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Introduction

Welcome
Professional Management
Headquarters Information
Headquarters Staff
SSP website

Welcome

Welcome, and thank you for agreeing to serve in SSP's governance. We hope that this Organizational Guide will be a useful reference for the Society's structure, procedures, and policies.

Management Services: The Society is staffed in part by Kellen, an association management firm headquartered in Atlanta, Georgia and managed out of the Chicago office (located in Oak Park Terrace) in Illinois and the Denver office (located in Wheat Ridge) in Colorado.

SSP Headquarters Information

The SSP office is open from 8:00 a.m. to 5:00 p.m. Mountain Time.

Society for Scholarly Publishing
10200 W. 44th Ave., Suite 304
Wheat Ridge, CO 80033
Telephone: (303) 422-3914
Fax: (720) 881-6101
E-mail: info@sspnet.org
website: http://sspnet.org

SSP Headquarters Staff

The SSP staff, who are employees of Kellen and who serve other client associations in addition to SSP, are listed below. Contact information for staff with SSP responsibility and their basic functions are described below.

TBD, General Manager
Telephone: (847) 686-2398
Fax: (847) 686-2251
E-mail: tbd@kellencompany.com

Primary liaison and/or assistance for:
- General management of SSP
- Board of Directors and Executive Committee
- Planning and facilitation for governance
- Audit Committee
- Finance Committee
- Membership Committee
- Nominating and Awards Committee
- Professional Development Committee
- Organizational Collaboration Committee
Financial oversight and budget development

**Deborah Sorgel**, Meeting Manager  
Telephone: (678) 303-3053  
Fax: (404) 591-6812  
E-mail: dsorgel@kellencompany.com

Primary liaison and assistance for:  
Annual Meeting Program Committee  
Education Committee  
Meeting and seminar logistics  
Meeting and seminar promotional production  
On-site meeting management

**Jennifer Lanphere**, Executive Assistant  
Telephone: (720) 881-6119  
Fax: (720) 881-6101  
E-mail: jlanphere@kellencompany.com

Liaison and assistance for:  
Annual Meeting Program Committee  
Communications Committee  
Marketing Committee  
Development Committee  
Speaker management  
Exhibits and sponsorship management

**Linda Pocsik**, Web Content Manager  
Telephone: (720) 881-6113  
Fax: (720) 881-6101  
E-mail: lpocsik@kellencompany.com

Liaison and assistance for:  
Marketing/Communications Committee  
Website development and editorial content

**Jan Kalne**, Membership Coordinator  
Telephone: (720) 881-6110  
Fax: (720) 881-6101  
E-mail: jkalne@kellencompany.com

Liaison and assistance for:  
Membership records and database maintenance  
Membership renewal and processing  
Meeting registration  
List rental
SSP Staff—Remote

Executive Director: The Executive Director works in collaboration with the President, Executive Committee, Board of Directors, Committee Chairs, and Kellen to develop scholarly communications professionals for the future based on our mission, vision and strategic plan. The Executive Director is the consistent, external face of the Society and manages the organization, reporting to the Executive Committee. The Executive Director serves as ex officio of the Board of Directors, Executive Committee and all other committees, but will attend the following committee meetings regularly; others as needed:

- Audit Committee
- Finance Committee
- Nominating and Awards Committee
- On-site meeting management

The Executive Director will provide support for committees and task forces, potentially getting more involved with task forces that are addressing cross committee issues, have been convened to address a specific strategic issue, or have been tasked with making board recommendations.

Melanie Dolechek, Executive Director
Telephone: (913) 486-4185
E-mail: mdolechek@sspnet.org
Paola, KS 66071

Program Director: The Program Director is a part-time contract position which supports volunteers working on the Society’s educational programming efforts. The Program Director, reporting to the Executive Director, will work with Kellen staff and look for areas of overlap, redundancies, synergies, and opportunities for development. The Program Director will also review and advise on site selection, costs, timing, and pricing of educational meetings, seminars and webinars.

Helen Szigeti, Program Director
Telephone: (610) 888-4758
Email: hszigetispp@gmail.com
725 Oxford Road
Bala Cynwyd, PA 19004

SSP Website
(HTTP://SSPNET.ORG)

The SSP website was introduced in January 1997 and has been redesigned periodically since that time.

Included in the website are the following kinds of information and activities.

- Officers and Board members
- Benefits of membership and how to join
- Membership Directory
- Committee charges and rosters
- Calendar of Events, including SSP's meetings and seminars as well as meetings of other industry organizations
- Meeting and educational seminar descriptions
- Registration information for all SSP events
- Useful and interesting links organized by topic
- Historical information on SSP
- Member Professional Service Directory
- SSP Library

This list is not comprehensive, because the site is constantly being developed and improved to make it more useful to our members and the general public.
1 Guiding Documents for SSP

Mission

The mission of SSP is to advance scholarly publishing and communication, and the professional development of its members through education, collaboration and networking.

Vision

SSP will be recognized by members and the global publishing community as the first place to turn for information and dialog on current and emerging issues in scholarly communication.

Goal Statement

SSP is the community for everyone engaged in scholarly publishing, an organization where they find forward-thinking programs, important dialogues about the evolving scholarly system, and partners to share their expertise and progress.

Strategic Initiatives

The Strategic Initiatives guide SSP’s development for the coming 2-3 years, while the Bylaws (see Appendix A) provide the underlying foundation that specifies how the Society will operate.

Strategic Initiatives are actionable items that the governance of SSP is expected to bring about over the coming 2-3 years. Several key projects or goals are identified and specific actions that will deliver results are documented.

The President, President-Elect, and Executive Director are responsible for updating and maintaining the Society’s Strategic Initiatives and descriptive documents. Biannual review and revision are expected.

SSP’s Board of Directors devotes the majority of its fall Board meeting to review of the strategic plan and development of new initiatives for the coming year. Strategic initiatives are reviewed at each Board meeting.
2 Board of Directors and Executive Committee

Nomination, Election, and Succession
Composition
Executive Committee
Responsibilities
Board
Board Liaisons
Officers
Calendar of Activities
Board
Officers

Nomination, Election, and Succession

- Nominations are put forth by the Nominating and Awards Committee and are approved for the ballot by the Board of Directors.
- The President-Elect, Secretary-Treasurer, and at-large members of the Board of Directors are elected positions that require a vote by ballot of the Society’s membership.
- The President-Elect and President succeed to the positions of President and Past President, respectively, after the completion of each one-year term.

Composition

Roster: The Board of Directors consists of the President, Past President, President-Elect, Secretary-Treasurer, Executive Director (ex officio, non-voting), and nine voting, at-large members elected by the Society.

Leadership: The President presides over meetings of the Board of Directors; in his/her absence, the President-Elect or the Past President, in that order, may preside.

Terms: The Past President, President, and President-Elect serve one-year terms. The Secretary-Treasurer serves a three-year term. The at-large members of the Board serve rotating three-year terms.

Executive Committee

Roster: The Executive Committee is composed of the President, Past President, President-Elect, Secretary-Treasurer, Executive Director (ex officio, non-voting), and one Board member at-large, elected by the Board members at-large.

Charges:

- This Committee acts for the Board at times when decisions need to be made quickly.
- The Executive Committee is responsible for oversight and evaluation of the Executive Director and the association management firm.

Responsibilities

Board Charge: The Board of Directors is the governing body of the Society and directs the affairs of the Society, its committees, publications, meetings, policies, procedures, and financial matters.
Meeting frequency: The Board usually meets three times each year, once at the Annual Meeting in the Spring, a Fall meeting (September) and again prior to the Winter (February). Additional Board meetings may be called by the President or at the request of any five at-large members of the Board.

Specific Duties:

- Attend the Board meetings in their entirety
- Assume responsibility for implementing SSP’s Strategic Initiatives
- Review, assess and oversee policies and actions taken by the Society
- Approve the budget
- Approve funding for new initiatives
- Approve the selection of and contract with SSP’s management company
- Fulfill any assignments as committee members, Board liaisons, or representatives of the Society
- Listen to the needs, concerns, and interests of the members and bring them to the Board as appropriate
- Act as an advocate for the Society

The Board of Directors works together to fulfill the Society’s mission and strategic initiatives. Each officer and member of the Board must contribute their part in support of the whole in order for the Society to succeed. The Board shall have mutual respect among its members. Free and open discussion is encouraged at Board meetings.

An effective Board member:

- Prepares for each Board meeting by carefully reading the agenda materials
- Participates by voicing his/her opinions in the Board meeting, but not jeopardizing the time that others need to do the same
- Uses the Board meeting time intelligently; brings all important matters before the Board; presents in writing any recommendations for action
- Reviews contracts and financial documents carefully to ensure that the Board’s decisions are informed and responsible
- Reads and understands the budget
- Studies SSP program information so as to be a reliable source of information about the Society
- Reads the SSP Organizational Guide thoroughly
- Listens to the needs and interests of the members
- Keeps abreast of SSP activities by attending as many as possible
- Attends all Board meetings
- Leads by example

Board Liaisons

When appropriate, Board members are assigned to one or more committees to serve as that committee’s Board Liaison. In those situations, the Board members’ duties are:

- Work closely with the committee chair for exchange of information and to answer questions concerning the purpose of the committee, the tasks to carry out the
purpose, and SSP policy and procedure; recommend regular touch points with the chairs.

- Assist the committee with interpreting the organizational strategy and how that relates to their activities.
- Attend meetings of the committee (in person or by phone, as appropriate).
- In the absence of the committee chair, report activities of the committee to the Board at Board meetings. Report actions of the Board pertaining to the committee back to the committee chair (if the chair was not present for the discussion).
- Notify the Board when the committee needs direction or assistance by monitoring engagement, effectiveness, capacity and capability.
- Review and advise regarding any proposals for board action and the proposed committee budget before it is submitted to the Board for consideration.

Officers
The officers of the Society, as defined by the Bylaws, are the Past President, President, President-Elect, Secretary-Treasurer, and Executive Director (ex officio, non-voting).

President
The duties of the President, as described in the Bylaws, and other responsibilities generally accepted by the President, are listed below.

- Presides at the Annual Business Meeting
- Presides at meetings of the Board
- Serves as a member of the Board
- In consultation with the Executive Director, draws up agendas for the Board, Executive Committee, and Annual Business Meetings
- Sees that the Bylaws are observed by the officers and members of the Board of Directors and that the orders and policies of the Board of Directors are carried out
- Provides the leadership for monitoring the Society’s strategic initiatives: works with the Board and Executive Director to review and update the initiatives each year; confers with the President-Elect on progress made concerning the initiatives
- Ensures that Society programs are responsive to the members’ needs and that they support the Society’s strategic initiatives
- Consults with the Board of Directors and carries out the Executive Director’s annual performance evaluation. Consults with the Board of Directors and committee chairs and provides annual feedback to the Executive Director concerning the performance of the management company
- During his/her President-Elect year in preparation for his/her presidential year, makes all appointments of incoming committee chairs and members with the advice and consent of the Board of Directors, such that the committees can meet at the Annual Meeting in which the President begins his/her service
- Makes appointments that fill vacated committee chair and member positions, the appointee to serve until the expiration of the term of the member replaced
- May relieve committee chairs and members of their positions if deemed necessary
- During his/her President-Elect year in preparation for his/her presidential year, appoints individuals as needed to fill any vacating positions
- Serves as an ex officio member of all committees except the Nominating and Awards Committee
In conjunction with the Executive Director, oversees the annual strategic planning process

Appoints ad hoc committees and task forces when needed or when directed to do so by the Board

Stays abreast of committee functions by holding regular discussions with the chairs and/or by attending the committee meetings

Provides direction and advice to committee chairs as needed to keep the committees functioning and meeting their charges

Stays abreast of key leadership issues for the Society by holding regular discussions with the Executive Director, President-Elect and Secretary-Treasurer

Provides communication and coordination between governing groups and officers of the Society

 Writes notices or reports to the members for posting on the website within 2-3 weeks after each Board meeting. Report should communicate information about board action/direction and focus on SSP and not industry issues.

Stays abreast of SSP activities by attending as many of the programs as possible

Performs other duties as assigned by the Board of Directors

Helps prepare the President-Elect for his/her presidential year by keeping him/her abreast of key activities, issues, and communications.

President-Elect
The duties of the President-Elect, as described in the Bylaws, plus other responsibilities generally accepted by the President Elect are listed below.

Serves as a member of the Board and the Executive Committee

In the absence of the President, presides at meetings of the Board and Annual Business Meeting

Confers with the President concerning progress on the Society’s strategic initiatives

Plans the activities and programs to be emphasized or carried out during his/her term as President

Makes all appointments of incoming committee chairs and members with the advice and consent of the Board of Directors, such that the committees can meet at the Annual Meeting that starts the presidential term

Calls the first meeting of all new committees at the Annual Meeting where the new presidential term begins, and delivers his/her charge to each committee

Serves as an ex officio member of the Finance Committee and the Nominating and Awards Committee

Stays abreast of SSP activities by attending as many of the programs as possible

Performs other duties as assigned by the Board of Directors or President

Past President
The duties of the Past President, as described in the Bylaws, plus other responsibilities generally accepted by the Past President are listed below.

Serves as a member of the Board

In the absence of the President and President-Elect, presides at meetings of the Board and Annual Business Meeting

Serves as Chair of the Nominating and Awards Committee
• Serves as SSP Board liaison to the Learned Publishing Editorial Board (or designates an alternate representative)
• Stays abreast of SSP activities by attending as many of the programs as possible
• Performs other duties as assigned by the Board of Directors or President

Secretary-Treasurer
The duties of the Secretary-Treasurer, as described in the Bylaws, plus other responsibilities generally accepted by the Secretary-Treasurer are listed below.

• Serves as a member of the Board and the Executive Committee
• May serve as chair of the Finance Committee
• Holds responsibility for the Society’s funds and records
• Oversees the collection of member dues and assessments done by the SSP staff
• Establishes proper accounting procedures for the handling of the Society’s funds
• Holds responsibility for keeping the Society’s funds in such banks, trust companies, and/or investments as are approved by the Board
• Delivers a year-end financial review to the Board at its spring meeting
• Reports the financial condition of the Society to the Board at each of its meetings and as additionally requested
• Reports the financial condition of the Society to the members at the Annual Business Meeting
• Initiates the annual operating budget, seeking inputs from committee chairs
• Instructs committee chairs about the financial aspects of their programs and communicates budgetary goals and financial performance expectations to the committee chairs
• Stays abreast of SSP activities by attending as many of the programs as possible
• Performs other duties as assigned by the Board of Directors or President

Executive Director
The duties of the Executive Director, as described in the Bylaws, plus other responsibilities generally accepted by the Executive Director, are listed below.

• Serves as an ex-officio member of the Board and the Executive Committee, and holds responsibility for ensuring the preparation of the agenda and minutes
• Ensures the necessary liaison and support to the Board and committees to enable them to properly perform their functions; sees that committee decisions and recommendations are submitted to the Board
• Holds responsibility for the administrative activities of the Society according to the policies and procedures of the Board
• With guidance from the President, revises and edits the Society’s strategic initiatives annually
• Ensures the maintenance of the Society’s Organizational Guide, making necessary revisions and edits annually; posts the Guide for access to by the Society’s governance and membership
• Executes all decisions of the Board, except when other assignment is made
• Informs the Board and members on the conditions of the Society and on all important factors influencing it
• Refers all issues, problems, financial questions, operations matters, or other Society considerations that exceed the Executive Director’s authority to the Board and the Executive Committee
• In coordination with the Secretary-Treasurer, develops, recommends, and operates within the annual budget
• Ensures that all funds, physical assets, and other property of the Society are appropriately safeguarded and administered
• Holds responsibility for the Society’s financial administration, including planning, purchases, receipts, disbursement, reports, and analysis
• Reports to the Board monthly on the operations of the Society
• Provides coordination and communication functions in support of the officers and committee chairs
• Conveys historical practices and program statistics to officers and committee chairs, as well as provides general advice and support for their activities
• Performs other duties as assigned by the Board

Calendar of Activities

Scheduled or anticipated activities for the Board and Officers are noted below. The approximate calendar dates for each activity are noted as well.

