product or price changes each year and update their database accordingly with appropriate price breakdown and General Ledger Codes.
9. Provide detailed accounting of the collection of dues to the Society/or Accounting Department when payments are processed.
10. Handle correspondence for questions, credit card problems, check shortages, dues for incorrect amounts, illegible handwriting, missing information, etc. Respond to emails
11. Send receipts and pro-forma Invoices upon request.
12. Process address changes and follow-up on return mail by emailing, faxing or calling.
13. Follow-up on undeliverable email addresses when there is a mass emailing project.
14. Request refunds for duplicate payments, cancellations or missing journals based on SLB policy.
15. Maintain membership statistics.
16. Provide the following membership related reports:
 - a) Reports of payments processed
 - b) Month-end statistics (current, past, new)
 - c) Annual geographic reports (includes maps)
17. Send up to 10 email blasts per month to members/prospects in database
18. At end of renewal campaign, perform database clean-up of all records marked for deletion, mass suspension or mass inactivated.

3.5.2 Member Journal Services

1. Research and respond to all written, telephone, fax or e-mail inquiries from members in reference to their journal subscription.

2. For print subscriptions: service replacement and back issue copy requests; prepare shipping labels for single issue, back issue, or supplemental issue sales to be sent to printer; mail from FASEB any in-house stock for single issue orders or claims. Provide journal printer with monthly strip-lists.
3. For online journal access: respond to phone calls and emails providing id number, paid through date, and online access support. Provide journal platform host periodic strip-lists for member journal access.
4. Respond to claims based on SLB's policy of replacement of refunds for both print and online.

3.5.3 Non-Member Journal Fulfillment Services

1. General Non-Member Subscription Services: maintain subscription records in database for all active and inactive subscribers (for a period of three years); enter all address changes received by phone, fax and emails; research and respond to all written, telephone, fax, or e-mail inquiries from agents or clients; check back-issue labels for journal issue and make necessary adjustments; provide customer service in support of all non-member journal fulfillment services.
2. Single Issue, Back-Issue, or Supplemental Issue Sales: service replacement and back issue copy requests; maintain records for single issue, back issue, or supplemental issue sales; prepare shipping labels for single issue, back issue, or supplemental issue sales to be sent to printer; mail from FASEB any in house stock for single-issue orders or claims.
3. Renewal Services: design and prepare renewal invoices and agent rate forms or other informational forms; coordinate with other departments of FASEB for the mass mailing or emailing of annual renewal invoices to each subscriber and coordinate up to two follow-up notices to unpaid subscribers; mass mail rates to agents.
4. Payment and Billing Services: mass bill, collect, record and account for all subscription payments and single, back, and supplemental issue sales; prepare pro forma invoices for unpaid orders upon request only; send invoices for payment shortages to agents on bulk orders; process credit card payments by subscribers; prepare disbursement vouchers for cancellation refunds, unavailable back issues, or incorrect dollar amounts.
5. For print subscriptions: service replacement and back issue copy requests; prepare shipping labels for single issue, back issue, or supplemental issue sales to be sent to printer; mail from FASEB any in-house stock for single issue orders or claims. Provide journal printer with monthly strip-lists.
6. For online journal access: respond to phone calls and emails providing id number, paid through date, and online access support. Provide journal platform host periodic strip-lists for member journal access.
7. Respond to claims based on SLB's policy of replacement of refunds for both print and online.
8. Reporting Services: prepare monthly counts by subscriber type or member type for past, current and future years; prepare monthly reports of single-issue sales.

3.6 Publication Services

1. Assume responsibility for management of publication of the *Journal of Leukocyte Biology (JLB)* for all printed regular monthly issues as well as electronic publication of the journal.
2. Advise Publications Committee, Editorial Board, and Council on publishing issues and policies related to society publications. Includes making recommendations for change in publication processes.
3. Receive approved manuscripts from the Editor-in-Chief's office through the manuscript tracking system and coordinates preparation for publication.
4. Perform redactory services on electronic files, ensure that electronic files are copy edited and coded for publication, and post preprints online ahead of print.
5. Aid in response to feedback from *JLB* website.

6. Administer *JLB* Open Access publishing option including correspondence with authors and preparation of required files for various funding agencies.
7. Administer granting copyright permissions on *JLB* material.
8. Solicit bids from vendors and negotiate contracts for print and online production of the journal.
9. Provide liaison and oversight of publications production activities.
10. Prepare an annual publications budget with the cooperation of the SLB Executive Director and SLB Treasurer.
11. Prepare annual report of publications finances as requested by SLB treasurer.
12. Manage institutional subscription sales program including consortia and multi-site sales and oversee institutional subscription sales vendors (Includes separate 3rd party contracts with multiple vendors).
13. Coordinate with advertising sales group regarding production of ads in print and electronic journal.
14. Write, edit, obtains approval, post press releases, and answer media queries.
15. Manage the design changes of the journal including contact and work between the Editor-in-Chief, the Editorial staff, the design firm, the compositor, and the online vendors.
16. Work with the Editor-in-Chief, Editorial staff, and appropriate vendors to facilitate article figure and supplemental data requirements, and figure editing procedures.
17. Manage the creation and distribution of the proposed digital edition of the journal (*e-JLB*).

3.7 Advertising Services

1. Manage, via FASEB AdNet, print and online advertising for *The Journal of Leukocyte Biology*, the *e-JLB*, and the SLB website as directed including advertising sales, advertising production services, and billing/collection of advertising revenues.
2. Consult with publications services group and appropriate SLB contacts concerning advertisements.
3. Retain all correspondence regarding advertising and provide access to appropriate SLB personnel.
4. Maintain insertion orders as necessary to complete placement of print and online advertising and provide SLB with detailed closing sheets and financial reports on a monthly basis.
5. Ensure that all advertising copy and materials scheduled for each issue of the publication(s) and/or website(s) are received on or before the closing date(s) specified for the issue(s).
6. Provide a print advertising line-up including requests by advertisers for special positions, size and color specifications, etc., with the ad materials to the publications services group or a specified vendor.
7. Handle online advertising production including posting and removal of banner ads, inline links, and eTOC sponsorships.
8. Work with Executive Director to place paid advertisements on the SLB website if desired.
9. Recommend advertising rates.
10. Develop advertising media kit for SLB advertising opportunities.
11. Handle all details of billing and collection of advertising accounts; maintain accurate records of accounts receivable and payable.
12. Provide SLB, within 30 days of publishing, a billing sheet for each publication.
13. Prepare and mail invoices to each advertiser within 20 days of publication.
14. Follow up on past due invoices in 60, 90 and 180 days.
15. Make payment to SLB within 60 days of the invoicing date to allow time for billing and collection of amounts due from advertisers

3.8 Journal Managing Editor

1. Manages manuscript submission process and facilitates flow of manuscript through the peer review process
2. Monitors incoming manuscripts for adherence to instructions to authors and editorial policies; works with authors to ensure compliance
3. Oversees manuscript reviewer identification and solicitation processes
4. Reviews decision letters for grammar, spelling, punctuation, etc. before they are sent to authors
5. Set performance goals for peer review and ensures the timely and confidential peer review of submitted and resubmitted manuscripts
6. Makes workflow and/or peer review system changes to meet peer review goals
7. Troubleshoot problems for editor, editorial board members, reviewers, authors, and others using the tracking system
8. Apprises editors of key performance indicators, such as average times from submission to first decision, overall acceptance rates by editor, etc.
9. Obtains copyright permissions
10. Coordinates the journal's handling of misconduct allegations, and implements the decision of the group responsible for making a final decision (i.e., the Managing Editor makes sure that nothing falls through the crack and makes sure articles are retracted when retractions are necessary, erratum are published when needed, etc.)
11. Ensures continuity of all journal operations and procedures
12. Identifies workflow improvements and makes changes to improve the journal's ability to serve authors and readers, and to better meet editor needs
13. Supports the Editor-in-Chief and Editorial Board by ensuring that they have the resources and tools necessary (within reason) to perform their duties for the journal
14. Receives and requests from authors to waive or reduce charges. Follows journal policy for such requests or communicates with editors/publications committee as appropriate for approval/denial. Communicates decision to authors.
15. Reviews the Web site to ensure content is up-to-date

4 Committees/Task Forces

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

4.1 Awards and Honors Committee

4.1.1 Authority

The Awards and Honors Committee is tasked with soliciting nominations for various awards. The committee has the authority to select the annual winner of the Bonazinga Award as well as select Thorbecke, Adams, Presidential Finalists and Student Travel Awards based on applications.

4.1.2 Membership

The Awards and Honors Committee shall be composed of the President-elect who chairs the committee for the two year term associated with their President Elect term along with three volunteers from council as selected by the chair. These members serve a one year term which may be repeated once.

4.1.3 Duties and Responsibilities

1. The committee identifies individuals who should be accorded Honorary Life Memberships in the Society for Leukocyte Biology as a tribute to their contributions to the knowledge of leukocyte biology following the policy and process as outlined for the award under the Award section of this handbook.
2. Select winners of Marie T. Bonazinga, G. Jeanette Thorbecke, Dolph O. Adams, Presidential Finalists (student and Junior Faculty/Post-Doc categories) and Student travel Awards in association with the annual meeting in accordance with the procedure set forth in the Awards section of the Handbook.
3. Review related web pages and make suggestions for keeping content up-to-date.

4.2 Finance Committee

4.2.1 Membership

The Finance Committee is chaired by the society Treasurer. Members include the President, President-Elect, Past President, Development chair, and the Executive Director. This group will prepare a provisional annual Society budget and submit it for Council approval at the time of the Annual meeting. The final annual budget will be prepared and submitted to the Council for approval at the spring meeting.

4.2.2 Authority

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

4.2.3 Duties and Responsibilities

1. Prepares a consolidated annual budget to be submitted for Council approval at the time of the spring meeting. The budget shall be prepared in consultation with the Society Office. The budget shall specify expenditures for all officers, Council, the Journal and all standing committees of the Society.
2. Reviews annually the financial records of the Society, submitted by the Accounting Office.
3. Makes recommendations to Council regarding means of increasing Society income, investment policies, justifiable expenditures, and cash balances.
4. Makes recommendations to Council concerning the raising and disbursing of funds relative to the Annual Meeting and Program.
5. Assists in the performance of Treasurer's duties.
6. Recommends policy relative to allowable expenses concerned with necessary travel of officers or committee members and symposium speakers.
7. Sets rules (subject to Council approval) relative to required receipts and record keeping on the expenditure of budgeted funds by Officers and Committee Chairs.
8. Reviews activities of Meetings and Grant and Corporate Relations Committees to ensure coordination of solicitations in support of Annual Meetings.
9. Review related web pages and make suggestions for keeping content up-to-date.

4.3 Rules Committee

4.3.1 Membership

The Rules Committee shall be composed of the Executive Committee.

4.3.2 Authority

Questions relative to interpretation of the constitution shall be presented to the Rules Committee.

4.3.3 Duties and Responsibilities

1. Provides information for the Council on matters relating to the Constitution of the Society, its bylaws and acts of the Annual Meeting.
2. Interprets for the Council the Constitution, bylaws, and acts of the Annual Meeting; recommends to the Council the classes of memberships; considers from time to time, either on its own initiative or by reference from the Council or the Membership, proposed revisions of the Constitution and bylaws
3. The Rules committee will prepare all amendments to the Constitution and its bylaws for submission to the Council for approval before submitting them to the membership for ratification.
4. Review related web pages and make suggestions for keeping content up-to-date.

4.4 Development and Outreach Committee (updated 1/16/19)

4.4.1 Membership

The committee is chaired by the Development Chair who is a voting member of council and the collective of the present Council as well as the current meeting year's chair(s) to focus on a) government grants b) corporate sponsorships c) corporate membership and relations. A new chair is assigned by recommendation of the council and appointment by the President. *Committee created in 2011.*

4.4.2 Authority

This group has the authority to act on behalf of the society with regards to partnerships and relationships with corporate entities and government granting agencies in an effort to obtain financial support for the society.

4.4.3 Duties and Responsibilities

1. Contact corporate representatives and establish and maintain long term relationships which will yield meeting sponsorship and corporate memberships
2. Explore expanding benefits to corporate members to grow the pool of this membership category.

4.5 Nominating Committee

4.5.1 Membership

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

4.5.2 Authority

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

1. An appropriate format for requisite presentation and discussion of candidate qualifications by Nominating Committee membership.
2. Presentation of the slate of candidates proposed by the Nominating Committee to the Council for approval prior to preparation and mailing of ballots to the Society membership.

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

4.5.3 Duties and Responsibilities

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

4.6 Publication Committee

4.6.1 Membership

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

4.6.2 Authority

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

4.6.3 Duties and Responsibilities

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

4.7 Communications Committee

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

4.7.1 Membership

The Communications Committee is composed of a chair as appointed by the President for a 3 year term. 4 more members from the general membership, each serving a term of three years will be appointed by the President. A Council member will be appointed to serve as a liaison between the committee and the council.

4.7.2 Authority

The primary purposes of this body are to modify and maintain the SLB website as a viable organ, responsive to the needs of the membership, with oversight from the Council. The Committee works closely with the SLB Executive Director to meet these goals, to maintain and update the Website. The Council Liaison is expected to attend in person or by conference call the Council meetings to report on issues related to the Website.