Board

<table>
<thead>
<tr>
<th>May/June</th>
<th>Board meeting (during Annual Meeting)</th>
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<tbody>
<tr>
<td>July-August</td>
<td>Executive Committee Meeting</td>
</tr>
<tr>
<td>September-October</td>
<td>Board meeting (around Fall Seminar)</td>
</tr>
<tr>
<td>December</td>
<td>Budget approval (usually by teleconference or electronic ballot)</td>
</tr>
<tr>
<td>January-February</td>
<td>Board meeting (around Focus Group)</td>
</tr>
<tr>
<td>Other</td>
<td>The President may call added meetings, as needed</td>
</tr>
</tbody>
</table>

Officers

President’s Schedule

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Touch base with Executive Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly</td>
<td>Touch base with Secretary-Treasurer</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Touch base with each committee and the President-Elect</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Writes a notice to the members for posting on the website within 2-3 weeks after each Board meeting/call</td>
</tr>
<tr>
<td>All year</td>
<td>Attends committee meetings as needed or desired</td>
</tr>
<tr>
<td>All year</td>
<td>Make appointments as needed to fill vacancies or to accomplish special tasks</td>
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<td>-----------------------------</td>
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<tr>
<td>June</td>
<td>Term begins (at the close of the Annual Meeting)</td>
</tr>
<tr>
<td>June</td>
<td>Writes a notice to the members for posting on the website</td>
</tr>
<tr>
<td>July</td>
<td>Prepare for July/August ExCo meeting</td>
</tr>
<tr>
<td>July-August</td>
<td>Preside at July/August ExCo meeting</td>
</tr>
<tr>
<td>August</td>
<td>Prepare for September governance meetings</td>
</tr>
<tr>
<td>September-October</td>
<td>Preside at Board meeting</td>
</tr>
<tr>
<td>September-October</td>
<td>Writes a notice to the members for posting on the website</td>
</tr>
<tr>
<td>October</td>
<td>Review budget with Executive Committee and decide mechanism for Board approval (meeting or ballot)</td>
</tr>
<tr>
<td>December</td>
<td>Seek nominations from Nominating and Awards Committee</td>
</tr>
<tr>
<td>December</td>
<td>Writes a notice to the members for posting on the website</td>
</tr>
<tr>
<td>January</td>
<td>Prepare for February governance meetings</td>
</tr>
<tr>
<td>February</td>
<td>Preside at Board meeting</td>
</tr>
<tr>
<td>February</td>
<td>Writes a notice to the members for posting on the website</td>
</tr>
<tr>
<td>April-May</td>
<td>Prepare committees for transition in June</td>
</tr>
<tr>
<td>May</td>
<td>Prepare for June governance meetings</td>
</tr>
<tr>
<td>June</td>
<td>Writes letters to all outgoing editors, chairs and committee members thanking them for their dedicated volunteer service</td>
</tr>
<tr>
<td>June</td>
<td>Preside at June Board meeting</td>
</tr>
<tr>
<td>June</td>
<td>Preside at Annual Business meeting</td>
</tr>
<tr>
<td>Mid-June</td>
<td>Term ends and Past-President term begins (at the close of the Annual Meeting)</td>
</tr>
</tbody>
</table>

**President-Elect's Schedule**

<table>
<thead>
<tr>
<th>Quarterly</th>
<th>Touch base with President</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>Term begins (at the close of the Annual Meeting)</td>
</tr>
<tr>
<td>July/August</td>
<td>Attend ExCo meeting</td>
</tr>
</tbody>
</table>
Past-President’s Schedule

Mid-June Term begins (at the close of the Annual Meeting)

All year Attend Learned Publishing Editorial Board Meetings

July-August Attend ExCo meeting

September-October Attend Board meeting

September-December Hold meetings of the Nominating and Awards Committee

December Deliver Nominating and Awards Committee report to the President

February Attend Board meeting

February Deliver Nominating and Awards Committee report to the Board

June Attend Board meeting
June
Attend Annual Business meeting; announce awards
Mid-June
Term ends (at the close of the Annual Meeting)

Secretary-Treasurer's Schedule

Monthly
Touch base with Executive Director

Quarterly
Touch base with President
Quarterly
Touch base with Finance Committee chair (if not acting chair)

All year
If not serving as Chair of Finance Committee, attend Finance Committee meetings as called
All year
Monitor financial reports and statements; communicate with investment managers, as needed

June
Attend Board meeting
June
Attend Annual Business meeting; deliver report
July/August
Attend ExCo meeting
September-October
Attend Board meeting
October
Prepare budget
October
Review budget with ExCo and decide mechanism for Board approval (meeting or ballot)
February
Attend Board meeting
The Scholarly Kitchen Editor-in-Chief Appointment and Terms of Service

Appointment
Nominations are put forth by various sources such as the current Editor in Chief (EIC), the Scholarly Kitchen Cabinet, current Contributors (Chefs) and Directors. Candidates are not required to have prior experience as a Scholarly Kitchen Contributor. The Kitchen Cabinet reviews possible candidates and recommends a candidate for approval by the Board of Directors.

Term
The EIC serves for a three-year term. He/She is eligible for reappointment if desired by the Kitchen Cabinet and the Board of Directors. The EIC must be a member of SSP in good standing. The Board of Directors, at its discretion, may remove the EIC for any reason by a two-thirds vote of the entire Board. Removal shall occur only after the EIC has been given ample notice and an opportunity to respond to the Board.

Contingency Plan
In order to ensure smooth, ongoing operation of The Scholarly Kitchen blog, it is the EIC’s role to select and confirm an Associate Editor who could take over the EIC responsibilities in their entirety in the case of unforeseen circumstances. This individual will be trained by the EIC to manage the day-to-day activities and ensure that postings continue without interruption. In the event the EIC cannot fulfill his/her duties, the Kitchen Cabinet will appoint this individual as the Interim EIC until a suitable replacement can be identified and officially appointed.

Responsibilities of the Editor-in-Chief

Editorial
1. Screen and edit all submitted posts
   a. Copyedit submissions
   b. Provide suggestions to authors to improve articles
   c. Rewrite headlines if necessary
   d. Add in any missing information, links, tags, create excerpts, images, categories
2. Schedule posts for distribution
3. Find and schedule Friday video posts
4. Curate the home page, selecting which posts remain visible
5. Encourage posting from Chefs, call for posts when the cupboard is bare
6. Maintain professional tone of the site

Contributor Management
1. Recruit and train/orient new Chefs when appropriate
   a. Review Contributor Guidelines with new Chefs
   b. Confirm membership status
   c. Obtain signed Contributor Agreement from each Chef
2. Review Chef performance annually and dismiss unproductive contributors
3. Recruit/work with Chefs to find guest contributors and interview subjects
4. Enforce policies about minimum activity level
5. Identify and recruit an Associate Editor to assist with day-to-day management of the website as needed and serve as an emergency back up or Interim EIC in the event the Editor-in-Chief cannot fulfill his/her duties.

Platform/Brand Maintenance
1. Update “About” page when necessary.
2. Manage correspondence from scholarlykitchen@sspnet.org email address.
3. Maintain and update @scholarlykitchn Twitter feed.
4. Screen and approve/trash/mark as spam comments.
5. Maintain courteous tone and productive discussions among commenters.
   a. Occasionally work behind-the-scenes with commenters to improve comments prior to publication, or to explain why a comment was not approved.
   b. Occasionally check spam folder to ensure good comments were not inadvertently spammed.
6. Review and report on usage and readership analytics.
7. Make recommendations regarding site design/organization.
8. Approve requests for advertising.

Reporting
a. Report to the SSP Board of Directors, via the Kitchen Cabinet as required.
b. Serve as an ex-officio, non-voting member of the Kitchen Cabinet.
c. Notify the Executive Director and President of any third-party claims arising from content posted on TSK.

Appointment, Term, and Responsibilities of the Associate Editor
The Associate Editor (AE) is appointed by the EIC for a term of one year. He/She is eligible for reappointment if desired by the EIC. The AE must be a member of SSP in good standing. The EIC, at his/her discretion, may remove the AE for any reason. Removal shall occur only after the AE has been given ample notice and an opportunity to respond to the EIC. The role of the AE is to assist the EIC as requested with editorial and other day-to-day tasks associated with managing the website. He/She shall provide continuity of service when EIC is on vacation or otherwise unavailable.

SSP Staff Responsibilities
- manage payment of annual fees for domain management, ads-free display, and special templates.
- maintain a record of platform and social media user ids and passwords.
- solicit and maintain advertising for the website.
4  Learned Publishing North American Editor Appointment and Terms of Service

Appointment

The North American Editor of Learned Publishing works closely with the UK-based Editor-in-Chief to commission and evaluate articles, and to raise the visibility of the journal within their networks. The North American editor helps the Editor-in-Chief to ensure balanced and interesting issues, and to agree and implement the journal’s editorial strategy. Appointment of a North American Editor is made by SSP in agreement with ALPSP. Nominations are put forth by the Board of Directors and the Learned Publishing Editor-in-Chief (LP EIC).

Qualifications

a) Good knowledge of the scholarly publishing environment
b) Strong publishing networks within the scholarly environment
c) Editorial skills, particularly the ability to write and edit articles, and to critically assess submissions and make decisions regarding suitable quality for publication
d) Great communication skills, particularly written skills
e) Awareness of the journal editorial process
f) Ability to meet deadlines and keep to schedules
g) Confidence to promote the journal to colleagues and at meetings and through social networks

Term

The North American Editor serves for a three-year term. He/She is eligible for reappointment if desired by the Board of Directors and the LP EIC. The North American Editor must be a member of SSP in good standing. The appointment may be terminated before the conclusion for any of the following reasons.

a) By the North American Editor with 90 days’ notice;
b) By a two-thirds vote of the Board of Directors. Removal shall occur only after the North American Editor has been given ample notice and an opportunity to respond to the Board;
c) By mutual agreement of the North American Editor and Board;
d) Cessation of publication of Learned Publishing by ALPSP; or
e) Termination of the ALPSP/SSP Learned Publishing Affiliation Agreement
f) Death or incapacity of the North American Editor.

Responsibilities of the North American Editor

Editorial Duties

a) To write an editorial, or commission an editorial, for each alternate issue, delivering according to the schedule
b) To solicit high-level contributions to the journal, particularly from North American authors – meeting speakers, authors of interesting articles or postings, and other contacts (note that an invitation should not constitute a promise to publish)
c) It is anticipated the North American Editor will provide leads/introductions for approximately 10 potential articles each year
d) To suggest authors and help the Editor-in-Chief in ensuring sufficient copyflow of articles so that the journal issues are produced on time

e) To review articles as requested

f) It is anticipated that the North American Editor will be required to review 8 articles each year

g) To take responsibility for the peer review of allocated articles (identifying and inviting reviewers, evaluating reports and making preliminary decision)

h) It is anticipated that at least 4 articles per year will be allocated to the North American Editor

i) Keep the Editor-in-Chief informed of all invitations and offers to write from North American and other authors, initiated by the North American Editor, in order that these may be centrally logged and followed up

j) To provide editorial advice to Editor-in-Chief as requested

Strategic Input

a) To provide advice and guidance on “hot topics” and areas where the journal should be publishing

b) To agree suitable quality standards and ensure, with the Editor-in-Chief, that adequate quality assurance systems (review) are in place

c) To recommend suitable members of the Editorial Board, particularly (but not exclusively) from North America

Meetings

a) To have quarterly phone/video conference calls with the Editor-in-Chief

b) To attend the Editorial Board meetings (during the SSP and ALPSP conferences)

c) To liaise with SSP to organize an annual Editorial Board meeting (open to all Editorial Board members) at the SSP’s annual meeting; invite Editorial Board members, draw up and circulate agenda and other papers in consultation with the Editor-in-Chief

Promotional Duties

a) To actively promote the journal to business networks

b) To use social media to promote the journal

c) To inform the Publisher of suitable meetings and other opportunities at which the journal may be promoted

d) To coordinate the promotion of new issues on the SSP website. As SSP redesigns the website work with the team to ensure a seamless connection between SSP members and the journal.

e) Advise ALPSP staff and Wiley on North American marketing and other relevant business aspects of the Journal

Expectations

During the term of office the North American Editor will be expected to:

a) Respect confidential journal information & ensure it is not inappropriately circulated

b) Not bring the journal into disrepute

c) Report and help to resolve any reported problems efficiently

During the term of office the Editor-in-Chief will:

a) Keep the North American Editor informed of any journal developments

b) Provide support on how to commission suitable articles and work with authors

c) Provide a half-annual report of journal news
5 Committee Appointments and Terms of Service

Chairs and Co-chairs
Members
Liaisons
  Board
  Committee
  Staff
Committee Rosters
Committee Charge and Activities

Standing Committees govern most of the programs and activities of the Society. The Committees also advise the Board on matters concerning program policy. Several committees have significant budgetary and financial management responsibilities.

Chairs and Co-chairs

Appointment
The Chairs of all SSP committees are appointed for one-year terms by the SSP President. In most cases co-chairs are appointed to share the leadership responsibility for the committee. New co-chairs, in consultation with the President, can choose one of two methods of successor management: co-chairs can be appointed for the same length of time, or they can have overlapping terms. Procedures for each choice are listed below. If a Committee chair resigns, the President, in consultation with the committee co-chair, may appoint a replacement or may choose not to do so.

Term
Committee chairs serve for one-year terms. They are eligible for reappointment if desired by the incoming President. As a general rule, no committee chair should be asked to serve more than three consecutive terms. All chairs of SSP committees must be members of SSP in good standing.

Reporting responsibilities
Committee chairs are responsible to the Board of Directors and have a duty to report formally on the committee’s progress and activities by conveying a written report for each Board meeting, or no less than twice per year. Committee chairs may be asked to provide up to two written reports each year that may be conveyed to the membership-at-large through the Society’s website.

Procedures—General
- Chairs are appointed or re-appointed by the incoming President, just before or at the Annual Meeting
- Chairs are appointed for a one-year term, but asked if they are willing to serve two years
- The President-Elect discusses performance of chairs with the outgoing President before reappointments and invitations are made
- Chairs who have performed well and served one term are generally asked to serve another term
- Chairs may be reappointed as a pair, or one co-chair may be reappointed
- Chairs who are not reappointed or who resign are thanked for their service
• Chairs attend an orientation with the President and Executive Director soon after the Annual Meeting

Two new co-chairs
• New chairs are required to meet with past chairs and staff to receive procedures, wisdom, schedules, and any other documentation that exists
• Detailed documentation must be provided to the new co-chairs, either by the previous co-chairs or staff
• Both new co-chairs should have served on the committee for at least two years
• It is desirable that at least one of the previous co-chairs remain on the committee as a committee member

Staggered co-chairs
• With the approval of the President, committee co-chairs may invite a “chair-in-training” to serve as a third co-chair with the intention of becoming one of the co-chairs after a year of training, as one of the co-chairs leaves the committee or steps down from the chair position
• Chairs “in-training” are included on all correspondence that the co-chairs receive; they are exposed to all processes and decisions, but have less responsibility than the co-chairs

Members
Appointment
Regular and ex officio members of committees are appointed by the President, in consultation and with advice and suggestions from the respective committee chairs. If a committee member resigns, the President, in consultation with the committee chair, may appoint a replacement.

Term
All members and ex officio members of SSP committees serve one-year terms. They may be reappointed for additional one-year terms if desired by the incoming President. All members of SSP committees must be members of SSP in good standing.

Responsibilities
Responsibilities of committee members will vary according to the specific committee and over time. Details may be found in the Committee Responsibilities documents. Committee members who repeatedly fail to participate or to perform their committee assignments may be relieved of their appointments by the President upon the recommendation of the committee chair.

Ex-officio members are generally appointed to facilitate communication between committees, but may be assigned by the President for any reason.

Liaisons
Board Liaisons
Appointment
Board Liaisons are appointed by the President.
**Term**

Board Liaisons serve for one-year terms, which may be renewed at the discretion of the incoming President.

**Responsibilities**

When appropriate, Board members may be assigned to one or more committees to serve as that committee’s Board Liaison. In those situations, the Board members’ duties are:

- Work closely with the committee chair for exchange of information and to answer questions concerning the purpose of the committee, the tasks to carry out the purpose, and SSP policy and procedure; recommend regular touchpoints with the chairs.
- Assist the committee with interpreting the organizational strategy and how that relates to their activities.
- Attend meetings of the committee (in person or by phone, as appropriate).
- In the absence of the committee chair, report activities of the committee to the Board at Board meetings. Report actions of the Board pertaining to the committee back to the committee chair (if the chair was not present for the discussion).
- Notify the Board when the committee needs direction or assistance by monitoring engagement, effectiveness, capacity and capability.
- Review and advise regarding any proposals for board action and the proposed committee budget before it is submitted to the Board for consideration.

**Committee Liaisons**

**Appointment**

Committee Liaisons are appointed by the Committee Co-Chairs.

**Term**

Committee Liaisons serve for one-year terms, which may be renewed at the discretion of the incoming Co-Chairs.

**Responsibilities**

When appropriate, liaisons will be assigned across Committees. For example, a Marketing Committee member will be assigned as liaison to the Annual Meeting Program or Education Committees. This is primarily for an exchange of information between committees. The Committee liaison’s responsibilities include:

- Attend meetings of their assigned Committee (in person or by phone as appropriate).
- Report activities of their assigned Committee back to their Committee.