4.7.3 Duties and Responsibilities

1. Review website content and suggest regular updates
2. Investigate new technology as related to website design and function for continuing website functionality improvements
3. Investigate social media and other technologies to improve the general marketing of the society in serving the membership.
4. Work with the Membership Committee in maintaining any online presence the society has outside of the main society website.

4.8 Membership Committee

4.8.1 Membership

The Membership Committee is composed of a chair as appointed by the President plus 4 to 5 members, each serving a term of three years. A council member, as appointed by the President, will serve as a liaison between the committee and the council.

4.8.2 Authority

The primary purposes of this body are to increase individual memberships in the Society and to determine effectiveness of member recruitment initiatives. This may include a review of member benefits and efforts to increase networking opportunities for members. The committee chair also confers with the Executive Director on acceptance of new member applications and Emeritus applications.

4.8.3 Duties and Responsibilities

1. Handles all requests for Emeritus membership. (Moved from secretary)
2. Reviews membership drive efforts and makes recommendations for enhanced processes.
3. Tracks membership numbers and committee liaison reports to council at the 2 annual council meetings on trends
4. Reviews member benefits and makes suggestions on enhanced programs.
5. Review related web pages and make suggestions for keeping content up-to-date.

4.9 Professional Development Committee

4.9.1 Membership

The Professional Development Committee is composed of a chair as appointed by the President plus 4 to 5 members, each serving a term of three years and is eligible for re-appointment. A council member, as appointed by the President, will serve as a liaison between the committee and the council. The council may suggest, and the President appoint, a new chair from the pool of current committee members. *Committee created in 2009 evolving from Education Committee.*

4.9.2 Authority

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

4.9.3 Duties and Responsibilities

1. Plan and organize an annual event for the membership to be held at the annual meeting. Grant Writing Workshop or other Workshop on topics of interest for the New Investigators. Discussion leaders and presenters for these sessions are to be sought for among the professional membership of the SLB. Other suggested topics of interests for future meetings are “starting your own lab” or “Presentation skills”.
2. Reports to Council via the liaison on activities at the spring and fall council meetings.
3. Enhance the knowledge and skills of SLB members through access to educational opportunities
4. Development of educational events at SLB meetings and of the Society’s website content
5. Maintenance of a list of “Resources” on the SLB webpage (Members only) with topics such as career advice, starting a new lab, the informed job search, etc.
6. A member of the Professional Development Committee acts as a Web site liaison to ensure content for the group is updated regularly.
7. Review related web pages and make suggestions for keeping content up-to-date.

4.10 Women and Diversity Committee

4.10.1 Membership

The Women and Diversity Committee is composed of a chair as appointed by the President plus 5 to 6 members, each serving a term of three years and is eligible for re-appointment. A council member, as appointed by the President, will serve as a liaison between the committee and the council. The council may suggest, and the President appoint, a new chair from the pool of current committee members. *Committee created in 2009.*

4.10.2 Authority

The group has the authority to plan activities and propose programs that aid the membership with special emphasis on female and minority members. Proposals are to be provided to Council for approval.

4.10.3 Duties and Responsibilities

1. Actively assist and promote professionally qualified individuals who encounter barriers to advancement due to gender, nationality or ethnic background by facilitating networking, enhancing visibility and sharing information and access to resources.
2. Plan an event for the annual meeting which focuses on this membership to aid in their career advancement and knowledge base.

4.11 Conference Committee

4.11.1 Membership

Membership shall include a Chair which will be the Past President and will follow this term. Additional members include the President, President Elect, Treasurer (also the chair of the Finance Committee), Development Chair (also the chair of the Grant and corporate Relations Committee) , and 1 or 2 Scientific Program Chair(s) specific to the annual meeting by year. The Scientific Program Chairs may be recruited from Council members or the general membership. All members serve terms as associated with their council positions with the exception of the Annual Meeting Chairs who serve beginning at the initial planning stages of the meeting and are released at the conclusion of the annual meeting. This is the only committee which does not have a liaison as the Past President serves as chair and serves this purpose.

4.11.2 Authority

The group has authority to make decisions, as approved by Council, to develop annual scientific programs to serve the goals of better efficiency and coherence in the organization of the meetings, and assurance of financial security of the annual event.

4.11.3 Duties and Responsibilities

1. Organizing fundraising efforts for the Annual Meeting
2. Budget planning which does not cause a projected strain or deficit to the society in general.
3. Ensuring proper publicity relating to the meeting
4. Coordinating all activities relating to the financing of that meeting
5. Approve the scientific program including topic specifics and invited speakers as presented by the Scientific Program Chair(s).
6. Review of submitted abstracts for selected talks and poster presentations
7. Planning of social and networking events associated with the annual meeting.
8. Coordinate future meeting locations including, when desirable, partnerships with other societies with a goal of planning SLB meeting locations and partnerships at least 3-5 years in the future.

9. Make recommendations to council for sponsored symposium which are held at other society annual meetings.
10. Pursue other societies to hold guest symposiums at SLB annual meetings.

4.12 Members in Transition and Training (MTTG)

This work group formed in Spring 2015 is led by junior members of the society. The purpose was to create a “from the bottom up” type of programming for the society’s junior members. MTTG leads the poster flash talk session programming at the annual meeting, a special session at the annual meeting focused on a topic chosen by the group, and helps review award applications for various SLB awards such as travel awards to GRCs outside of the SLB annual meeting. Two Council liaisons are assigned to mentor the group including the current Associate Councilor and the current Liaison to the Professional Development Committee.

5 Annual Meetings

5.1 Scientific Program Chair(s)

5.1.1 Membership

The Chair(s) are appointed by the President upon suggestion of the Conference Committee Chair (also the Past President). If the meeting is defined as being joint with another society, the SLB Scientific Program Chair will work jointly with the other society's named chair to complete the duties. The Program Chair is to be identified and appointed at least 2 years prior to the year they are to chair a meeting.

5.1.2 Authority

The Chairs will work to ensure that the annual meeting for which they are responsible is conducted with the excellence to which the Society aspires and is currently accustomed to. The Program Chairs shall work closely with the Executive Director and coordinate their activities with the President of the Society, the Executive Committee, the Meetings Committee and Council. The chairs are authorized to make decisions about the scientific program and meeting budget as approved by the Executive Committee.