**Staff Liaisons**

At least one SSP Headquarters staff member is assigned to support every Committee. They will attend and participate in monthly Committee teleconferences, and are available to take notes of the meeting, if requested.

**Committee Rosters**

SSP Headquarters creates and maintains committee rosters. Changes in committee membership should be sent promptly to the Headquarters staff. Committee rosters are available on the SSP website and posted to each Committee’s online workspace by SSP staff.
Committee Charge and Activities

Committee charge and activities shall be reviewed annually by the Committee Chairs and the Executive Committee to ensure that they are current and to facilitate the work of incoming committees. The lists are not intended to be comprehensive but act as a guide and aid to each committee.
6  Annual Meeting Program Committee

Committee Roster

Leadership: Two co-chairs with option of a third “chair-in-training”

Regular members: Minimum of eight members

Ex officio members: Executive Director, Program Director

Board liaison: One member of the Board of Directors, appointed by the President

Committee liaison: One or more members of the Marketing/Communications, Membership and Development Committees.

Staff liaison: Meeting Manager and one staff member

Committee Charge and Activities

- Develop program content for the Annual Meeting that will be of interest and relevance to members of our community.
- Develop the general meeting schedule in consideration of coincident events or activities requested by other committees.
- Generate positive net revenue for the Society.

To this end, the Committee’s tasks will include, but are not limited to:

- Create a thematic or program strategy for the Annual Meeting that will maximize attendance.
- Select topics for and develop 4 to 6 half-day pre-meeting seminars at the Annual Meeting.
- Select topics for sessions; identify and invite all presenters either directly or through appointed moderators
- Bearing in mind space and property limitations, in coordination with Kellen, schedule the events at the Annual Meeting, including the timing of special activities requested by other committees, e.g. new member or corporate sponsor receptions, educational seminars, exhibit hall coffee breaks, special celebrations such as anniversaries or awards, and the SSP business meeting.
- Review the program; oversee its design, production, and mailing by SSP Headquarters.
- Aggressively manage the promotional process for the Annual Meeting.
- Identify target populations for promotion and identify distribution lists for reaching these populations.
- Submit written announcements and registration information to the Editor of SSP’s website in a timely manner.
- Recognize and thank all participants and presenters.

Co-Chairs’ Charge

Characteristics of a Successful Program Co-Chair

- Served actively on that committee 2 or more years (i.e., volunteered for subgroups, met goals and deadlines)
- Organized, detail- and deadline- oriented
• Ability to facilitate a group discussion
• Ability to build/find consensus
• Ability to assign tasks when volunteers are lacking
• Ability to follow up and remind committee members of their commitments
• Ability to make decisions for the group when consensus is lacking
• Ability and willingness to follow policies and successful processes from the past
• Well-connected and creative (not as important as organizational characteristics, however)

Co-chairs are responsible for managing the business of the Annual Meeting Program Committee, including but not limited to the following accountabilities:

• Call and lead monthly teleconferences.
• Provide a written report of progress to the Board of Directors at each of their meetings outside of the Annual Meeting.
• Make budget recommendations in support of the Annual Meeting program to the Secretary-Treasurer.
• Manage the Annual Meeting budget that the Board of Directors approves.
• Coordinate activities with other committee chairs as appropriate, e.g., Membership, Development, Education, Marketing and other special events groups.
• Assist with management of the online abstract submission and management system.
7 Audit Committee

Committee Roster

Leadership: Chair

Regular members: Minimum of two members

Ex officio members: President, Secretary-Treasurer and Executive Director

Board liaison: Chair is Board member

Staff liaison: Controller and General Manager

Committee Charge and Activities

- Provide oversight to the audit process
- Advise the Board of Directors about the audit and any findings

To this end, the Committee’s tasks will include, but are not limited to:

- Select the independent auditors – SSP may or may not have an annual audit. This will be determined by the Board.
- Review the timing and scope of the audit with the auditors
- Have a pre-fieldwork call with the audit firm
- Review the audit results and audit report with the auditors
- Review the management letter issued by the auditors
- Share the results and letter with the SSP Finance Committee and Executive Board, or the entire Board as appropriate
- Ensure that any follow up action requested by the auditors is being addressed
- Manage disagreements or difficulties between auditor and SSP management if necessary

Co-Chairs’ Charge

The Chair is responsible for managing the business of the Audit Committee, including but not limited to the following accountabilities:

- Call and lead periodic teleconferences.
- Provide a written report of progress to the Board of Directors at each of their meetings, or no less than twice a year.
- Work the Executive Committee and SSP management as necessary to address any issues that arise as a result of the audit process.
8 Career Development Committee

Committee Roster

Leadership: Two co-chairs

Regular members: Minimum of four members

Ex officio members: Program Director, Executive Director

Board liaison: One member of the Board of Directors

Staff liaison: General Manager

Committee Charge

The responsibility of the Career Development Committee is to recommend, plan, and/or manage initiatives or activities that advance members' professional development.

To this end, the Committee's tasks include, but are not limited to, these actions:

- Hold monthly committee teleconference calls.
- Provide liaisons to other SSP committees to share information and plan initiatives related to professional development.
- Manage the Fellowship Program outlining benefits for and obligations of Fellows, soliciting and reviewing applications; recruiting and orienting mentors; defining and coordinating Fellows' projects and activities; and maintaining contact with Fellows and mentors throughout the year.
- Solicit, edit, and maintain Professional Profiles for the SSP website.
- Maintain and update the Publishing and Library Programs page on the SSP website.
- Maintain and update the Internships page on the SSP website.
- Recommend and/or develop other professional development pages on the SSP website as the need arises.
- Work with other committees to develop career development programming.
- Develop and maintain resources for students and early-career professionals about careers in scholarly communication, including the Getting into Scholarly Publishing page on the SSP website and other materials.
- Manage the Early Career Subcommittee, overseeing activities established to promote and engage student and early career professionals in the publishing and information industry.
- Manage the Mentorship Program, soliciting applications, matching mentors and mentees, conducting orientations, facilitating discussions and gathering feedback.

Co-Chairs' Charge

- Call and lead monthly teleconferences.
- Provide a written report of progress to the Board of Directors at each of their meetings, or no less than twice a year.
- Make budget recommendations in support of professional development efforts and Fellowship Program to the Secretary-Treasurer.
9 Community Engagement Committee

The Community Engagement Committee is responsible for bringing SSP members together for peer-to-peer interaction among groups with similar interests and/or geographical locations.

The Community Engagement Committee works together to plan a variety of innovative and creative opportunities for interaction in the US and abroad in areas where SSP has a high concentration of members.

Committee Roster

Leadership: Two co-chairs

Regular members: Minimum of six members, comprised of the chairs of each local planning sub-committee, and others as appropriate

Ex officio members: Program Director and Executive Director

Board liaison: One member of the Board of Directors

Committee liaison: One member from the Education Committee (chair), Marketing and Communications Committee

Staff liaisons: General Manager or designee

Committee Charge

- Explore and develop programs for increasing peer-to-peer interaction among the membership to encourage networking and collaboration.
- Increase visibility for SSP and increased engagement of its members by hosting Regional Events focused on networking and/or educational programming in various cities where SSP has a concentration of members.

To this end, the Committee’s tasks will include, but are not limited to:

- Generate and develop ideas for Regional Events; select topics and speaker(s) as necessary.
- Identify target locations and recruit local organizers for hosting events.
- Provide guidance and support to local organizers.
- Manage the Regional Event budget.
- Facilitate on-site registration for Regional Events.
- Provide promotional copy for Regional Events to the Marketing and Communications Committee to aggressively market each event.
- Identify target populations for Regional Event promotion and identify distribution lists for reaching these populations.
- Submit written announcements and registration information to staff for posting on SSP’s website in a timely manner.
- Along with Program Director, set registration rates for the Regional Event program within the guidelines established by the Board of Directors and in support of meeting budgetary goals.
- Act as SSP ambassadors at the regional events in which they plan to attend.
• Recognize and thank all presenters, sponsors, and local planning sub-committee members.
• Brainstorm and evaluate new programs and activities for increasing peer-to-peer interaction among the membership.

Co-chairs' Charge and Activities

Characteristics of a Successful Community Engagement Co-Chair

• Served actively on the committee 2 or more years (i.e., volunteered for subgroups, met goals and deadlines)
• Organized, detail- and deadline-oriented
• Ability to facilitate a group discussion
• Ability to build/find consensus
• Ability to assign tasks when volunteers are lacking
• Ability to follow up and remind committee members of their commitments
• Ability to make decisions for the group when consensus is lacking
• Ability and willingness to follow policies and successful processes from the past
• Well-connected and creative (not as important as organizational characteristics, however)

Co-Chairs are responsible for managing the business of the Committee, including but not limited to the following accountabilities:

• Call and lead monthly teleconferences.
• Provide a written report of progress to the Board of Directors at each of their meetings, or no less than twice a year.
• Make budget recommendations in support of regional events to the Secretary-Treasurer.
• Work with the Development Committee chairs to communicate sponsorship needs and assist with identifying sponsorship benefits and potential targets.
• Manage the regional event budget that the Board of Directors approves.
• Ensure that event announcements and updates reach the SSP headquarters.
• Working with the Marketing and Communications Committee and SSP headquarters, ensure that accurate and timely information is communicated to potential attendees.
• Maintain the Regional Event Tracking Form.
• Cancel planned event if the registration counts are too low or if there are other significant factors influencing the potential success of the programs.
• Coordinate activities with other committee chairs as appropriate.

Additional Tasks

• Make sure dial-in information is in every notification of an upcoming call
• Come prepared to calls with all upcoming action items and deadlines
• Create a schedule of deadlines using the scheduling tools provided in this handbook.
• Come prepared with reports from local planning sub-committee if their representatives will not be on the call
• Solicit volunteers to chair local planning sub-committees and host events
• Edit call notes taken by staff to reflect decisions and action items
• Distribute call notes to committee, highlighting action items and deadlines
• Provide forms, deadlines, and guidance/instructions to those assigned to manage an event
• Follow up personally with those individuals who have taken on a role to manage an event; check progress, offer help—DO NOT WAIT FOR THE NEXT CALL to get an update
• Review marketing copy, especially for consistency
• Approve requests for use of sponsorship funds

Committee Members
The committee is comprised of the co-chairs, liaisons, and co-chairs of each local planning sub-committee. As additional programs are developed, additional committee members may be required. Committee members are expected to attend monthly meetings, generate and develop ideas for regional events and other peer-to-peer engagement activities, manage/co-manage at least one event per year, help identify future locations for Regional Events and recruit local planning sub-committee chairs.

Local Planning Sub-Committee (LPSC)
The Local Planning Sub-Committee is a group of 2-5 volunteers located in the city where an event will be hosted that are responsible for developing and organizing that particular event. The co-chairs of the Local Planning Sub-Committee is a member of the Community Engagement Committee. Members of the LPSC, other than the chair, do not have to be SSP members, though membership is highly encouraged.
10 Development Committee

Committee Roster

Leadership: Two co-chairs

Regular members: Minimum of two members

Ex officio members: Executive Director

Board liaison: One member of the Board of Directors

Committee liaison: One member from the Marketing and Communications Committee

Staff liaison: One staff member and/or sales agent

Committee Charge and Activities

- Work with the contract sales agent to generate positive net revenue for the Society through exhibit, sponsorship and advertising sales
- Act as ambassadors to welcome, assist, and acknowledge sponsors; respond to exhibitors’ needs and concerns
- Develop fundraising ideas to support the Fellowship Program

To this end, the Committee’s tasks will include, but are not limited to:

- Advise contract sales agent on pricing, packaging, and marketing materials
- Review the exhibitors’ prospectus and media kit to ensure that it is up to date and reflects the needs of exhibitors and of SSP
- Assist with developing prospect lists and providing leads; identify lists SSP should obtain for promoting exhibit sales
- Alert contract sales agent about new prospects that have entered the industry or primary contact changes within existing prospects
- Provide introductions to key contacts within prospect organizations
- Share feedback from sponsors, exhibitors, and advertisers with the contract sales agent
- Develop creative new sponsorship ideas that are attractive to industry suppliers
- Develop strategies to promote sponsorship, exhibits, and advertising in SSP
- Recognize and thank all exhibitors and sponsors
- Oversee the exhibits activity for the Society’s Annual Meeting including providing input on the exhibit hall floor plan and booth assignment process
- Coordination of exhibitor sign-up for the next conference during a current conference, combining the discussion with promotion of the benefits of organizational membership for exhibitors
- Assist in the promotion of and education about sponsored sessions (when offered)
- Generate new ideas for donations for the Fellowship Program from both individuals and organizations

Co-Chairs’ Charge

Co-chairs are responsible for managing the business of the Committee, including but not limited to the following accountabilities:

- Call and lead monthly teleconferences.
• Provide a written report of progress to the Board of Directors at each of their meetings, or no less than twice a year.
• Make budget recommendations in support of corporate sponsors and other development needs to the Secretary-Treasurer.
• Manage the development, exhibits and sponsorship budgets approved by that the Board of Directors.
• Coordinate development activities with other committee chairs, including keeping them informed of the Development Committee’s activities and progress.
• Serve as a liaison to the Annual Meeting Program Committee.
II Education Committee

Committee Roster

Leadership: Two or three co-chairs

Regular members: Minimum of eight members

Ex officio members: Program Director and Executive Director

Board liaison: One member of the Board of Directors

Committee liaison: One member from the Marketing and Communications Committee

Staff liaisons: One staff member

Committee Charge

- Provide tutorial seminars and webinars on topics of interest to broad segments of the scholarly communications community
- Provide program information to the Marketing and Communications Committee for marketing and promotion of events
- Generate a positive net income stream for the Society

To this end, the Committee’s tasks will include, but are not limited to:

- Create an annual educational program for the Society that includes at least two full days worth of seminar activities, a webinar program with no less than four webinars, at least one Focus Group event, and two adjacent event collaborations per year, each of which is projected to return a positive net revenue to the Society.
- Select topics, recruit presenters, work with SSP Headquarters to identify geographic sites, oversee the logistics with support from SSP Headquarters, write the announcements, and oversee the production and mailing of the announcements with support from SSP Headquarters. These tasks will always take into account strategies to maximize the net revenues of the programs.
- Provide promotional copy for seminars and webinars to staff and the Marketing Committee to market each event.
- Identify target populations for event attendance.
- Submit written announcements and any information needed to open event registration to staff for posting on SSP’s website in a timely manner.
- Recommend registration rates for events within the guidelines established by the Board of Directors and in support of meeting budgetary goals.
- Provide feedback on reimbursement policies for presenters.
- Act as SSP ambassadors at the events, if attending.
- Acknowledge and thank all presenters.
- Secure handouts and PowerPoint presentations in electronic formats for posting to the website.