5.1.3 Duties and Responsibilities

1. Chairs should begin work immediately upon assignment and not tied to any annual time frame.
2. Reviews member survey input from previous years for topic/speaker consideration.
3. Serving as an ex-officio member, works with Grant and Corporate Relations Committee and Development Chair to ensure financial security and sponsors support of the event; utilizing personal contacts in industry wherever possible.
4. Plans keynote, plenary and concurrent sessions including topics and invited speakers
5. Contacts invited speakers with formal invitation.
6. Finalizes Scientific Program as approved by the Meeting Committee
7. Identifies the venue city and site along with the Executive Director as approved by the Meeting Committee.
8. Coordinates other events related to the meeting in planning the program.
9. Reviews submitted abstracts for selected talks and poster presentations. May utilize input of concurrent session chairs/invited speakers for these selections.
10. Works with Executive Director to ensure proper marketing of the meeting to include a save the date postcard, call for abstract brochure and regular web and email postings.
11. As requested, work with societies or individuals requesting to hold a "Satellite Symposium" prior to or after the annual meeting (this replaces mention of "workshops" which were not true workshops but what we now call satellite syms)
12. Joins journal editorial board for one year to serve specifically for the meeting issue. Updated 11/9/15
13. Utilize contacts with local members and meeting supporters to aid in meeting planning.
14. Perform due diligence to ensure invited speakers and selected talks do not have issues of misconduct pending or in the past that would cloud the program. Added 6/6/16

5.2 Guidelines for Scientific Program

1. Online survey's requesting input from members and past attendees is processed each year and should be utilized in programming future programs.
2. Keynote address should be given on the first evening of the meeting in association with the official opening of the Annual Meeting and the speaker should be a scientist of high stature and among the foremost in his/her field.
3. Reference the "General Program Outline" provided in the appendix
4. Award session to include all awards as outlined in the Award section of the handbook

5. Plenary Sessions chaired by council members or others at appropriate professional level lasting 1.5 hours and comprised of 3 invited speakers (30 min each)
6. 8 Concurrent Sessions (running 2 at a time) lasting 1.5 hours each and comprised of one invited speaker who will also serve as the session chair (30 min) and 4 selected talks (15min each)
7. Satellite Symposium(s) as proposed by outside societies or individuals
8. Social events such as Opening Reception and Social mixer
9. 2 Poster Sessions (lunch or evening reception times)
10. Required society committee meetings
11. Scientific papers chosen for selected talks should be collated from a cohesive grouping.
12. Special session as organized by society committees such as workshops and panel discussions.
13. Structure open to change as long as no such changes have detrimental effects on the meeting budget, program quality etc. All changes to normal structure must be approved by the Meeting Committee and Executive Committee of the society.

5.3 Guidelines for Meeting Marketing

1. Regular and updated Web postings on society website. Should begin immediately once a venue city and hotel have been defined.
2. Reciprocal postings on related society websites
3. Email eblasts to SLB database and other available databases
4. Save the date postcard to include venue, dates and topics (one year prior to meeting). Keynote included if possible. Postcard to be mailed to database after the previous year's meeting and presented onsite during the meeting. Also, display as a slide during meeting intermissions.
15. Call for abstract brochure (early spring to coincide with the opening of registration and abstract submission. Document should include full preliminary program of Plenary and Concurrent sessions and speakers and all other available details. The Call for Abstracts should clearly indicate the areas of scientific interest of the Society. Great care should be made to make these explicit, interesting and timely.
5. Other various personal contact and networking extensions wherever possible

5.4 Guidelines for Abstracts

1. Abstract should be submitted by invited speakers if possible although this is not required
2. Regular abstract submission is open from early spring until early-mid-summer each year and submissions will be reviewed for inclusion as selected talks and poster presentations. Submission may also be reviewed for awards
3. Abstracts are submitted through an online system as provided by contracted services and will include options for oral and poster preference as well as award applications.
4. All abstracts will be accepted as poster presentations as long as the Scientific Program Chair(s) agree with the quality, content and validity of the submissions. Those chosen as selected talks will also provide poster presentations as long as the space exists at the venue to include these in the poster program.
5. Late breaking abstract submission will open for a 2-3 weeks in the mid-late summer prior to the meeting to allow submission of the most current work possible. Submissions will be considered for poster presentations and will be accepted as long as the Scientific Program Chair(s) agree with the quality, content and validity of the submissions

5.5 Guidelines for Sponsorship Solicitation

1. At least one year prior to an annual meeting, a prospectus of the meeting is to be prepared and sent to all potential meeting supporters. The prospectus includes a statement of meeting purpose and focus, preliminary program and sponsorship level options.
2. NIH R13 grants are to be applied for at the appropriate time in consideration of the NIH deadlines for submission. This function performed by the Development and Outreach Committee (also the Development Chair).

3. Regular emails and contacts should be made by the Scientific Program Chairs, Development Chair and all Council members on an ongoing basis to secure funds for the meeting.
4. In accordance with best practices, sponsors will not be provided any preferential treatment in the scientific program with regards to abstracts or invited speaker. Sponsors will be provided only with the benefits as outlined in the prospectus.

5.6 Annual Meeting Site Selection

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

6 Awards

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

6.1 SLB Legacy Keynote Lecture Award

The Legacy Keynote Lecture Award of the Society for Leukocyte Biology. Is a \$3000 award sponsored in full by the society and is presented to a member of the Society for Leukocyte Biology who has demonstrated excellence in research annually.

1. The nomination of the recipient of the award should be made by the Awards and Honors Committee to the Council in time for Council concurrence at the time of the Fall Council Meeting that precedes the Annual Meeting by a full year at which the award will be presented. The timing is intended to help identify the keynote speaker in advance of the grant applications for the next year's meeting and to help secure speakers who tend to be booked well in advance of annual meetings.
2. The recipient of the award will be the keynote speaker at the Annual Meeting. The Awards and Honors Committee should work closely with the chair of the Scientific Program Committee. The latter would need to make the program and theme of the meeting available well in advanced so that an appropriate speaker and recipient could be selected. If the meeting is being held jointly with another society and the other society prefers a different arrangement, there is flexibility in having an additional keynote speaker and naming this speaker "The SLB Legacy Keynote Lecture Award" in place of being the keynote.
3. The recipient must be a member of the Society for Leukocyte Biology. If candidates are not current members, it is a prerequisite that they join/renew their membership prior to official announcement of the award decision.
4. The recipient will receive from the President an appropriate plaque honoring his/her selection together with the honorarium provided by the society at the Annual Meeting.
5. The recipient is provided the \$3000 award and complimentary registration. The recipient also receives airfare (advanced purchase, economy fare, round trip from home city) and 3 night's hotel accommodation provided by the society.
6. The recipient will be expected to give a 60 minute scientific talk, a retrospective of the scientist's career and/or his/her scientific research. The talk should be scheduled within the scientific program as the keynote and held in conjunction with the opening reception.

6.2 G. Jeanette Thorbecke

This award commemorates the memory of G. Jeanette Thorbecke, M.D., Ph.D., an internationally recognized immunologist, who died on November 16, 2001, at the age of 72 in Maui, Hawaii. During her illustrious career, spanning over five decades, she published more than 400 papers, mentored a plethora of young investigators, and generated a legacy of scientific and personal accomplishments. In honor and memory of Jeanette, the Society for Leukocyte Biology has established a special award, the G. Jeanette Thorbecke Award, to be presented to a deserving young female investigator. The awardee will be selected from junior faculty members (i.e. having held a faculty position for fewer than 5 years), nominated by colleagues/faculty or chair of the department. The award will provide registration, travel expenses in accordance with speaker reimbursement policies, and a cash prize of \$1,000. ^{updated 9/10/10}

Selection of the award recipient will be made by the Awards and Honors Committee of the SLB. The award recipient must be an SLB member at the time of the application. Applications are accepted during regular

abstract submission and close at the regular abstract submission period. The nomination package should include:

- a. Abstract
- b. NIH style biosketch
- c. A curriculum vitae
- d. A short cover letter from the applicant addressed to the chair of the awards committee.
- e. A short letter from the mentor indicating the trainee's role on the abstract.

Supporting funds are considered a part of the general society budget. Requests for reissuance of checks based on expired checks (180 day allowance) will not be honored.

6.3 Dolph O. Adams

This annual award is named in honor of the outstanding macrophage researcher Dolph O. Adams, M.D., Ph.D. The award is to recognize the excellence of an investigator working in the area of cellular and molecular mechanisms of host defense and inflammation. The awardee will be selected from among junior to mid-career candidates as defined by having completed their doctoral and post-doctoral training and having held a full-time faculty (or equivalent) position for no more than 12 years. Eligible institutions include colleges, universities, medical centers, hospitals, and non-profit research institutes. Candidates can be nominated by the chair of the department or research institution, a fellow faculty member, or a well-known scientist working in the same area of research as the candidate. The award will provide a cash prize of \$1,000 and will include registration fees and travel expenses in accordance with speaker reimbursement policies for the recipient to attend the annual SLB meeting. (updated 9/10/10)

Selection of the award recipient will be made by the Awards and Honors Committee of the SLB. The award recipient must be an SLB member at the time of the application. Applications are accepted during regular abstract submission and close at the regular abstract submission period. The nomination package should include:

- a. Abstract
- b. NIH style biosketch
- c. A curriculum vitae
- d. A short cover letter from the applicant addressed to the chair of the awards committee.
- e. A short letter from the mentor indicating the trainee's role on the abstract.

Supporting funds are considered a part of the general society budget. Requests for reissuance of checks based on expired checks (180 day allowance) will not be honored.

6.4 Presidential

There will be two categories for Presidential Awards, one for junior faculty and postdoctoral scholars, and another for students. The former award, for those in the postdoctoral category, will be given to a trainee who is less than 6 years since terminal degree, is currently a member of the Society, and has not been awarded a tenured faculty position at the time of submission of the application. The latter will be for students who are currently members of the Society and have not yet received their terminal degree(s) (*i.e.* are currently predoctoral students). The review process will include an assessment of the accomplishments of the applicant in his/her scientific career to date. The committee will consist of members of the Awards and Honors Committee with additional judges, if needed, to assist them in judging the presentations who have registered to participate in this competition.

Applications are accepted during regular abstract submission and close at the regular abstract submission period. The nomination package should include:

- a. Abstract
- b. NIH style biosketch
- c. A curriculum vitae
- d. A short cover letter from the applicant addressed to the chair of the awards committee.
- e. A short letter from the mentor indicating the trainee's role on the abstract.

The awards committee will select **3** finalists for each of the two categories based on their abstracts and accomplishments to date. These **3** finalists will give an oral presentation of their work in the Presidential Award competition which will be held at the Annual Meeting. All finalists will be granted travel awards to assist with costs associated with attending the meeting. Finalists will be judged on their oral presentation and ability to answer questions about their work, as well as their abstract and accomplishments to date.

Announcement of the winners will be made by the President Elect (Chair of the Awards and Honors Committee) at the Business Meeting at the Annual Meeting. The first and second place winners will receive a check for \$600 and \$300, respectively, and a certificate acknowledging this award. Funds for the prizes are provided by SLB and they are to be called "Society for Leukocyte Biology Presidential Awards". Both the SLB website and *iSLB* will carry an announcement of all awards. Supporting funds are considered a part of the society's general operating budget. Requests for reissuance of checks based on expired checks (180 day allowance) will not be honored.

6.5 Student Travel Awards

These travel grants will be made based on scientific merit and the availability of funds. The number of awards and dollar value will be determined on an annual basis depending on funding available. Supporting funds are considered a part of the meeting budget.

Beginning in 2010 Junior Faculty are also are also eligible for travel awards. Requests for reissuance of checks based on expired checks (180 day allowance) will not be honored. Local attendees (within 100 miles of meeting venue) may apply for travel awards but the stipend will be provided at a reduced amount as decided annually on a case by case basis. Updated 11/5/15

6.6 Honorary Lifetime Membership

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

Nominations for honorary lifetime membership should be based upon the scientist's service to the Society of Leukocyte Biology, the impact of the scientist's scholarly work on the understanding of leukocyte biology in health and disease, and/or international leadership provided by the scientist that resulted in improvements in the health of society. Honorary Lifetime Membership may be extended to current members of the SLB, or persons who have a long history of being a member of the SLB. A curriculum vitae of the nominee, along with a letter from the awards committee detailing the accomplishments of the identified candidates. A letter of nomination from a leader in the field will be presented to the Council. Council will select no more than two of

these lifetime memberships per year through a majority vote. The award will be announced at the annual meeting during the SLB Business Meeting.

6.7 Women and Diversity Paper of the Year added 12/12

The Women & Diversity committee sponsors the “W&D Paper of the Year Award”. All SLB members that belong to “Women and diversity” category and have published first-author, corresponding-author or senior-author paper within last 5 years are invited to apply for this award. The only criterion that is used for the evaluation of the paper is its importance based on the amount of citations per year. The winner will be invited to give a short presentation about his/her research at the Awards session of the Annual SLB Conference. As well, the awardee will also be invited to participate in the panel discussion during W&D Forum session and will be featured on W&D web page. A stipend equal to the Student Travel Award amount for that year is provided to the winner.

To apply for the W&D “Paper of the Year Award” applicants should use the SLB on-line abstract submission system. Submit a statement indicating how they fit the “W&D” category, a short CV and the full reference for one selected article published within the last 5 years with calculated citations per year according to the Web of Science database. The citation report must also be included with the application. The applicant may be either first author, senior author, or corresponding author. Equal contribution will be given to first, senior and corresponding author. In order to receive this award, the applicant must be a current society member, register and submit an abstract for the meeting.