Co-chairs’ Charge and Activities

Characteristics of a Successful Education Co-Chair

- Served actively on that committee two or more years (i.e., volunteered for subgroups, met goals and deadlines)
- Organized, detail- and deadline-oriented
- Ability to facilitate a group discussion
- Ability to build/find consensus
- Ability to assign tasks when volunteers are lacking
- Ability to follow up and remind committee members of their commitments
- Ability to make decisions for the group when consensus is lacking
- Ability and willingness to follow policies and successful processes from the past
- Well-connected and creative (not as important as organizational characteristics, however)

Co-Chairs are responsible for managing the business of the Committee, including but not limited to the following accountabilities:

- **Call and lead monthly Committee teleconferences:**
  - Provide an agenda to committee members prior to the call
  - Make sure dial-in information is in every call notification
  - Come prepared to calls with all upcoming action items and deadlines, including reports from working groups and subcommittees if their representatives will not be on the call
  - Edit call notes taken by staff to reflect decisions and action items
  - Distribute call notes to committee members, and post on the online committee workspace

- **Actively assist working group leads**
  - Between committee calls, follow up personally with working group leads for a full update on their activities; check progress regularly, and offer help when needed

- **Hold final responsibility for committee event planning**
  - Ensure that each member of the committee directly supports at least one working group area, and if desired has the opportunity to manage or co-manage at least one event
  - Provide forms, deadlines, and guidance/instructions to working group leads to be used by those assigned to manage an event
  - Approve requested speaker expenses in accordance with the SSP Speaker Reimbursement Policy; let staff know what has been approved and for whom
  - Review marketing copy, especially for consistency and themes of grouped events
  - Work with SSP Staff to cancel planned events if the registration counts are too low or if there are other significant factors influencing the potential success of the programs (such as the unavailability of key speakers with no suitable replacement available)

- **Directly support SSP governance/administration**
  - Provide a written report of progress to the Board of Directors at each of their meetings, or no less than three times per year
  - Make budget recommendations in support of educational seminars to the Secretary-Treasurer; create a budget annually based on historical financial data. Manage the education budget that the Board of Directors approves

- **Ensure cross-committee coordination**
  - Ensure that seminar announcements and updates reach the SSP
headquarters
  o Work with the Marketing Committee and SSP headquarters to ensure that accurate and timely information is communicated to potential attendees
  o Coordinate activities with other committee chairs as appropriate, e.g., working with the Career Development Committee to coordinate career-focused webinar planning and execution

Additional Tasks
  o Create a schedule of deadlines
  o Attend working group calls when possible

Working Group Leads’ Charge and Activities
The characteristics of a successful Working Group Lead are similar to that of a Co-chair (see above). In addition, Working Group Leads are responsible for managing the business of a specific working group area, including but not limited to the following accountabilities:

  o Call and lead working group teleconferences:
    o Provide an agenda to working group members prior to the call
    o Make sure dial-in information is in every call notification
    o Come prepared to calls with all upcoming action items and deadlines, including reports from working groups and subcommittees if their representatives will not be on the call
    o Edit call notes taken by staff to reflect decisions and action items
    o Distribute call notes to working group members and post on the online committee workspace
    o Provide updates to Co-chairs prior to monthly Education Committee call

  o Actively assist working group members
    o Follow up personally with those assigned to manage an event; check progress regularly, and offer help when needed

  o Manage working group event planning
    o Ensure that each member of the working group actively supports at least one event
    o Provide forms, deadlines, and guidance/instructions to those assigned to manage an event
    o Follow up personally with those assigned to manage an event; check progress regularly, and offer help when needed
    o Review marketing copy, especially for consistency and themes of grouped events
    o Suggest cancellation of planned events if the registration counts are too low or if there are other significant factors influencing the potential success of the programs (such as the unavailability of key speakers with no suitable replacement available)

  o Assist the Co-chairs with budgeting, marketing, and cross-committee coordination as applicable for a given working group’s events
12 Finance Committee

Committee Roster
Leadership: Chair, at the discretion of the President, the Secretary-Treasurer may serve as Chair of the Finance Committee

Regular members: Minimum of four members
Ex officio members: Secretary/Treasurer, President-Elect and Executive Director
Board liaison: One member of the Board of Directors
Staff liaison: General Manager

Committee Charge
- Advise the Board of Directors on matters of Society finance, particularly budgeting and investments.
- Assist the Secretary-Treasurer.

To this end, the Committee’s tasks will include, but are not limited to:
- Generate recommendations concerning overall financial policy for the Society.
- Monitor the performance of the Society’s investment advisor.
- Review the Society’s investment policy and recommend changes if appropriate.
- Generate recommendations concerning the level and use of reserves.
- Monitor the Society’s financial status with respect to established policies.
- Review budget drafts and recommend revisions to the Secretary-Treasurer. Recommend the annual budget to the Board of Directors.
- In consultation with the Membership Committee, review the dues structure and amounts in view of inflationary and programmatic influences, and bring dues recommendations to the Board annually at the June meeting.
- Evaluate the financial outlook for special projects or programs as requested by the Secretary-Treasurer, the Board of Directors, or committee chairs.

Chair’s Charge
The Chair is responsible for managing the business of the Finance Committee, including but not limited to the following accountabilities:
- Call and lead quarterly teleconferences.
- Provide a written report of progress to the Board of Directors at each of their meetings, or no less than twice a year.
- Once a year, co-author a report of financial status with the Secretary-Treasurer (or write the report, if the Secretary-Treasurer is acting as Committee Chair), for the members-at-large.
- Work with the Secretary-Treasurer to convey any Finance Committee recommendations to other committee chairs, as appropriate.
The Kitchen Cabinet

Committee Roster

Leadership: One chairperson who is a former SSP president and serves a one-year term, renewable

Regular members: Up to seven voting members who each serve three-year renewable terms and The Scholarly Kitchen (TSK) editor-in-chief (EIC), which is an ex-officio, non-voting position. Membership mix in addition to the EIC is the following: One current TSK contributor (“chef”), two former SSP BOD members, one current SSP BOD member, and up to three additional members at large. Membership is by appointment only and not open to volunteers.

Ex officio members: President, Executive Director

Board liaison: The currently appointed The Kitchen Cabinet (TKC) member who is also the SSP BOD member.

Committee Charge

The Kitchen Cabinet’s responsibilities include:

1. Settling governance issues, in its capacity as a representative body of the SSP membership
2. Appointing the editor/EIC (with input from the regular contributors/chefs)
3. Revising as needed the job description for the editor/EIC and a TSK intern/associate editor
4. Revising as needed guidelines for contributors/chefs
5. Making recommendations to the SSP executive committee about the TSK brand, including ensuring that:
   a. TSK and SSP content are clearly delineated and not in competition with each other
   b. TSK remains (and is perceived to be) editorially independent from SSP.
   c. The executive committee is apprised of growth opportunities for TSK, such as new forms of content (e.g. videos), revenue generation (e.g. third-party advertising), and use of TSK to promote SSP programs, membership, and products.

Chair’s Charge

The Chair of The Kitchen Cabinet is responsible for maintaining the business of the Cabinet, including but not limited to the following accountabilities:

- Call and lead teleconferences as needed to provide governance to TSK.
- Provide a written report of TSK metrics and TKC progress to the Board of Directors at each of its meetings, or no less than twice a year.
- Make budget recommendations in support of TSK to the Secretary/Treasurer.
- In consultation with Chefs, including TSK’s editor, make recommendations to the BOD regarding brand management of and growth opportunities for TSK.
14 Marketing and Communications Committee

Committee Roster

**Leadership:** Minimum of two co-chairs

**Regular members:** Minimum of eight members

**Ex officio members:** Executive Director and Program Director

**Board liaison:** One member of the Board of Directors

**Staff liaison:** One staff member

Committee Charge

The Marketing and Communications Committee helps guide the Society in its use of internal and external communication vehicles (e.g., website content and development, social networking, and blogs such as the Scholarly Kitchen).

To this end, the Committee’s tasks will include, but are not limited to:

- Generating content and messages
- Suggesting policies and practices
- Assisting in keeping the organization current regarding traditional and alternative communication strategies
- Select and prepare content for SSP's weekly eNews digest: RE:member according to the Editorial Policy
- Develop a calendar of what needs to be marketed (membership, meetings, etc.) and the vehicles through which to market (email, website, direct mail, social networking sites, etc.).
- In close collaboration with the staff, assist with and supervise wording and format of SSP external communications.
- In close collaboration with the staff, work with all committees to ensure that external communications, promotions, letters, artwork, designs, use of logos, etc. are effective and appropriate.
- Assist the Education and Annual Meeting Committees with obtaining and evaluating mailing lists etc.

To this end, the Committee’s tasks will include:

- Hold monthly teleconference calls.
- Act as liaisons to other SSP committees to be informed of the other committee's activities. Being a liaison involves attending monthly calls and reporting back any action items for the marketing committee.
- Draft, edit, or review promotional pieces.
- Edit and proof marketing pieces, links, hashtags etc.
- Join industry groups on LinkedIn so that our marketing reach is far and wide.
- Interact with other committee member's posts on social media to increase exposure.
- Post to various social networks, like LinkedIn, Twitter, Facebook, etc.
- Promote (paid) posts on social media, managing the allocated budget.
Co-Chairs Charge

Characteristics of a Successful Marketing and Communications Co-Chair

- Served actively on that committee 2 or more years (i.e., volunteered for subgroups, met goals and deadlines)
- Organized, detail- and deadline-oriented
- Ability to facilitate a group discussion
- Ability to build/find consensus
- Ability to assign tasks when volunteers are lacking
- Ability to follow up and remind committee members of their commitments
- Ability to make decisions for the group when consensus is lacking
- Ability and willingness to follow policies and successful processes from the past
- Well-connected and creative (not as important as organizational characteristics, however)

Co-Chairs are responsible for managing the business of the Committee, including but not limited to the following accountabilities:

- Call and lead monthly teleconferences.
- Provide a written report of progress to the Board of Directors at each of their meetings, or no less than twice a year.
- Make budget recommendations in support of marketing efforts to the Secretary-Treasurer.
- Coordinate efforts of various committee members and other Committees to ensure that efforts are well organized and collaborative
- Identify new sections of the website and section editors to develop and maintain them.
- Continue to enhance and refine the member eNewsletter to better serve member needs and promote the programs and services of SSP.
### Membership Committee

**Committee Roster**

**Leadership:** Two co-chairs

**Regular members:** Minimum of eight members

**Ex officio members:** Executive Director

**Board liaison:** One member of the Board of Directors

**Committee liaison:** One member from Marketing and Communications Committee

**Staff liaison:** Executive Director and one staff member

**Committee Charge**

- Monitor SSP’s membership health.
- Promote and develop new individual and organizational memberships in SSP.
- Advise the Board of Directors on matters concerning benefits for all classes of membership.
- Monitor the status and health of SSP’s renewal process and general membership.
- Use the membership statistics provided by SSP Headquarters to generate strategies for individual and organizational member recruitment and renewal.

To this end, the committee’s tasks should include, but are not limited to:

- Annually review and improve plans for membership development and retention.
- Track membership trends, taking assertive actions if membership numbers decline.
- Research and provide recommendations to the Board of Directors concerning potential membership benefits or new classes of membership.
- Review member dues structure and amount in view of inflationary and programmatic influences, and provide annual dues recommendations to the Finance Committee prior to June.
- Review membership brochure(s), revising and renewing as necessary.
- Provide feedback on the cover letter for the renewal mailings and suggest what other enclosures will accompany the dues invoices.
- Personally contact all new individual and organizational members to welcome them to the Society.
- Host new member events and recognition at the Annual Meeting.
- Act as ambassadors to welcome and assist new members.
- Personally contact all non-renewals either to recruit them back to membership or to discern and report the reasons for their leaving SSP.

**Co-Chairs’ Charge**

Co-Chairs are responsible for managing the business of the Membership Committee, including but not limited to the following accountabilities:

- Call and lead monthly teleconferences.
- Provide a written report of progress to the Board of Directors at each of their meetings, or no less than twice a year.
- Make budget recommendations in support of membership development needs to the Secretary-Treasurer.
- Manage the membership budget that the Board of Directors approves.
- Coordinate membership activities with other committee chairs when special activities require collaboration, e.g., coordinating with the Annual Meeting Program Committee Chair to create new member events at the Annual Meeting and working with the Marketing and Communications Committee when new membership brochures are created.
Nominating and Awards Committee

Committee Roster

Leadership: Past President serves as Chair

Regular members: Four members, one of whom shall be the President-Elect (NOTE: the current President shall not serve as a member of the committee)

Ex officio members: Executive Director

Board liaison: None

Staff liaison: General Manager

Committee Charge

- Identify the candidates for each officer and Board position open for election in the coming year.
- Nominate individuals for Appreciation and Distinguished Service awards.
- Receive nominations for the Emerging Leader award and make selection.

To this end, the Committee’s tasks will include, but are not limited to:

Officer and Board positions:
- Select at least two candidates for each officer position on the election ballot. Three candidates per position is preferred, when possible.
- Select at least one more name than there are positions to be filled for the Board of Directors. At least two more names than there are positions to be filled is preferred, when possible. The composition of the Board should ideally reflect the organizational make-up of the membership. The committee should be mindful of ensuring diversity in relation to the current Board members and nominate candidates in such a way as to ensure appropriate distribution of representation. This includes, but should not be limited to, organization type, career stage, professional role, gender, race, and ethnicity.
- Contact each nominee to secure their permission to appear on the ballot.
- Recommend the coming year’s election slate to the Board of Directors.

Awards (three main categories):
- Distinguished Service Awards: Nominate individuals whose contributions are not only significant but range over a longer period of time (three years or more).
- SSP Appreciation Award: Can have multiple recipients: Nominate individuals whose activities over the last year or so merit special recognition.
- Emerging Leader Award: Nominate an SSP member, working in the scholarly communication field for 10 years or less, who has demonstrated outstanding leadership on an SSP committee or task force and has made innovative contributions to his/her field.
- Submit these names to the Board of Directors, for their approval.

Chair’s Charge

The Chair is responsible for managing the business of the Nominating Committee, including but not limited to the following accountabilities:

- Call and lead committee meetings as needed.
• By January 15, provide a written report to the Board of Directors that conveys the election slate recommended by the Nominating Committee.
• Provide a written report to the Board of Directors that conveys the names of the individuals recommended for awards.
Ad Hoc Committees and Task Forces

President’s Discretion
The President holds the authority to appoint and charge these Ad hoc Committees and Task Forces. Occasionally, the Board may initiate the request by charging the President with the responsibility to create a specific ad hoc committee or task force.

Ad hoc committees and task forces are responsible to and report their findings or accomplishments to the President. The President discharges them once the group has achieved its purpose.

Charge
Ad hoc committees or task forces are appointed to address special assignments, issues, or needs of the Society.

- **Ad hoc committees** are usually charged with analyzing issues and recommending Society actions or policies. They work from a defined charge and an estimated time frame for their existence.

- **Task forces** are usually charged with executing actions or performing specific tasks. They work from a defined charge and an estimated time frame for their existence.

Term
These are temporary groups and serve at the pleasure of the President.
18  **Budget and Finance**

Fiscal Guidelines

Investment Policies
- Investment Policy Statement
- Policies for Managing Investment Funds

Budget Development and Approval

Budgetary Responsibility of Committees

Expense and Reimbursement Policies

Board Committees

Programs

**Fiscal Guidelines**

The Finance Committee has established that a minimum prudent level of investible reserves is necessary to ensure that operations are not impacted by volatility in the Society, in the economy, or in the investment markets in which the organization invests.

- SSP will maintain a minimum level of cash plus investment reserves equal to $420,000 or 60% of annual budgeted operating expenses, whichever is greater.
- In addition, an investment level falling below $460,000 is considered a warning indicator that actual reserves are approaching the targeted minimum level of reserves, and the SSP Finance Committee will discuss possible actions if the warning indicator level is reached.
- The Finance Committee will promptly notify the President of SSP if actual reserves fall below the targeted minimal level of reserves.

It is incumbent upon the Board and the Finance Committee to help communicate, support, and satisfy these guidelines. Each committee plays some kind of role, sometimes minor and sometimes major, with respect to the Society’s financial health so it is important for SSP’s governance leaders to educate the committees about financial matters. The Secretary-Treasurer plays the most significant part in this education process by giving each committee chair key financial information when they begin planning the annual budget.

**Investment Policy Statement**

The SSP Board of Directors approved an investment policy for the Society at the June 1997 annual meeting. The policy is based on the Legg Mason Investment Policy Questionnaire. That policy was used to develop a new investment plan for SSP.

A following revised policy was approved by the Board of Directors at their September 2015 Board Meeting:

**I. Overview**

**Purpose of this Policy**

The purpose of this policy is to provide guidance to the SSP Board and Finance Committee in the discharge of their responsibilities for the management of the investment portfolio of the Society. This policy is intended to be dynamic, as the investment objectives and financial needs of SSP may change over time.
Investment Goals

- To preserve and increase the real (inflation-adjusted) value of SSP’s assets over the long term;
- To maintain an appropriate asset class allocation as well as diversification within those defined asset classes, while providing the ability to produce positive real returns within acceptable volatility ranges.
- To avoid investing in companies whose holdings may constitute or be construed as constituting a conflict of interest; and
- To be compatible with flexible spending objectives as described in the subsequent section of this policy.

II. Reserve Investment Policy

A minimum prudent level of investible reserves is necessary to ensure that operations are not impacted by volatility in the Society, in the economy, or in the investment markets in which the organization invests.

- SSP will maintain a minimum level of cash plus investment reserves equal to $420,000 or 60% of annual budgeted operating expenses, whichever is greater.
- In addition, an investment level falling below $460,000 is considered a warning indicator that actual reserves are approaching the targeted minimum level of reserves, and the SSP Finance Committee will discuss possible actions if the warning indicator level is reached.
- The Finance Committee will promptly notify the President of SSP if actual reserves fall below the targeted minimal level of reserves.

III. Responsibilities

The Finance Committee has direct oversight of all decisions that impact investment funds. The Board approves overall investment policies and objectives. The Board has delegated some specific operating and supervisory responsibilities of investment funds to the Finance Committee.