6.8 Other Awards and Honors

Any recommendation for new awards and honors made by the Council or membership will be referred to the Awards and Honors Committee for discussion and recommendation. The Awards and Honors Committee can initiate recommendations and other ideas for Awards and Honors appropriate to the goals and objectives of the Society. SLB also is eligible for its attendees to apply for MARC awards. An individual may not be the recipient of both a MARC award and an SLB Student Travel Award based on funding policies and requirements. If a MARC winner is selected for Thorbecke, Adams or a Presidential Category, they may still receive the honor and recognition of the award but not the associated funds.

7 Policies/Procedures

7.1 General Rules for Society Expenditures

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

7.2 Officer Reimbursements

1. Concerning the Spring Meeting, Councilors are to be reimbursed for economy, advance purchase airfare based on reasonable current airfare rates (round trip from home city), ground transportation, and hotel accommodations (for one or two nights depending on the meeting).
2. Concerning the Annual Meeting, Councilors are to be reimbursed for economy, advanced purchase airfare based on reasonable current airfare rates (round trip from home city), ground transportation, and one night's hotel stay to offset the early arrival necessary for attendance at the Council meeting. If the individual is also a speaker in the scientific program, there will be an additional 2 night's hotel accommodation included in accordance with speaker reimbursements. Councilors are also provided complimentary registration to the Annual Meeting.
3. There are no per diem allowances or any other reimbursable expenses provided to council including but not limited to meals, banquet tickets etc.
4. Council Members and Program Chairs are asked to commute to the relevant events where possible and reasonable.
5. Requests for reimbursement must be made within 3 months of the event. Request made after this limit will not be considered.
6. Active Council members are provided complimentary membership during their assigned term.

7.3 Committee Chair and Committee Member Support

In recognition of active committee chair and member efforts, the following is provided by the society given a proven record of effort and activity. Chairs must actively lead the committee throughout the year and committee members must actively participate in at least 3 of the 4 quarterly committee calls in order to realize these benefits.

- 1) Committee chairs are provided complimentary membership during their active term.
- 2) Committee chairs of the following committees are provided complimentary annual meeting registration and reimbursement of travel expenses consistent with Councilor travel reimbursements in association with the annual meeting. Women & Diversity, Website, Professional Development, MTTG, Membership, Publication committees considering their required attendance at the annual meeting for committee driven workshops and face to face meetings.
- 3) Committee Members of the above mentioned committees may receive a refund of their meeting registration post-conference given active participation in at least 3 of 4 quarterly committee calls.

7.4 Annual Meeting Chairs and Invited Speakers Reimbursements

1. Registrations will be waived for all invited plenary and concurrent session speakers.
2. Concurrent Sessions are chaired by the invited speaker for that session and thus no extra reimbursements will be given for concurrent session chairs beyond those associated with their invited speaker status.

3. Plenary sessions are to be chaired by prominent names in the society and is a position of honor. No reimbursements will be given to Plenary Chairs beyond those already associated with their council or speaker status.
4. Scientific Program Chair(s) are to be provided with full airfare and hotel accommodations as well as complimentary registration. No other reimbursements for meals or incidentals are supplied. Chairs may be reimbursed for the travel expenses associated with site visits to select the program location.
5. There are to be no more than 5 Plenary Sessions consisting of three invited speakers in each session. There are to be no more than 8 concurrent symposia with one invited speaker in each session.
6. There will be no more than 23 invited speakers in total who will be entitled to reimbursement.
7. Speaker reimbursement structure may be determined by the Conference Committee Chair and annual program chairs to fit within the meeting budget guidelines. A flat stipend policy may be adopted such as Plenary speakers receive \$1000 and Concurrent Speakers receive \$700 (2012 policy) based on submitted receipts or an airfare coverage with limits plus 3 nights hotel accommodation. All airfare reimbursements, if applicable are to be made only for the lowest reasonable advanced purchase, economy airfare, round trip from home city. Invited speakers also receive complimentary registration to the meeting. No other reimbursements are to be given such as per diem allowances.
8. Reimbursements are to be made regardless of membership status of the speaker.
9. Requests for reimbursement must be made within 3 months of the event. Request made after this limit will not be considered.

7.5 JLB Editor-in-Chief Review and Reappointment

As described in 2.1.6, the EIC term is four years and may be renewed. For this renewal to occur, a review will be conducted. During the third year of the EIC's term, the Publication Committee will inquire whether the serving EIC is interested in a second term of service. If so, the Committee will conduct a review and make a recommendation to the Council. This review and recommendation is in the form of a report provided to the Council for the annual spring Council meeting in the third year of the EIC's current term. If the Council, based upon the Publication Committee report and its own deliberations, decides that it is in the best interest of the society and journal for the EIC to serve another term, the process for reappointment of the EIC will be initiated. Determination of a term renewal will be complete by the fall Council meeting.

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

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

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

The EIC Review Subcommittee will provide their findings and opinion to the Publication Committee. The Publication Committee will prepare a final report to be presented to the Council at the spring Council meeting.

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

Materials to be compiled for EIC Review:

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

7.6 JLB Editor-in-Chief Search and Appointment

In the event that the EIC is not invited to serve an additional term, or the EIC indicates that he/she does not want to serve an additional term, the Publication Committee will create an ad-hoc committee (EIC Appointment Subcommittee), including the Chair of the Publication Committee, an additional member of the Publication Committee, a member of the Council (either the committee liaison or another designated councilor) and two senior members of the Editorial Board. Additional members may be included on the EIC Appointment Subcommittee at the discretion of the Chair, based on recommendations received from the Council or EIC. The current EIC may be consulted for input but is not a member of the EIC Appointment Subcommittee. The Subcommittee will issue a public call for nominations to include iSLB newsletter, journal and web postings. The EIC Appointment Subcommittee will forward a ranked list of recommendations for 2 or more EIC applicants, along with supporting documentation (a CV for the nominee, a vision statement from the nominee, and a brief statement from the subcommittee describing the process they used to select the nominee) to the Council for their spring meeting in the fourth year of the current EIC's term. The Council will decide upon a candidate that they will invite to become the next EIC. Once chosen, a formal appointment begins upon the signing of the EIC contract (Appendix C). SLB staff will oversee the preparation of the necessary paperwork. The incoming EIC will shadow the current EIC for the last six months of his/her appointment to provide sufficient overlap between the outgoing and incoming EICs.