- The Finance Committee shall select the investment consultant.
- The Finance Committee shall recommend investment actions to the Board for approval. Investment actions will be executed by the Secretary-Treasurer with the support of the SSP’s management service bureau.
- At least twice annually, the Secretary-Treasurer will provide to the Board a report of the SSP investment portfolio and actions of the Finance Committee related to the investment portfolio.
- The Finance Committee will propose recommendations to the Board concerning long-term investment policies and objectives. This includes studying and selecting asset classes, determining asset allocation ranges and management structure, and setting performance objectives for the investment funds and, if such are used, for each manager and for any investment consultant.
- The Secretary-Treasurer will review the performance of the investment portfolio monthly and will discuss concerns or questions with a designated investment consultant and/or the Finance Committee, as appropriate. The Finance Committee will review performance of the investment portfolio at least quarterly. After the review of the portfolio’s performance, the Finance Committee will, not less than annually, consider any necessary rebalancing or reallocation according to the guidelines outlined in the Investment Policy Statement. The Committee will instruct...
the Secretary-Treasurer to execute any routine rebalancing of accounts between funds.

- The statements of all investment funds shall be sent to SSP’s management firm.

- **Independent Advisor/Brokerage Firm:**
  - At the discretion of the Finance Committee, investment advice may be obtained either from an independent investment advisor, who is paid a fixed fee and receives no income associated with SSP investments, or from an investment brokerage firm.
  - Independent advisor: The consultant will recommend specific objectives and guidelines for different funds, and also recommend and aid in disengagement from investment funds and selection of new investment funds when applicable. The advisor shall monitor results for the different funds and managers; provide quarterly investment performance analysis reports; and meet with the Finance Committee by conference call or in person as requested to discuss these reports. The consultant will communicate promptly with the Secretary-Treasurer regarding all significant matters such as downgrades of assets, changes in investment fund managers, and other substantive changes. Alternatively, if index funds are used exclusively and funds are rebalanced quarterly as indicated in the investment policy statement, an independent adviser may be employed to review the funds and their performance annually and advise on alternative investment choices.
  - Brokerage firm: A brokerage firm will be engaged to hold assets and transact business at the direction of those individuals authorized by the Board.

### IV. Risk Tolerance

The following statements reflect the Board’s understanding of capital market risk as well as measures adopted to limit portfolio volatility:

- The Board recognizes that the primary fiduciary obligation regarding investment funds is to optimize the inflation-adjusted principal value of the investments to meet current and future financial requirements of the Society.
- The Board recognizes the likelihood of periodic market declines and is willing to accept the possibility of some short-term decline in market value in order to achieve potentially higher long-term investment returns.
- Investment assets are to be diversified to protect against large investment losses and to reduce the risk of excessive performance volatility. Diversification is to be achieved by allocating monies to various asset classes and by retaining investment management firm(s) and/or funds with complementary investment philosophies, styles, and approaches.
- Asset allocation will be structured to minimize downside volatility while maximizing return at an acceptable risk level.
- A reasonable time frame for evaluating investment performance shall approximate a market cycle (about three to five years).

### V. Bank Deposits—Insured Balance

The Executive Director, working with the Secretary-Treasurer and the association management firm, will monitor any cash balances to ensure that they do not exceed the FDIC insurance limits by more than 100% (i.e., twice the FDIC insurance limit) in any single
insured account for more than two consecutive months. The association management firm shall transfer funds between cash/cash equivalent accounts to ensure that no account exceeds these limits.

**VI. Asset Allocation Guidelines**
The Finance Committee shall confer with the investment consultant to create a proposed asset allocation strategy for the investment portfolio. The Finance Committee will manage the asset allocation mix within the allocation ranges stated by the policy. The Finance Committee will review asset distribution and consider rebalancing assets within the guidelines established by the Board.

**VII. Asset Allocations**

**Money Market Checking Account**
- **Target Allocation:** Cash & cash equivalents: 100%
- **Target Amount:** 3 months’ average operating expenses

**Investment Account**
- **Cash & Cash Equivalents**
  - 0% - 5% of Total Investment Assets
- **Fixed Income**
  - 35% (+5%) of Total Investment Assets
- **Equities**
  - 65% (+5%) of Total Investment Assets
  - 70% US Equities
  - 30% International Equities

**VIII. Standards for Selection of Portfolio**

**Overview of Portfolio and Performance Standards**
The Board, with the assistance of the Finance Committee, which shall engage an investment advisor for this purpose, will engage in a process to prudently select, monitor and, where appropriate, remove investments from the investment portfolio.

For the selection of funds (other than cash equivalents and index funds), the Finance Committee, with the assistance of an investment adviser, will evaluate a reasonable universe of mutual funds to select investments. The total returns of cash equivalents and index funds will be evaluated against their specific market benchmarks.

**IX. Investment Exclusions**
The following types of assets or transactions are expressly prohibited (unless approved by the Board):

- Commodities and Futures – with the exception of futures on fixed-income investments and used for the purposes of providing or hedging exposure to the fixed income market under the guidelines set forth elsewhere in this document
- Tax exempt securities
- Warrants
- Naked option transactions
- Margin purchase of securities
• Short sales of securities – with the exception of short positions in fixed income instruments used for purposes of hedging interest rate exposure
• Private placements
• Unregistered or restricted stock
• Volatile derivatives, except for purposes noted above

Notwithstanding the prohibited assets/transactions listed above, it is recognized that some of these assets/transactions may be employed by mutual funds or partnerships chosen for investment by the Fund. Such activity is expected to be minimal and would not represent a violation of the intent of this Policy.

X. Systematic Review Process and Advisory Costs
At the end of each fiscal year, a review of the investment portfolio shall be completed by an advisor to be retained on a fee-for-service basis according to the parameters set forth in this policy. If, at the completion of this review, the chosen funds meet or exceed their respective market benchmarks, no changes will be made to portfolio investments. If not, the Finance Committee will work with an advisor to choose replacement investments as set forth in this policy. It is the objective of the Finance Committee not to spend more than 0.05% of the investment portfolio value each year for advisory assistance, whether fee-for-service or brokerage-based, and that these fees be paid directly from the cash portion of the investment portfolio, rather than as a separate board-approved line item.

IX. Ongoing Monitoring
The Finance Committee will monitor the performance of the investment portfolio on a quarterly basis. At the end of each fiscal year, the independent fund advisor will prepare a written report detailing the investment portfolio’s performance compared to relevant market benchmarks as well as providing commentary on the market environment and the specific Fund investments in various asset categories.

Market benchmarks will be a composite of indices, weighted consistent with the actual asset allocation during the quarter in question.

XI. Spending Policy
The principal of the investment portfolio should be maintained and increased in value at least consistent with inflation. At the same time, the principal and income of the investments should grow to enhance development of new ventures while minimizing interim volatility. On an ongoing basis, the Board may recommend new projects, equipment, or capital improvements that will enhance the mission of SSP and that will require funding which cannot be met by operational revenue. After review of these proposals by the Finance Committee and approval by the Board, the investment portfolio may be drawn down to finance new ventures.

As a general rule, the principal and income from investments should not be used to offset routine operational expenses. However, if that is necessary, these monies should be restored in the investment portfolio before these assets are used for additional new ventures.

On an annual basis up to 3% of the three-year rolling average of the market value of the investment portfolio may be used to fund strategic investments.

Budget Development and Approval
SSP’s established target for annual financial performance is to return to the Society’s reserves 10% of the annual operating expenses.
SSP’s budget year is based on the calendar year. The Secretary-Treasurer, and the Executive Director prepare the initial draft in late-summer with program plan input from the major committees (see list below) and staff. The Executive Director and Finance Committee reviews and edits the draft budget and then recommends the resulting draft to the Board of Directors for consideration. Board review of the draft budget occurs in the fall and revisions are identified. Subsequent Board approval of the revised budget is sought in December, usually by electronic ballot.

The Finance Committee has the responsibility for coordinating the program inputs to the budget.

**BUDGET DEVELOPMENT SCHEDULE**

<table>
<thead>
<tr>
<th>Approx. Date</th>
<th>Activities to Complete</th>
</tr>
</thead>
</table>
| September    | Finance Committee Members collect budget inputs from Chairs  
              SSP staff takes this information and drafts the first version of the budget |
| October      | Finance Committee reviews the budget  
              Finance Committee meets to review the draft budget and to identify the revisions needed in advance of the Board’s review  
              SSP staff takes this information and revise the draft budget |
| November     | Board reviews the budget  
              Board reviews the draft budget and identifies any revisions needed  
              SSP staff takes this information and revises the budget for subsequent teleconference or electronic ballot approval |
| December     | Board approves the budget  
              SSP staff circulates the budget to the Board via teleconference or electronic ballot |

**Budgetary Responsibility of Committees**

Most committees oversee programs for which there are financial implications. Each chair is responsible for understanding and working within the scope of his/her budget. Support is available from SSP headquarters about budgetary issues, and of course, the Secretary-Treasurer serves as an important source of information and assistance as well.

In late-summer, each committee chair is asked to provide program planning input for the coming calendar year. The Secretary-Treasurer and the chair should go over the basic projections and trends together in order to bring balance and understanding to the process.
If at any time during the year a committee chair identifies financial concerns, then he/she should communicate such matters immediately to the Executive Director and the Secretary-Treasurer so that they can lend support and guidance, as appropriate.

Each committee chair prepares a status report to the Board for its fall and spring meetings. The report should include discussion of any financial matters that are out of the ordinary with respect to the committee’s programs.

**Expense and Reimbursement Policies**

**Board**

SSP does not provide travel or expense reimbursement for Officers or Board members. It is expected that volunteers’ employers will defray the expenses associated with attending SSP governance events. However, occasionally, an Officer or Board member who is without outside financial support may seek assistance from SSP. In these cases, the affected board member should make a request for financial assistance to the current SSP President and Executive Director at least 30 days prior to the governance event. The SSP President and Executive Director will consult to determine the amount of financial assistance to be provided or if it is sufficient for the Board member to participate in the meeting by video or teleconference.

**Committees**

SSP does not provide travel or expense reimbursement for committee chairs or members. There is perhaps one exception. The Annual Meeting Program co-chairs have a modest discretionary fund that is budgeted each year. It may be used to support travel for speakers, committee members, or the chairs. It is up to the co-chairs to determine how the funds will be used.
### Business Records Retention Schedule

The following guidelines for maintaining SSP's business records were adopted at the June 1998 Board meeting. The source of this list was an article entitled “When to Throw it Away,” Association Management, September 1992, pages 47-50.

<table>
<thead>
<tr>
<th>Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident reports and claims (settled cases)</td>
<td>30 years</td>
</tr>
<tr>
<td>Accounts payable ledgers and schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Accounts receivable ledgers and schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Audit reports</td>
<td>Permanently</td>
</tr>
<tr>
<td>Bank reconciliations</td>
<td>1 year</td>
</tr>
<tr>
<td>Bills of lading</td>
<td>4 years</td>
</tr>
<tr>
<td>Capital stock and bond records; ledgers; transfer registers; stubs</td>
<td>Permanently</td>
</tr>
<tr>
<td>showing issues; record of interest coupons, options; and so forth</td>
<td></td>
</tr>
<tr>
<td>Cash books</td>
<td>Permanently</td>
</tr>
<tr>
<td>Charts of accounts</td>
<td>Permanently</td>
</tr>
<tr>
<td>Checks (canceled; see exceptions below)</td>
<td>4 years</td>
</tr>
<tr>
<td>Checks (canceled; for important payments such as taxes, purchases of property, special contracts, and so forth, checks should be filed with the papers pertaining to the underlying transaction)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Contracts and leases (expired)</td>
<td>7 years</td>
</tr>
<tr>
<td>Contract and leases still in effect</td>
<td>Permanently</td>
</tr>
<tr>
<td>Correspondence (routine) with customers or vendors</td>
<td>1 year</td>
</tr>
<tr>
<td>Correspondence (general)</td>
<td>3 years</td>
</tr>
<tr>
<td>Correspondence (legal and important matters only)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Deeds, mortgages, and bills of sale</td>
<td>Permanently</td>
</tr>
<tr>
<td>Depreciation schedules</td>
<td>Permanently</td>
</tr>
<tr>
<td>Dividend checks/records (canceled)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Duplicate deposit slips</td>
<td>1 year</td>
</tr>
<tr>
<td>Employee personnel records (after termination)</td>
<td>3 years</td>
</tr>
<tr>
<td>Employment applications</td>
<td>3 years</td>
</tr>
<tr>
<td>Expense analyses and expense distribution schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Financial statements (end-of-year, other months optional)</td>
<td>Permanently</td>
</tr>
</tbody>
</table>
General and private ledgers (and end-of-year trial balances) Permanently
Insurance policies (expired) 3 years

Insurance records, current accident reports, claims, policies, and so forth Permanently
Internal audit reports (in some situations, longer retention periods may be desirable) 3 years
Internal reports (miscellaneous) 3 years
Inventories of products, materials, and supplies 7 years
Invoices to customers 7 years
Invoices from vendors 7 years
Journals Permanently
Minute books of directors and stockholders, including bylaws and charter Permanently
Notes receivable ledgers and schedules 7 years
Occupational injury and illness records 5 years
Option records (expired) 7 years
Payroll records and summaries including payments to pensioners 3 years
Petty cash vouchers 3 years
Physical inventory tags 3 years
Plant cost ledgers 7 years
Property appraisals by outside appraisers Permanently
Property records including costs, depreciation reserves, end-of-year trial balances, blueprints and plans Permanently
Purchase orders (except purchasing department copy) 1 year
Purchase orders (purchasing department copy) 7 years
Receiving sheets 1 year
Reorganization records Permanently
Requisitions 1 year
Sales records 4 years
Savings bond registration records of employees 3 years
Appendix A: Bylaws

Article I. Name and Location

Section 1. The name of this organization shall be the Society for Scholarly Publishing, a non-profit corporation incorporated in the District of Columbia.

Section 2. The headquarters of the Society shall be in a locality to be determined by the Board.

Article II. Purposes

Section 1. The purpose is to promote and advance scholarly communications among all sectors of the scholarly publication community through networking, information dissemination, and facilitation of new developments in the field.

Section 2. The Society is organized for educational purposes and is operated as a non-profit corporation within IRS code 501(c)3.

Article III. Membership

Section 1. Qualification: Membership in the Society shall be open to any individual or organization from any of the scholarly communication sectors.

Section 2. Application: All applicants for membership shall complete the application form provided by the Society.

Section 3. Admission of Members: Applicants who support the purpose of the Society shall be eligible for membership upon application.

Section 4. Categories of Membership:
A. Individual: Open to individuals who meet the qualifications of membership.

B. Organizational: Open to corporations, companies, institutions, or other entities that meet the qualifications of membership.

C. Honorary: Any individual who has made an outstanding contribution to the betterment of the Society and who has been so designated by the Board.

D. The Board shall have the right to establish such other categories of membership and rights, as it deems appropriate.

Section 5. Privileges of Membership:

A. Individual: Have all the rights and privileges of membership as designated by the Board, including the right to vote, hold office and serve on committees.

B. Organizational: Up to 5 individuals named from the corporate entity for supporting Organization individuals and up to 20 sustaining Organization individuals shall have the same rights as the individual members.

C. Honorary: Have all rights and privileges of membership, except to vote and hold office.

Section 6. Resignation: Any member may resign by filing a written resignation with the Executive Director, but such resignation shall not relieve the member of their obligation to pay any outstanding dues or other fees.

Section 7. Reinstatement: A former member desiring a continuous membership may be reinstated through reapplication and payment of all dues in arrears. If a continuous membership record is not desired, the member may be reinstated on reapplication and payment of current year’s dues.

Section 8. Expulsion: Members may be expelled from membership, for cause, by three-fourths (3/4) vote of the entire Board of Directors. For any cause other than nonpayment of dues, expulsion shall occur only after the member has been given ample notice of the complaint and has been given an opportunity to present to the Board, either in person or in writing, a defense against expulsion.

Article IV
DUES

Section 1. Dues: Dues for each category of membership shall be established by the Board of Directors.

Section 2. Delinquency: Membership shall automatically be revoked without further notice after non-payment of dues for a period of time to be determined by the Board.

Section 3. Refund: No dues shall be refunded to any member whose membership is terminated for any reason.
Article V
VOTING AND MEETINGS
Section 1. Voting: Voting required by these bylaws shall be conducted by ballot.
Section 2. Quorum for ballot: To be valid, ballots must be cast by no less than 20% of all members eligible to vote.
Section 3. Majority: A majority of those voting shall decide any issue.
Section 4. Referendum: Upon petition of 5% of the members in good standing, a requirement for a vote of the Society members upon any matter other than Bylaws amendment may be addressed to the Board. The ballot shall contain a statement of the arguments for and against the new provisions.
Section 5. Annual Membership Meeting: There shall be an annual meeting of the Society, at a time and place to be determined by the Board.
Section 6. Special Membership Meetings: A special membership meeting of the Society can be called by 5% of the members having the right to vote.