Appendix A

Draft Letter to EIC Requesting a Self Assessment:

Dear XXX,

As you know, the Council has asked the Publication Committee to make a recommendation on the renewal of your appointment as Editor-in-Chief of The Journal of Leukocyte Biology. An EIC Review Subcommittee has been formed to review and summarize pertinent information available, and then to provide this assessment to the full Publication Committee at the annual meeting for their discussion as we develop the recommendation for the Council. I am the Chair of this EIC Review Subcommittee, which also includes _____. It would be very helpful if you would provide us with a "self-appraisal" of the state of the journal (i.e., strengths and weaknesses) and your tenure (successes and challenges) as Editor-in-Chief. We would also like you to comment on your vision for a subsequent term, particularly the most important things that you still want to achieve or that you have not yet finished. Of course, you should feel free to incorporate anything else that you would like to communicate to the subcommittee pertinent to the development of their recommendation on your renewal. We would appreciate your written response. This is not intended to be an onerous task, so there is no particular format or length requirements. We would, however, appreciate receiving your response on or before _____. Please send responses to the Executive Director _____ for distribution to the

relevant individuals. Do not hesitate to contact me if you have questions about this request, or the process. If you prefer to reach me by phone, my office number is _____

Sincerely,

Chair, Publication Committee

Appendix B

Draft Letter to Editorial Board for Editor-in-Chief Review:

Dear Editorial Board Member,

XXX's current term as Editor-in-Chief of The Journal of Leukocyte Biology ends _____. With the option to serve an additional term, XXX has indicated interest in staying on with the journal as EIC for another 4 years. The SLB Council has requested that the Publication Committee makes a recommendation regarding the extension of XXX's contract. To that end, we have formed an EIC Review Subcommittee consisting of _____. Over the next few weeks, the EIC Review Subcommittee will be evaluating a variety of information from XXX's time with the journal during his/her current tenure as EIC. I would like to invite you to submit any comments regarding the EIC for consideration by the Subcommittee no later than _____. Please send your comments to the current Executive Director _____ and s/he will distribute them to the relevant individuals. To the extent possible, your comments will be kept confidential. The report must be provided to the Council for the spring Council meeting for consideration and next steps.

Thank you in advance for your feedback.

Sincerely,

Chair, Publication Committee

Appendix C

EIC Contract TBD

7.7 Procedural response to claims of misconduct for JLB

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

Dear Dr. [XX],

I am contacting you regarding your [year] JLB manuscript [citation(##):#-#] entitled, "TITLE." We regret to inform you that an allegation of error/misconduct has been made regarding your article. A hard copy of this communication is also being sent to you by certified mail.

The JLB Editorial Office (and the Publications Committee) has received correspondence with regards to data shown in Figures X and X that we invite you to review and clarify. Specifically, data/text panels on XXXX appear to be XXXX...detail claim here. I attach XXXXany added material for your evaluation. I also attach the .pdf currently available for this report. I regret that the reviewers of your manuscript did not address this concern with you at the onset, but JLB does have a procedure to address such concerns after publication.

Please note JLB policy for any uninvited claims by readers on JLB content is for such claim to be first evaluated by my office and if warranted sent to authors for clarification and reply first. By this letter, I am requesting that you review this issue and forward two communications/letters:

1st statement: Author acknowledgement (one of the following):

- (a) Explanation as to why data should remain as shown with a statement from all coauthors confirming awareness of claim.
- (b) Explanation as to why data should be corrected without retraction with a statement from all coauthors confirming awareness of claim.
- (c) Voluntary manuscript retraction with a statement from all coauthors confirming awareness of retraction.

2nd statement: Institutional acknowledgement:

A letter from the office of the corresponding author's institution responsible for misconduct investigations indicating whether any action from their office will be taken and confirming that they are aware of the corresponding author's response/action in first statement above.

If in the next three months, if we do not receive both statements listed above, we will publish a notice of concern and correspond with the corresponding author's institution to inform them of the claim and published notice of concern. Upon receipt of both statements/letters, we will follow the Institutional acknowledgement directive expected to either endorse author action or indicate that an institutional review of this paper and/or claim would be initiated. Specifically, the JLB Editorial office will report for confirmation by the Publications Committee one of five choices to be derived from the author and Institutional acknowledgement letter: data remain as published, data to be corrected online and on .pdf without retraction, accept voluntary retraction, suspend action pending action by institution, or confirm 90 days have elapsed without requested statements received. Note, the journal will publish a notice of concern if the corresponding author's institution is unable to complete its investigation within six months from the date on its acknowledgment letter (deadline extended per Institutional request up to 9 months). If the corresponding author's institution finds that misconduct occurred, the Publications Committee will reserve the right to retract the article. If no misconduct is found, and if a notice of concern was published, the notice of concern will be retracted. A confirmation of action by the Publications Committee is considered final and documented in the yearly report to the Council of the Society of Leukocyte Biology.

I trust that our procedures demonstrate to you that we are committed to follow a series of pre-defined steps to ensure that authors can adequately address any valid claims. At the same time, we are committed to stand by the accuracy of our published content and will pursue all warranted claims until resolved.

Thank you for supporting JLB with your research. I look forward to receiving confirmation of having received this communication and to your expanded reply to this letter within the next 90 days.

Sincerely,

NAME

Editor-in-Chief, Journal of Leukocyte Biology

jlb@journalstaff.com

7.8 Elections

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

1. Prior history of participation in Society activities (e.g., attendance at the annual meeting, appointed service on Society committee, service in elected positions or offices). For some offices, specific Society activities may be highly desirable (e.g., for President, the candidate should have served on Council).
2. Strength of scientific accomplishments and contributions.
3. Prior experience in administrative activities either of a general nature such as service in other scientific societies or of a specific nature such as providing expertise appropriate to a specific office.
4. The candidate should state willingness and availability to serve in the specific role.

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

7.9 Seed Money for Other Scientific Meetings updated April 2012

Council voted at the spring 2012 council meeting to discontinue providing funds to support other meetings thus cancelling the seed money policy until further consideration is given to the value the procedure brings to the mission of the society.

7.10 Guest Society Symposia at Other Meetings

By consent of the council, SLB will consider sponsoring guest society symposia at other society meetings. The meetings must have relevance to members of the Society and all meeting co-organizers must be full time members of the Society in good standing. All selected speakers representing the Society must also be current members in good standing. Organizers for these guest society symposia must be current members and proposals are accepted for Council consideration. SLB will also provide a meeting link on the Society's meetings website to assist with publicity for the meeting.

These funds will be limited to \$3,000 per symposium (\$750 per speaker for 4 speakers), but no more than \$6,000 per year for all guest society symposia. The reimbursements are limited to economy airfare and one night hotel accommodations. These provisions will only be honored if the host society agrees to:

1. Include the society's name on meeting announcements/flyers etc.
2. Allow the SLB organizer to use SLB slides and distribute SLB materials (meeting announcements, newsletters, membership applications, etc.) at the symposium.
3. The meeting does not conflict with the annual SLB meeting.
4. Organization of the symposium will include a discussion with the *Journal of Leukocyte Biology* regarding the possible inclusion of presentation content in the journal.