Article VI
OFFICERS
Section 1. Officers: The officers of the Society shall be the President, President-Elect, Past President, Secretary-Treasurer, and Executive Director (ex officio, without vote). The President-Elect shall automatically succeed to the Presidency. The President shall automatically succeed to the Past-Presidency.
Section 2. Term: Each officer shall take office at the close of the annual business meeting. The President, President-Elect, and Past President shall serve terms of one (1) year. The Secretary-Treasurer shall serve a term of three (3) years. Each elected officer shall serve concurrently as a member of the Board of Directors and as a member of the Executive Committee during their terms of office.
Section 3. Reelection: The Past President shall not be eligible for election as an officer or a director until at least two (2) years have elapsed, following his/her term as Past President. The Secretary-Treasurer shall be eligible for election for two additional three-year terms.

Article VII
DUTIES OF OFFICERS
Section 1. President: The President shall preside at all meetings of the Board, Executive Committee, and the membership. The President shall serve as an ex officio member of all committees except the Nominating Committee. The President shall make all appointments of committee chairpersons and members with the advice and consent of the Board of Directors.
Section 2. President-Elect: The President-Elect shall perform the duties of the President in the event of the President’s inability to serve.
Section 3. Secretary-Treasurer: The Secretary-Treasurer shall be responsible for the Society’s funds and records. The Secretary-Treasurer shall collect all member
dues and assessments; shall establish proper accounting procedures for the handling of the Society’s funds; shall initiate an annual operating budget; and shall be responsible for the keeping of funds in such banks, trust companies and/or investments as are approved by the Executive Committee. The Secretary-Treasurer shall deliver to the Board of Directors a financial review within six (6) months of the year just completed; shall report on the financial condition of the Society annually to the membership, to the Board of Directors at each of its meetings, and at other times when called upon by the President or the Board of Directors. The Secretary-Treasurer of the Society shall be responsible for the distribution of notices to members.

Section 4. The Past President shall serve on the Board and the Executive Committee for the year immediately following his/her presidency, and shall have such duties as the Board or the President may designate. The Past President shall act in the absence of the President and President-Elect and shall serve as presiding officer of the Association in the absence of the President and the President-Elect.

Section 5. Duties: Duties of the officers may be delegated to appropriate staff.

Article VIII
BOARD OF DIRECTORS

Section 1. Composition: The Board of Directors shall consist of the Past President, President, the President-Elect, the Secretary-Treasurer, an Executive Director (ex officio and without vote), and nine (9) voting members elected from the Society.

Section 2. Authority: The Board of Directors shall be the governing body of this Society and shall direct the affairs of the Society, its committees, publications, meetings policies and procedures, and financial

Section 3. Procedures: The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.

Section 4. Term of Office: Directors shall serve a term of three (3) years. Directors shall be elected by ballot. Three directors shall be elected each year.

Section 5. Meetings of the Board. The Board shall meet at least annually in conjunction with the Annual Conference of the Society. Additional meetings of the Board may be called by the President or at the request of any five (5) Directors.

Section 6. Voting: Voting rights of a Director shall not be delegated to another nor exercised by proxy.

Section 7. Voting Method: Valid action may be taken by mail, phone or electronic mail ballot provided there is a majority vote in favor of the action and it is reported at the next regular Board Meeting.

Section 8. Quorum: No fewer than one-half the voting members of the Board shall constitute a quorum. Any such business conducted shall be valid if passed by a majority of those present.

Section 9. Vacancies: Vacancy in any elected office may be filled for the balance of the term by the Board of Directors.
Section 10. Removal: The Board of Directors, at its discretion, may remove any officer or director for cause by a two-thirds vote of the entire Board. Removal shall occur only after the member complained against has been given ample notice and an opportunity to respond to the Board.

Section 11. Reelection: No member of the Board of Directors who has served a full three (3) year term shall be eligible for reelection until at least two (2) years have elapsed.

Section 12. Compensation: Directors and officers shall not receive any compensation for their services.

Article IX
EXECUTIVE COMMITTEE

Section 1. Composition: The Executive Committee shall consist of the Past President, President, President-Elect, Secretary-Treasurer, and one at large member to be elected from the Board and the Executive Director (ex officio, without vote.) The at large member shall be elected at the first Board meeting following election of the officers and shall serve for a period of one year, which may be renewed up to the duration of the Board member's term.

Section 2. Authority: The Executive Committee acts for the Board of Directors between Board meetings on all matters. Actions of the Executive Committee shall be reported to the Board by email or at the next Board meeting.

Section 3. Quorum: Three (3) voting members of the Executive Committee shall constitute a quorum.

Section 4. The President may call meetings of the Executive Committee as the business of the Society may require, or a meeting may be called on request of three (3) members of the Executive Committee.

Article X
NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee: The President shall appoint a nominating committee of five members.

Section 2. Procedures: The nominating committee shall select at least two candidates for each officer position (President-elect, Secretary-Treasurer) to be filled.

The nominating committee shall submit at least one more name than there are positions to be filled for the Board of Directors.

Section 3. Petition Process: There shall be a petition mechanism established whereby the membership may place one or more members on the official ballot. Any member in good standing nominated by 2% of the voting members of the Society shall be placed on the ballot according to a timeline approved by the Board. There shall be no distinction on the ballot between petition nominees and other nominees.

Section 4. Qualifications: All nominees selected to run for office must be members of the Society in good standing.

Section 5. Dual Office: No member shall simultaneously hold more than one elected office.
Section 6. Eligibility: No member of the Nominating Committee is eligible to be nominated for an elected office.

Article XI
FINANCE
Section 1. Fiscal Year: The fiscal year of the Association shall be prescribed by the Board.
Section 2. Budget: The Board shall adopt an annual operating budget.
Section 3. Bonding: Bonds shall be furnished, at the Board's expense, for any officer, Board Member, or staff, as the Board shall direct.

Article XII
EXECUTIVE DIRECTOR
Section 1. Appointment; The Society may retain an Executive Director.
Section 2. Duties: The Executive Director is responsible for the administrative activities of the Society according to the policies and procedures of the Board.
Section 3. Authority: The Executive Director shall have authority to sign checks and contracts as agent of the society for duly authorized purposes of the Society.
Section 4. Reporting: The Executive Director shall report to the Board at least annually on the operations of the Society's headquarters.

Article XIII
DISSOLUTION
Section 1. Upon dissolution or final liquidation of the Corporation, the Board of Directors shall, after paying or making provision for payment of all Liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Code as the Board of Directors shall determine.

Article XIV
AMENDMENTS
Section 1. These Bylaws may be amended or repealed by a two-thirds (2/3) vote of the members casting ballots. Amendments may be proposed by the Board of Directors on its own initiative, or upon petition addressed to the Board by five percent (5%) of the regular voting members. All such proposed amendments shall be presented by the Board to the membership without recommendation and without distinction on the ballot between amendments proposed by the Board of Directors and amendments proposed by petition. The amendment, if passed by two thirds (2/3) of those who vote, shall go into effect.

Article XV
RULES OF ORDER
Section 1. Rules of Order: The meetings and proceedings of this Society shall be regulated and controlled according to Roberts Rules of Order for
parliamentary procedure, except as may be otherwise provided by the Bylaws.

Section 2. Operating Guidelines: The operations of the Society shall be governed by the Policies and Procedures of the Society as adopted by the Board.

Article XVI
INDEMNIFICATION AND LIABILITY

Section 1 The Corporation shall indemnify its officers, directors, agents, and employees to the extent required by the laws of the District of Columbia. To the extent allowed by law, no member, officer, agent or employee of this Association shall be liable for the acts or failure to act on the part of any other member, officer, agent or employee of the Society, nor shall any of the members, officers, agents, or employees be liable for their acts or failure to act under these Bylaws, excepting acts, or omissions to act, arising out of willful misfeasance.

Adopted by the Membership June 2004, revised April 2016
Appendix B: Policies

Affiliated Society Rates
Advertising Policy for the Society for Scholarly Publishing and The Scholarly Kitchen
Organizational Collaborations
Annual Meeting Non-Compete Policy
List Serv (SSP-L) Guidelines and Best Practices
Postings Official SSP Social Media Accounts
Website Policies
RE:member eNewsletter Editorial Policy
Code of Conduct
Reimbursement and Compensation Policy

Affiliated Society Rates
Approved by the SSP Board of Directors February 4, 2016

Purpose
Establish a process for evaluating, approving, and documenting requests/suggestions for reciprocal educational programming discounts from third-party organizations.

Policy
SSP may offer discounted rates for educational programming to the members of other societies (non-profit society, association, or other membership-based organization) determined to have similar educational goals and non-conflicting interests. A reciprocal arrangement is required, so that the Affiliated Society offers an equitable rate reduction to SSP members.

Evaluation and Approvals
1. Requests for Affiliated Society Rates should be routed to the President or the Executive Director.
2. The President decides whether to refer the request to the Executive Committee or the Organizational Collaboration Committee for evaluation.
3. Either group evaluates the request and provides a recommendation following the key criteria:
   - Will this alliance benefit SSP members?
   - Will this alliance or collaboration benefit SSP as an organization?
   - Can this alliance or collaboration be done without compromising SSP values?
4. Requests for Affiliated Society Rates for educational programming events excluding the Annual Meeting may be approved by the Executive Committee, however, the President may refer the decision to the Board at his/her discretion. Requests for Affiliated Society Rates for the Annual Meeting are approved by the Board.

Procedures
1. Decision is communicated to SSP staff for documentation and implementation.
2. The discount amount is flexible, to be established in accordance with the existing policies for setting rates. It will be higher than the member rate but lower than the non-member rate.
3. SSP staff will send a Letter of Acknowledgment outlining the terms of the arrangement to the Affiliated Society.
4. SSP staff will maintain a record of which societies have been approved for discounted rates, the discounted rate percentage, the reciprocal discounted rate percentage, and the programming events to which the discounts apply. Record should also indicate if the discount is auto-renewing or effective only for the year in which it was approved.

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Advertising Policy for the Society for Scholarly Publishing and The Scholarly Kitchen

Approved by the SSP Board of Directors August 2016

Policy

This policy, developed by The Scholarly Kitchen (TSK) Cabinet and approved by the Society for Scholarly Publishing (SSP) Board of Directors ensures adherence to the ethical standards of advertising and defines the eligibility of products and services for advertising in SSP media, including The Scholarly Kitchen.

SSP’s media shall not appear to be dominated by advertising and some space may not be available for sale to commercial advertisers.

The appearance of advertising in SSP media not an endorsement by SSP of the product or service. As a matter of policy, SSP will sell advertising space in its media properties when the inclusion of advertising does not interfere with the mission or objectives of SSP or its publications.

To maintain the integrity of SSP media, advertising cannot influence editorial decisions or editorial content. Advertising sales representatives have no prior knowledge of specific editorial content before it is published. SSP editors or authors are not permitted to shape content to support advertising. Digital advertisements may not be sold to be intentionally juxtaposed with, appear in line with, or appear adjacent to an article on the same topic. However, because ads rotate in various positions, adjacency may occur coincidentally or at random. SSP, at its discretion, may suppress an advertisement on a particular article page if it determines displaying the advertisement could imply a conflict of interest. In-text linking within an article to an advertisement is not permitted.

SSP, in its sole discretion, reserves the right to decline any submitted advertisement or to discontinue publication of any advertisement previously accepted, including the right to decline or cancel advertising deemed directly competitive with SSP products and services. By submitting ads for consideration, all advertisers agree to SSP’s Advertising Policy.

Products or services eligible for advertising shall be Advertising in SSP media properties is primarily for products and services germane to, effective in, and useful in the practice of scholarly communication. Advertising for products and services for the general public (direct
to consumer advertising for products and services and public service advertising) is accepted for some SSP media and will be reviewed on an individual basis.

Advertisers on SSP websites receive only aggregated data about responses to advertisements. No personal information is released. Such data may include the number of impressions (views) and the number of click-throughs to an advertiser’s site.

Advertisements will not be accepted if they:

- contain unsubstantiated claims;
- are deceptive or misleading;
- are offensive in either text or artwork, or contain attacks or derogations of a personal, racial, sexual, or religious nature, or are demeaning or discriminatory toward an individual or group on the basis of age, sex, race, ethnicity, religion, physical appearance, or disability;
- promote alcoholic beverages, tobacco products, recreational drugs, or any illegal products;
- falsely imply a sponsor relationship or other relationship between the advertiser and SSP;
- or are made to look and read like editorial content (advertorials/native content).

SSP is not responsible for content on other sites reached by click-throughs from advertisements on SSP media nor for any information requested by the producers of such non-SSP websites after a click through.

**Digital Ad Guidelines**

Digital advertisements must be readily distinguishable from editorial content in format and appearance and the word “Advertisement” must be displayed.

Viewers will not be sent to a commercial site unless they choose to do so by clicking on an advertisement. Advertisements may link off-site to a commercial website, however, they shall not prevent the viewer from returning to the SSP publication or other previously viewed screens, and shall not redirect the viewer to a website the viewer did not intend to visit. SSP reserves the right to not link to or to remove links to other websites. The website URL to which the advertisement links must clearly display the organization sponsoring the website and must not require registration of personal information before reaching the website.

Digital advertisements may appear as static, rotating, or animated advertisements. Expanding, audio, and video advertisements are prohibited.

All advertising must be reviewed and approved by SSP staff. Such review will include the website landing page to which the advertisement links.

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Organizational Collaborations
Approved by the SSP Board of Directors, February 4, 2016

Purpose
Establish a framework for defining, evaluating, approving and documenting collaborative activities between SSP and other organizations. Collaborations among the organizations, where appropriate, represent opportunities to leverage the limited resources of each organization and to maximize the potential benefit to members of the scholarly publishing community.

Policy
The default position of SSP is that alliances and collaborations are good things to pursue in general and should only be avoided if it is clear that criteria outlined in this policy cannot be satisfactorily met. In cases in which it is suggested that SSP reach out to another organization to collaborate, the responses to all three questions in the Decision Criteria should be demonstrably positive.

Decision Criteria
1. Will this alliance or collaboration benefit SSP members?
   Members could benefit by having access to additional professional development programming, the co-location of meetings of two organizations (reducing travel costs), or having an event be able to be more significant due to the pooled resources of the collaborating organizations.

2. Will this alliance or collaboration benefit SSP as an organization?
   Examples of possible benefits to SSP are: financial benefit; increased reach into potential membership pools; or experimenting with technology to deliver new programs, new formats, and mechanisms of delivery without taking on undue risk and without diluting or compromising the SSP brand. Note that it is in evaluating this question that resource issues need to be considered. SSP must have the resources required for the collaboration, even if it will eventually generate revenue, and using those resources cannot negatively impact other SSP programs of equal or higher priority. The ability of the collaboration to generate revenue is an important consideration, but not sufficient since the effort under consideration must also fit within the strategic priorities of SSP.

3. Can this alliance or collaboration be done without compromising the SSP values?
   Examples of SSP values that should not be compromised are the nonpartisan position SSP takes (no formal statements on issues) and the neutral platform for discussion among all stakeholders in the scholarly publishing community that SSP seeks to provide.

It should not be an absolute requirement that all three of these questions have strongly positive responses in order for an alliance or collaboration to be worth pursuing. It is acceptable for some to have weakly positive responses and still have the collaboration be acceptable if some aspect of the collaboration is desirable. A truly negative response to any of these three questions, however, such as an alliance that would be harmful to SSP as an organization (by draining resources needed for other programs, for example) or that could not be done without compromising SSP values (such as an alliance to an organization that lobbies on behalf of publishers), should be taken as rationale for declining any collaboration or alliance. It is altogether likely that some alliances or collaborations have the potential for negative impacts along with the potential for positive ones. In those situations, the Executive
Committee and/or Board will need to weigh the risks of those potentials to see what path seems the best.

A key component of the analysis and decision process will be to involve the relevant committees in addition to the President and Board. It is the committees who can best assess potential negative impacts and who are aware of possible resource constraints.

Resources

1. The Society will maintain a list of organizations serving the SSP community in a broad sense, and evaluate the list for potential organizations whose audience and approach to scholarly publishing activities is consistent with or complementary to those of SSP.
2. The Board of Directors is available to serve as a resource for help in evaluating any proposed collaboration, and can be drawn in by any committee seeking help or by the president or Executive Committee, as they see fit.
3. The Executive Director is available to serve as a resource for developing proposals and evaluating risks and benefits.

Procedures

1. Requests/suggestions may come from a number of sources including, but not limited to, SSP leadership, staff, committees, and members as well as directly from third-party organizations.
2. Requests/suggestions should be routed to the President and Executive Director.
3. Unless the request/suggestion is presented in the form of a proposal, the President, at his/her discretion will authorize staff and/or volunteers to explore the collaboration opportunities with suggested organization and develop a proposal.
4. Appointed staff and/or volunteers (proposal team) will work with the potential collaborating party to define the scope, objectives, deliverables, timeline, resource requirements, and terms of suggested collaboration. If the collaboration will require resources from staff or committees for implementation, those parties should be consulted.
5. Completed proposals should be routed to the Executive Director for review and may be returned to the (proposal team) for refinement.