7.11 Guest Satellite Symposia at Society Annual Meetings

The Society welcomes members to propose and, based on acceptance, organize satellite symposia preceding the annual meeting. The society will supply the guests with a meeting space and appropriate standard AV to conduct the session. The society will also supply a maximum of 4 complimentary meeting registrations to the invited speakers and organizer of the satellite. No other travel reimbursement or other stipends are to be supplied to the invited speakers or organizers of the session. Proposing chairs must be current members of the society.

7.12 JLB Editorial Board Stipends and Membership

Stipends are provided to the following Editorial Board members: Editor-in-Chief, Deputy Editors. These positions will receive an automatic annual stipend increase of 3% (updated 4/28/17 to implement 1/1/18). Editorial Board members, as appointed by the Editor-in-Chief, must be current society members and remain as such during their Editorial Board term. These individuals pay the same membership rates as regular members. Other Editorial Board members such as Associate Editors will not receive a stipend. The EIC has the option to designate editorial board members, including associate editors, to receive complimentary meeting registration, airfare and hotel equal to councilors and invited speakers if they attend the society's annual meeting. Upon request, the publication committee can request the EIC to present a rationale for designated board members to be supported. The Managing editor is not included in this stipend policy as they are a contracted professional with a contracted fee/rate versus a stipend.

7.13 Filling of unexpected Vacancies on Council added 12/28/11

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

7.14 Membership

7.14.1 Procedure for Membership Application

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

7.14.2 Criteria for Full Membership

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

4. A check or credit card charge for annual dues payable to the Society must accompany the application.

7.14.3 Criteria for Post-Doc or Student Membership

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

7.14.4 Emeritus Membership

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

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

7.15 Conflict of Interest Policy

7.15.1 Introduction

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

7.15.2 Definition of "Conflict of Interest"

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

7.15.3 Process

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

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

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

7.15.4 Conflict of Interest Claims

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

7.16 Communication Policy

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

7.17 Guidelines Regarding Reimbursing or Otherwise Covering Expenses for Federal Civil Servants

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

- Special notes
 - No federal grant funds may be used to pay for civil servant travel expenses or reimbursements
 - Executive Director and Executive Committee should be notified immediately if a federal civil servant appears to be soliciting reimbursement

- Executive Director and Executive Committee should be notified immediately if there appears to be any effort to circumvent the reimbursement policies or approval process of the civil servant's agency
- Proof of approval must be obtained in advance of reimbursement if the traveler's agency has provided any funding or other sponsorship for the meeting to which the traveler is attending
 - This requirement is to avoid any appearance of "quid pro quo"

7.18 Society for Leukocyte Biology Reserve Policy

(new policy approved October 2017)

7.18.1 Statement of Purpose

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

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

7.18.2 Types of Reserve Accounts and Required Balances

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

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

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

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

7.18.3 Use of Reserve Accounts to cover shortfalls

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

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

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

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

7.18.4 Establishing new funds

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

7.19 Society Investment Policy

(incorporation of previously approved (4/5/2013) IPS into society handbook)

7.19.1 Purpose

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

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

7.19.2 Statement of Objectives

The objectives of the portfolio are:

1. Long term, conservative growth.
2. To generate spendable income of approximately \$35,000 annually.
3. To achieve an annualized rate of return of 6.00%, over the next five years.

Time Horizon

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

Risk Tolerances

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

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

Performance Expectations

The portfolio is expected to outperform, over the long-term, a balanced benchmark reflective of the portfolio's asset allocation. In general, the Committee would like the Portfolio to target an annual return of 6.00%.

Spending Policy

The Committee plans to withdraw \$35,000 from the portfolio, on an annual basis.

7.19.3 Duties and Responsibilities

Finance Committee

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

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

Custodian

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

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

Investment Advisor

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

Separate Account Managers (if hired)

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

7.19.4 Asset Class Guidelines

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

Historically while interest-generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to

their susceptibility to inflation. On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given SLB's long time horizon.

Asset Allocation

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

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

Rebalancing of Strategic Allocation

The percentage allocation to each asset class may vary depending upon market conditions. When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the strategic asset allocation of the portfolio. If there are no cash flows, the Committee will monitor the portfolio at least quarterly and, when the assets are outside of their stated ranges, will rebalance them back to within the policy ranges, unless extreme market conditions require implementation of prudent alternatives.

Implementation

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

1. Regulatory oversight: Each investment option should be managed by: (i) a bank; (ii) an insurance company; (iii) a registered investment company (mutual fund); or, (iv) a registered investment adviser.
2. Correlation to style or peer group: The investment option should be highly correlated to the asset class being implemented. This is one of the most critical parts of the analysis since most of the remaining due diligence involves comparisons of the investment option to the appropriate peer group.
3. Performance relative to a peer group: The investment option's performance should be above the peer group median for 1-, 3- and 5-year cumulative periods.
4. Performance relative to assumed risk: The investment option's risk-adjusted performance (Alpha and/or Sharpe Ratio) should be above the peer group median manager's risk-adjusted performance for 1-, 3- and 5-year cumulative periods.
5. Minimum track record: The investment option should have been incepted 3 or more years ago so that performance statistics can be properly calculated.

6. Assets in the product: The investment option should have at least \$75 million under management so that the portfolio manager can properly trade the account.
7. Holdings consistent with style: At least 80% of the underlying securities of the investment option should be consistent with the associated broad asset class.
8. Expense ratios/fees: The investment option's fees should be fair and reasonable. More specifically, fees should not be in the bottom quartile (most expensive) of the peer group.
9. Stability of the organization: There should be no perceived organizational problems, and the same Plan management team should have been in place for at least two years.

Monitoring

Performance Objectives

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

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

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

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

Benchmarks

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

Peer Group	Benchmark
Intermediate – Term Fixed Income	Barclays Gov't-Credit Intermediate
International Fixed Income	Citigroup World Gov't Bond
High Yield Fixed Income	Barclays Capital High Yield Index
Large-Cap Value Equities	Russell 1000 Value Index
Large-Cap Growth Equities	Russell 1000 Growth Index
Mid-Cap Blend Equities	Russell Mid-Cap Index
Small-Cap Blend Equities	Russell 2000 Index
International Equities	MSCI EAFE
Emerging Markets	MSCI Emerging Markets
Commodities	S&P GSCI
REITs	DJ Wilshire REIT Index

Alternative Mutual Funds	HFRI Fund of Funds Index
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Watch List Criteria

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

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

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

Measuring Costs

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

7.19.5 Investment Policy Review

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