Evaluation and Approval

1. Final proposals should be routed to the President and Executive Director.
2. Proposals for collaboration are evaluated and approved according to the Collaboration Matrix
   o The President decides whether to refer the proposal to the Executive Committee or an Ad Hoc Committee for evaluation.
   o Either group evaluates the request and provides a recommendation using the Decision Criteria.
3. The Executive Committee or Board may request revisions/concessions to the proposal.

Documentation

1. SSP staff will maintain a record of collaboration requests/suggestions, the status of those requests, nature of the collaboration, decision outcomes, and SSP obligations.
2. The terms and details of any approved collaboration arrangement will be documented by the Executive Director according to the Collaboration Matrix.
Implementation and Reporting

1. As each type of collaboration arrangement has unique resource requirements, collaborations will be implemented according to the Collaboration Matrix or as otherwise directed by the President.

2. Activity/progress related to the collaboration should be reported as defined in the Collaboration Matrix.

Exclusions

The industry events calendar is a service to our members and the community we serve. The listing of an event on our calendar does not constitute a collaboration. Requests should be made via the submission mechanism on the website. Submissions will be evaluated by the SSP staff for appropriateness and interest to our community.
## Collaboration Matrix

<table>
<thead>
<tr>
<th>Collaboration Level</th>
<th>Definition</th>
<th>Examples</th>
<th>Routing</th>
<th>Evaluation</th>
<th>Approval</th>
<th>Fulfillment</th>
<th>Agreement</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0</td>
<td>&quot;Promotional Exchanges&quot;&lt;br&gt;no financial obligation; no SSP-branding; public channel promotion, no endorsement; (strongly suggest reciprocal arrangement)</td>
<td>meeting registration exchange (ED to ED); List-serv mention; Social Media promotion; mail list or exhibit space exchanges</td>
<td>Requests from all sources are routed to Executive Director and President</td>
<td>ExecDir Ad-Hoc-optional</td>
<td>ExecDir + President</td>
<td>Tasks defined and distributed by ExecDir to Kellen and appropriate committees (MarCom/ComCom) for fulfillment</td>
<td>None required; confirm via email</td>
<td>Collaboration Activities Report; ExecDir report</td>
</tr>
<tr>
<td>Level 1</td>
<td>&quot;Endorsing/Promoting/Representation&quot;&lt;br&gt;no financial obligation; SSP-branding; marketing to membership; reciprocal discounts, endorsement</td>
<td>non-monetary sponsorship of event; promotional webinar; email/newsletter promotion; website/news story; event discount; bag insert/signage; surveying membership; speaker requests</td>
<td>Requests from all sources are routed to Executive Director and President</td>
<td>ExCo/ExecDir Ad-Hoc--optional</td>
<td>ExCo</td>
<td>Tasks defined and distributed by ExecDir to Kellen and appropriate committees (MarCom/ComCom) for fulfillment</td>
<td>Letter of Acknowledge ment or MOU</td>
<td>Collaboration Activities Report; ExecDir report</td>
</tr>
<tr>
<td>Level 2</td>
<td>&quot;Funding/Representation&quot;&lt;br&gt;moderate financial obligation; committee seats; shared planning; joint copyright; shared revenue</td>
<td>joint sponsorship of events; Learned Publishing Agreement; Chicago Collaborative; joint studies and white papers; grant proposal; event co-location; monetary sponsorship; governance representation</td>
<td>Requests from all sources are routed to Executive Director and President</td>
<td>ExCo/ExecDir Ad-Hoc---recommended</td>
<td>Board</td>
<td>Tasks defined and distributed by ExecDir to Kellen and appropriate committees or Task Force, if one is appointed, for fulfillment</td>
<td>MOU/Contract</td>
<td>Collaboration Activities Report; Committee Board Report; ExecDir Report</td>
</tr>
<tr>
<td>Level 3</td>
<td>“Partnership/Joint Venture”</td>
<td>developing an independent event, product, program or organization from the combined efforts to two separate groups</td>
<td>Requests from all sources are routed to Executive Director and President</td>
<td>ExCo/ExecDir Ad-Hoc---recommended</td>
<td>Board</td>
<td>Executive Director works with Task Force, if one is appointed, to develop project plan and assign resources</td>
<td>Contract</td>
<td>Collaboration Activities Report; Committee Board Report; ExecDir Report</td>
</tr>
<tr>
<td>Level 4</td>
<td>“Merger/Acquisition”</td>
<td>absorbing or purchasing an organization, program, publication, etc.</td>
<td>Requests from all sources are routed to Executive Director and President</td>
<td>ExCo/ExecDir/Ad-Hoc-Legal, Task Force---recommended</td>
<td>Board</td>
<td>Executive Director works with Task Force, if one is appointed, to develop project plan and assign resources</td>
<td>Contract</td>
<td>Collaboration Activities Report; Task Force Board Report; ExecDir Report</td>
</tr>
</tbody>
</table>
Annual Meeting Non-Compete Policy
Approved by the SSP Board of Directors, June 2013

Other organizations and vendors may schedule receptions or events for clients or colleagues in conjunction with the SSP Annual Meeting. Events to be held within the headquarters hotel are to be scheduled through the SSP Meeting.

In no case are events to be held in conflict with any scheduled event on the SSP Program, which includes exhibit hours and receptions.

SSP has no knowledge of or responsibility for the content of such independent events and cannot endorse such events.

* * * * * * * * * * * * * * * * * *

List Serv (SSP-L) Guidelines and Best Practices
Approved by the SSP Board of Directors, September 2007

SSP-L is an unmoderated list designed to promote communication among those in the scholarly publishing community.

Guidelines for Posting to SSP-L

1. Scope of contributions. Topics of broad interest in the scholarly publishing community are welcome from anyone who wishes to contribute.
2. Announcements of conferences, events, or other resources. Such announcements may be posted if they are of broad interest to the community. SSP requests that organizations posting them provide reciprocal posting privileges for announcements of SSP conferences, events and resources.
3. Endorsements or discussions of products and services. Discussions of products and services are acceptable in the context of a request for information or sharing of an experience. Reasonable answers from vendors should address the question and should not be blatantly commercial. Creating artificial questions in order to spotlight products and services is a violation of these guidelines.
4. Advertising. Sending unsolicited advertisements of commercial products and services to the group, or to individual participants, or otherwise using the list as a source of prospective clients and customers, is not appropriate. Those who wish to advertise to SSP members are encouraged to contact our development committee to learn about advertising, exhibiting, and sponsorship opportunities.
5. Press Releases. Press releases with newsworthy information of interest to SSP members should be directed to SSP’s editors, not to the SSP-L. Editors may or may not choose to include them in the appropriate publications of SSP.
6. Job Postings. Please direct job posting to SSP’s job bank and not to the SSP-L.
7. Copyrighted material. Participants must not post any information protected by copyright without the permission of the copyright owner. By posting or responding to SSP-L, the sending party warrants and represents that it owns the copyright to such information, or has received permission from the person or entity who owns the copyright to such information. By posting information to SSP-L the posting party grants
Appendix B

SSP and users of SSP-L the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information. Subject to the grant of this license, the posting party retains any other rights that the party may have to such information.

8. **Defamatory, anticompetitive, and otherwise offensive material.** Participants must not post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, profane, offensive, anticompetitive, or otherwise objectionable information of any kind, including, without limitation, any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law. SSP does not condone and will not be responsible for any such materials or resulting liability, including antitrust liability. In no event will SSP be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this site.

9. **Pricing Discussions.** U.S antitrust laws make it illegal for competitors or potential competitors to fix prices in any way. This prohibition applies to discussion of specific prices, costs, or rates. The financial and criminal penalties for violating this law are very serious.

10. **Contributor Identification.** Subscribers to the SSP-L should identify themselves and their affiliations when posting or responding to the list. In addition, participants should voluntarily disclose any conflict of interest they have with regard to a discussion in which they participate.

11. **Forwarding Postings.** Participants are welcome to forward posts from SSP-L to non-subscribers. Participants in SSP-L should be aware that their posting may be seen by a broader community than the immediate list, whether by forwarding or through the archives. Any post from SSP-L that is quoted in other venues must attribute the original author and the source.

12. **Unmoderated List.** SSP is not responsible for the opinions expressed on SSP-L. While SSP does not undertake editorial control of postings or responses, SSP reserves the right to edit or delete all posted messages it considers inappropriate, or to deny access to the listserv to anyone who violates these guidelines. Participants of the listserv agree to defend, indemnify and hold SSP harmless from and against any damages arising out of or resulting from their online conduct in SSP-L.

**Best Practices for Posting to SSP-L**

1. Save the welcome message from the list. It has important information about list management and unsubscribing.
2. Only reply to the entire list when your message is both intended and appropriate for the entire list.
3. Do not reply to the list as a pure acknowledgment of receipt of a message.
4. Do not reply to the entire list when a question is posed by a list participant that will require tallying before the information is useful. The original sender can provide a summary of the responses later.
5. Make sure to send personal messages to the individual and not to the list.
6. Disagree respectfully and avoid ad hominem comments.
7. Do not send attachments to the list. If you have a short document that is all text, copy and paste the text into the message itself. If the document requires formatting to be useful or is longer than a few pages, send a message to the list with a very brief summary of the document and how those on the list can get a copy.
9. Use the subject line effectively so that those on the list can easily find saved messages on a topic. If a reply modifies the subject of the discussion thread, change the subject line correspondingly.

10. Delete extraneous text in a reply so that only the particular issue triggering the response from the original message remains. If the message begins to include more than two writers due to multiple replies, be sure to identify clearly who wrote what so that the logic of your response can be inferred by everyone else.

11. Do not use color, special characters, or formatting codes in your messages. Not all e-mail packages handle these in the same way and it is likely that some on the list will not see your message as you had intended.

12. If you use a ‘vacation message’ in your e-mail system when you are away, be SURE that it is configured to reply to each incoming addressee only once with the vacation message. (Not doing so can, in some cases, create a deadly loop in the listserv as each message triggers a reply from the person on vacation that is again sent to the whole list triggering another reply, and so on.

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Posting to Official SSP Social Media Accounts
Approved by SSP Board of Directors June 2016

Account Rules
The Society for Scholarly Publishing (SSP) welcomes postings of direct interest to the scholarly publishing community, which is defined as academic and professional organizations/companies including publishers, libraries, suppliers, and intermediaries. Appropriate topics might include discussion and questions about selection, access, development, marketing, and use of scholarly resources. Postings about products and services are acceptable in the context of a request for information or sharing of an experience. However, postings designed to promote a particular product or service, or advertising or solicitation of funds, or discussions about pricing are not appropriate. No copyrighted information may be posted without the permission of the copyright owner.

Users are encouraged to flag posts they consider inappropriate, and the moderators will review the particular post. Postings in violation of these guidelines will be summarily removed and the posting individual warned. If a second inappropriate posting is made from the same individual, the individual will be deleted from the site and blocked from posting again.

Opinions expressed in user postings are those of the individual making the post and are not necessarily those held by SSP. Republished content (shares, links, retweets, etc.) is provided for information only and does not represent an endorsement by SSP of a product, service, organization, person, idea or opinion. A follow, like or other connection to any other social media account does not represent an endorsement by SSP of that account owner or their opinions.

Account Management
Only SSP staff are authorized to create social media accounts using the official organization name or logo. Requests to create accounts for additional social media platforms should be
directed to info@sspnet.org. The Account Rules should be included in the profile information for each account if permissible by the platform provider.

For platforms where administrators access the account using an SSP Username and Password versus their personal account, SSP staff shall change the passwords on a recurring basis, as needed.

Approved Account Administrators for official SSP social media accounts include the Marketing and Communications Committee Chairs (or designated committee representative); The Scholarly Kitchen Editor-in-Chief (TSK-EIC); the Executive Director; and designated SSP Staff. Administrator access to SSP’s official social media accounts can be revoked by the President or Executive Director at any time without notice if the guidelines are not being followed.

Official social media accounts are monitored by one or more of the account administrators. For accounts that require approval to join or post, the Chairs of the Marketing and Communications Committee (and/or designated committee representatives) will review and approve or reject requests. Posts in violation of the Account Rules should be rejected. Users who are not obviously affiliated with scholarly communications as defined in the Account Rules should not be approved. Users on all accounts that violate the Account Rules shall be deleted or blocked from the account if that option is available. A communication should be sent to all account administrators if a user is blocked or their post is deleted. Account administrators should consult the Executive Director if unsure if a user should be approved/blocked or a post should be approved/removed.

Account administrators are authorized to post original content and to respond to questions or comments. If the account administrator is unsure of how best to respond, the question/comment should be directed to the Executive Director for response. Responses should be posted in a timely manner and in the format best suited to each particular platform and nature of the question.

Following, liking or otherwise connecting to any other social media account is limited to authorized account administrators only.

**Content Guidelines**

Content posted to SSP official social media accounts, excluding The Scholarly Kitchen (TSK) accounts, should be factual, free of any opinions, prejudices, and defamatory, or inflammatory comments. Content selected for posting should reflect SSP’s neutral position on controversial issues related to scholarly publishing. Content should be written as to not offend and/or alienate any member or segment of our membership or reflect negatively on any SSP individual or organizational member. Links for further information should go to the original source, such as a member/publisher website as opposed to a third-party source that may have editorialized the information. Republishing content (shares, links, retweets, etc.) that is of value to SSP members is acceptable, but should follow the same guidelines as original content. No copyrighted information may be posted without the permission of the copyright owner. Whenever possible, link to content elsewhere online instead of republishing it. When posting photos at an event, as a courtesy, consider asking any individually identifiable persons if they are agreeable to having the photo posted to SSP’s social media account. Users of TSK official social media accounts should refer to the TSK Contributor Guidelines for information regarding appropriate content.
Sponsoring/Promoting Posts

If funds are available in the budget, the account administrators may pay a fee to the platform provider to promote a particular post to a wider audience. Account administrator requests for promoting a post should be sent to the Executive Director. Sponsored posts should limited to promoting SSP events, membership or programs in an effort to drive attendance and/or participation. The Marketing and Communications Committee should request funds during the annual budget cycle for promoting all SSP activities and work within the approved budget throughout the year. Requests from other committees for promoted posts should be directed to the Marketing and Communications Committee chairs.

Live Event Posting

Account administrators and other volunteers, pending approval by the administrators as defined previously, are encouraged and permitted to post as SSP to the official SSP social media accounts while attending industry events. Volunteers must be trained on SSP’s social media guidelines and posts should be accurate and newsworthy. Live event posting must follow the Content Guidelines (excluding TSK accounts) and be free from editorial remarks, including republication of posts made by other users and attendees in order to highlight an ongoing discussion. Access to SSP’s official social media accounts can be revoked by the President or Executive Director at any time without notice if the guidelines are not being followed.

Website Policies

The SSP website is intended to be the official news and information vehicle of the Society. The goal of SSP’s website is to be a definitive source of information about meetings, educational events, and news for scholarly publishing professionals.

The website should contain Society news for and about members and sponsors, including governance rosters and roles, meetings and programs, news, calendar of events, editorials, featured articles, and other content relevant to the business of scholarly publishing.

The website should also serve to promote the Society and its events to members and nonmembers. It offers an easy pathway for signing up new members and registering participants for seminars and meetings.

Copyright and Policies

The copyrights to SSP’s website belong to the Society. For article contributions, copyright transfer from the author(s) should be obtained by the Marketing and Communications Committee staff. The main page of the website will contain a notice of copyright.

The SSP committees and staff are responsible for the content of the website. Decisions concerning appropriateness of content will be made by the Marketing and Communications Committee. If at any time the Marketing and Communications Committee wishes to seek assistance in content screening, such as peer review of submitted material, he/she may do so.

The Marketing and Communications Committee and the Executive Director have the authority to define and create new content/sections for the website.
The Board of Directors holds the ultimate authority for the website and can direct the revision or removal of material on the website. SSP committees and staff will abide by any policies made by the Board concerning the website.

**Advertising**
The SSP website will take paid advertising and contribute to the Society’s revenues.

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**RE:member eNewsletter Editorial Policy**
Approved by SSP Board of Directors June 2016

**Purpose and Scope**
The purpose of the SSP member eNewsletter is to provide a vehicle for communicating with the membership on a consistent basis, providing timely and relevant information about the scholarly publishing industry and promoting the programs and services SSP offers.

The eNewsletter will provide highlights from industry news, the Scholarly Kitchen posts, SSP news and upcoming SSP and co-sponsored/affiliated events. The managing committee may change the content mix from time to time in response to member needs and preferences with consent from the Executive Committee.

**Content and Editorial Policy**
The content of the eNewsletter is selected and prepared by an eNewsletter sub-committee of the Marketing and Communications Committee (managing committee) with input from other committees, the Board of Directors, AMC staff and the Executive Director. SSP members are encouraged to send comments/suggestions to remember@sspnet.org.

Content published in the eNewsletter should be factual, free of any opinions, prejudices, defamatory, inflammatory or editorialized comments. Contributors should strive to provide balanced (various perspectives) reporting of industry issues over a period of time. Content selected for publication should reflect SSP’s neutral position on controversial issues related to scholarly publishing. Content should be written as to not offend and/or alienate any member or segment of our membership or reflect negatively on any SSP individual or organizational member. Links for further information should go to the original source, such as a member/publisher website as opposed to a third-party source that may have editorialized the information.

Editorial style should follow the SSP Editorial Style Guide and SSP Visual Identity Style Guide.

**Content Approval**
All eNewsletter content is reviewed by the designated Board reviewer and Executive Director who evaluate the content of the eNewsletter for adherence to editorial policy and accuracy and provides edits as needed. If content is objectionable by either party, the content should be revised or removed.

**Distribution and Circulation**
The SSP eNewsletter is distributed weekly via email. Publication of the eNewsletter may be suspended at the discretion of the managing committee during official holiday weeks or the week of SSP’s Annual Meeting. Circulation is limited to all active and graced members of SSP.
Appendix B

Copyrighted Materials
Any copyrighted material (text, images, or multimedia) to be published in the eNewsletter must have appropriate permission or be licensed to republish and accompanied by applicable attribution. Links to original content/source should be present.

Copyright and Permissions
The contents of the SSP eNewsletter are licensed under the Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 License. Attribution: SSP must be given appropriate credit.

Advertising
The SSP eNewsletter accepts commercial advertising according to the Advertising Policy for the Society for Scholarly Publishing and The Scholarly Kitchen.

Responsibilities
The Marketing and Communications Committee eNewsletter sub-committee:
- solicits possible content from other committees and staff
- selects and prepares the content of each weekly issue of the eNewsletter
- sends content as a Word Document to AMC staff for formatting
- proofreads formatted eNewsletter for accuracy
- monitors reports on eNewsletter analytics
- periodically evaluates and updates content mix

The designated Board reviewer and Executive Director:
- reviews formatted eNewsletter for adherence to editorial policy and accuracy
- Edits and/or removes content, as needed
- advises the eNewsletter sub-committee, as necessary

AMC staff/General Manager:
- formats eNewsletter content for email distribution
- makes applicable edits after reviews are complete
- distributes the eNewsletter to current SSP members
- ensures any eNewsletter contributors have been provided a copy of the Editorial Guidelines.

The Board of Directors:
- shall define the editorial policies and purpose of the eNewsletter

Workflow
*By Noon Eastern time
Tuesday*: Sub-committee sends content to AMC staff
Appendix B

| Wednesday**: AMC staff sends formatted eNewsletter to reviewers |
| Wednesday**: Reviewers send edits to AMC staff |
| Thursday**: eNewsletter distributed to membership |

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Code of Conduct
Approved by the SSP Board of Directors, March 16, 2016

Statement of Policy
The Society for Scholarly Publishing (SSP) is committed to diversity, equity, and providing a safe and productive meeting environment that fosters open dialogue and the free expression of ideas, free of harassment, discrimination, and hostile conduct. We recognize a shared responsibility to create and maintain that environment for the benefit of all. SSP promotes equal opportunities and treatment for all participants, regardless of gender, sexual orientation, gender identity/expression, physical or mental ability, disability, physical appearance, ethnicity, religion, political affiliation, or nationality. All participants are expected to treat others with respect and consideration, follow venue rules, and alert staff or security of any dangerous situations or anyone in distress. The SSP Annual Meeting can serve as an effective forum to consider and debate relevant viewpoints in an orderly, respectful, and fair manner. The policies herein apply to all attendees, speakers, exhibitors, staff, contractors, volunteers, and guests at the SSP Annual Meeting and related events, including off-site social events (involving meeting participants or staff) and online venues. SSP prohibits any form of harassment, sexual or otherwise.

What is Harassment?
Harassment includes speech, gestures or behavior that is not welcome or is personally offensive, whether it is based on gender, sexual orientation, gender identity/expression, physical or mental ability, disability, physical appearance, ethnicity, religion, political affiliation, or nationality. It includes deliberate intimidation, stalking, unwelcome attention, harassing photography or recording, sustained disruption of talks or other events, inappropriate/unnecessary physical contact and unprofessional use of nudity and/or sexual images in public spaces or in presentations. Behavior that is acceptable to one person may not be acceptable to another, so use discretion to be sure that respect is communicated. Harassment intended in a joking manner still constitutes unacceptable behavior.

Within the context of professional practices of scholarly communications, critical examination of beliefs and viewpoints does not, by itself, constitute hostile conduct or harassment. Similarly, use of sexual imagery or language in the context of a professional discussion or presentation might not constitute harassment.

Reporting
Any individual who believes that he or she has been subjected to harassment should contact the SSP Executive Director (mdolechek@sspnet.org or 913-486-485) or other SSP Staff (info@sspnet.org) or use a venue phone and ask for security if they feel unsafe. It is recommended that, in addition to notifying SSP staff, they write down the details, as they may be asked to fill out a report. They are not expected to discuss the incident with the
offending party. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

Investigation Procedure
- If the complainant has not already filed a formal complaint, he or she will be asked to do so in writing.
- SSP staff will discuss the details first with the individual filing the complaint, then with the alleged offender; seek counsel if the appropriate course of action is unclear; and report findings to the SSP Executive Committee.
- SSP will notify the individual filing the complaint regarding any action taken.
- SSP staff who believe they have a conflict of interest will refer the complaint to the SSP President or other Officer.

Sanctions
Individuals engaging in behavior prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to sanctions that range from a verbal warning to ejection from the meeting or activity in question without refund of registration fees and the reporting of their behavior to their employer. SSP reserves the right to prohibit attendance at future SSP events. Participants asked to cease any harassing behavior are expected to comply immediately.

Retaliation
SSP will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Appeal and Questions
In the event that the individual is dissatisfied with the results of the investigation, he or she may appeal to the President of SSP. Any questions regarding this policy should be directed to the SSP Executive Director, Melanie Dolechek, mdoelchek@sspnet.org.
## Reimbursement and Compensation Policy

Approved by the SSP Board of Directors June 1, 2016

<table>
<thead>
<tr>
<th>Role/Role</th>
<th>Travel/Lodging</th>
<th>Complimentary Meeting Registration</th>
<th>Honoraria</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Meeting</td>
<td>If needed</td>
<td>Yes</td>
<td>If needed</td>
<td>Cap honoraria at $3000. Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
<td>Keynote speaker</td>
<td>If needed</td>
<td>Yes</td>
<td>If needed</td>
<td>Cap honoraria at $3000. Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
<td>Plenary speaker</td>
<td>If needed</td>
<td>Yes</td>
<td>If needed</td>
<td>Cap honoraria at $3000. Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
<td>Luncheon plenary speaker</td>
<td>If needed</td>
<td>Yes</td>
<td>If needed</td>
<td>Cap honoraria at $3000. Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
<td>Concurrent moderator</td>
<td>Only occasionally</td>
<td>For day they are moderating only</td>
<td>No</td>
<td>Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
<td>Concurrent speaker</td>
<td>Only occasionally</td>
<td>For day they are speaking only</td>
<td>No</td>
<td>Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
<td>Previews Session Speaker</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Generally a 5-minute slot where suppliers can promote a product or service.</td>
</tr>
<tr>
<td>Luncheon round table moderator</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Chair/co-chair</td>
<td>Only occasionally</td>
<td>Yes*</td>
<td>No</td>
<td>*For Program Committee Chairs only</td>
</tr>
<tr>
<td>Committee member</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** If a speaker/moderator is presenting on two or more days of the Annual Meeting, they receive complimentary registration to the entire Annual Meeting. If a speaker/moderator plans to attend the Annual Meeting on the day they are not presenting, they can register for a One-Day Registration at the Speaker/Moderator Rate (approx. 45% off of the Full-Meeting Registration rate).
<table>
<thead>
<tr>
<th>Pre-AM Seminars</th>
<th>Travel/Lodging</th>
<th>Complimentary Seminar Registration</th>
<th>Honoraria</th>
<th>Other Benefits &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderator</td>
<td>Only occasionally</td>
<td>Yes</td>
<td>No</td>
<td>Approx. 45% discount off Annual Meeting Registration (Speaker/Moderator Rate) if moderating at a Pre-AM Seminar OR Voucher for one free admission for self or colleague to any SSP seminar. Generally moderators are Committee Members</td>
</tr>
<tr>
<td>Speaker</td>
<td>Only occasionally</td>
<td>Yes</td>
<td>No</td>
<td>Approx. 45% discount off Annual Meeting Registration (Speaker/Moderator Rate) if speaking at a Pre-AM Seminar OR Voucher for one free admission for self or colleague to any SSP seminar. Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
<td>Chair/co-chair</td>
<td>Only occasionally</td>
<td>Yes*</td>
<td>No</td>
<td>*For Education Committee chairs only</td>
</tr>
<tr>
<td>Committee member</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** If a speaker is speaking at the Annual Meeting and a Pre-Meeting Seminar, they receive complimentary registration to both events. If a speaker/moderator plans to attend the Annual Meeting. They can register at the Speaker/Moderator Rate (approx. 45% off of the Full Meeting Registration rate).
### Focus Group, Seminars

<table>
<thead>
<tr>
<th>Role</th>
<th>Travel/Lodging</th>
<th>Complimentary Seminar Registration</th>
<th>Honoraria</th>
<th>Other Benefits &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderator</td>
<td>Only occasionally</td>
<td>Yes</td>
<td>No</td>
<td>Voucher for one free admission for self or colleague to any SSP seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Generally moderators are Committee Members</td>
</tr>
<tr>
<td>Speaker</td>
<td>Only occasionally</td>
<td>Yes</td>
<td>No</td>
<td>Cap travel/lodging at $600 per person; avoid paying if possible</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Voucher for one free admission for self or colleague to any SSP seminar</td>
</tr>
<tr>
<td>Chair/co-chair</td>
<td>Only occasionally</td>
<td>Yes*</td>
<td>No</td>
<td>*For Education Committee chairs only</td>
</tr>
<tr>
<td>Committee member</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: The Scholarly Kitchen Contributor Guidelines

Introduction

These guidelines apply to regular contributors, guest and board member contributors to the blogging portion of The Scholarly Kitchen website (http://scholarlykitchen.sspnet.org).

Contributors are familiarly known as “Chefs;” The Scholarly Kitchen itself is often abbreviated as “the Kitchen” or “TSK.” On a day-to-day basis the Kitchen is run by the editor-in-chief (EIC), who can be reached at scholarlykitchen@sspnet.org. The EIC reports to a committee of the Society for Scholarly Publishing, which is the owner of the Kitchen. That committee is called “the Kitchen Cabinet.”

Opinions expressed on the Kitchen are those of the individual contributors, not of SSP. All contributors must abide by the guidelines expressed herein and must sign The Scholarly Kitchen Contributor Agreement. The overarching guideline is that contributions should be thoughtful and in good taste. The Kitchen is not deterred by strong opinions, but it is not congenial to unprofessional posts and comments, such as rants, name-calling, or extended and circular disputes.

I. Appropriate Topics

Posts on the Kitchen should be on topics related to scholarly communications broadly conceived. These include (but are not limited to) scholarly publishing, copyright, Open Access, editorial practices, librarianship, bookselling, research policy, etc. If you have an idea for a post and are not sure whether it’s a good fit, run it past the EIC for an opinion and approval. In general, the Kitchen errs on the side of inclusiveness—but there are limits to what will be considered “in scope.” If you are considering writing on a very timely topic, check with the EIC to see whether another Chef is already working on it; sometimes it will be fine to have multiple perspectives on a topic, but it will be good for the EIC to know that multiple postings are on the way. In general, avoid hammering the same nail—addressing the same topic—over and over, as this alienates portions of the Kitchen’s readership.

Some topics are simply out of bounds. Posts cannot be used to promote specific products and services. Thoughtful reviews, on the other hand, of products and services are welcome. Unless the contributor is a lawyer, there is to be no expression of legal opinion. (It is, of course, appropriate to express the view that you don’t like a law or that you want to see the law changed.) At all times it is understood that the contributor does not speak for SSP or the Kitchen as a whole.

III. Productivity

Guest contributors and Board members may contribute at any time. It is expected that these contributions will not be regular (defined here as monthly). All other contributors are expected to post at least one discursive piece each month (including interview posts) and are invited to post with greater frequency. Contributors may also post other kinds of pieces (e.g., simple pointers to items of interest) whenever they like, but these other posts do not count toward the one-per-month minimum. Productivity is an important factor the EIC will take into consideration in extending invitations to regular contributors to renew their participation.

II. Who Are the Contributors?

Contributors fall into three categories:
Regular contributors
These contributors are recruited by the EIC with the input of other contributors, and serve for one-year terms, which can be renewed without limit at the discretion of the EIC. The terms of the contributors are staggered so that an entirely new cast of characters does not begin at the start of the year. If the EIC chooses not to renew a contributor, he or she will give the contributor three months’ notice. Regular contributors are required to be SSP members.

Guest contributors
Guest contributors are recruited by the EIC or the Kitchen Cabinet to write occasional pieces, typically on hot topics. Regular contributors are invited to recommend guest contributors to the EIC. Guest contributors must comply with the overall guidelines for contributors, though there is a lower expectation of a mastery of WordPress (see below). Any post from a guest contributor must be sponsored by a Chef or the EIC to ensure compliance with the guidelines. Guest contributors are NOT required to be SSP members.

Board members
Members of the SSP Board may contribute at any time, coordinating such efforts through the EIC.

VI. Declarations of Interest
Contributors should be careful to disclose all connections to people and organizations they write about. These disclosures should include past connections. This can be done casually (“When I worked with The University Press of Ruritania . . . ”). These declarations should be clearly stated on the “About” page of The Scholarly Kitchen website as well as directly in any post where it might be relevant.

IV. Dealing with Comments on Your Posts
As a Chef, you are invited and encouraged not only to contribute original posts but also to comment on the posts of your fellow Chefs. Your own posts will draw comments both from general readers and from other Chefs. These comments are likely to range from supportive to hostile, with many of them simply informative or inquisitive.

For all but hostile comments, contributors should engage with readers in good faith, providing answers to specific questions when appropriate. It is generally not a good idea, however, to get involved in a long string, as this serves to disenchant the Kitchen’s readership. As a rule, readers get tired of a theme before a contributor does, so participate in comments with discretion. Hostile comments are another matter—and they are, of course, part of the fabric of the Internet. The conversation on the Kitchen should be free and open, but we also encourage you to use common sense and to resist letting vanity or passion lead you into unseemly responses. The Kitchen is not a blog for insiders. Sometimes your posts (or your comments) will draw a hostile reaction from a persistent commenter. Once you have responded a couple of times, please abandon the field.

Good judgment is always the key here. For example, while sometimes a long thread may become tiresome, at other times an ongoing string of comments may be constructive and part of a developing conversation. There are no formal word count limits on posts, but comments should be relatively succinct. In general, Chefs should think of themselves as the hosts at a dinner party—one wants to stimulate interesting conversation, but not dominate to the point where guests feel unwelcome.
V. Courtesy and Tone of Comments

Because the Kitchen deals often with controversial issues, the tone of the comments section can become testy. Comments are moderated, which means the EIC will catch and reject inappropriate, offensive, or irrelevant comments before they're posted; however, even relevant and thoughtful comments will sometimes be phrased in a barbed, sarcastic, or even sneering manner. (Talk to the EIC about the capability to serve as a moderator for comments on your own posts.) Regardless of what outside commenters say or do, Chefs are expected to respond to hostility with grace, and should always avoid ad hominem attacks, intertemperate language, and any libelous, slanderous, or otherwise actionable language.

VII. Length of Posts

There is no formal limit on the length of posts. If you find that your piece is going significantly beyond 2,500 words, however, you might consider splitting it into two separate submissions. Longer pieces will often benefit from being organized with subheadings.

VIII. Using WordPress Software

The Kitchen is published on the WordPress platform, which, like all computer applications, takes time to learn how to use. In order not to unduly burden the EIC, regular contributors should get used to its features before becoming an active Chef. Learn how to embed hyperlinks and how to use basic HTML tags. Guest contributors and contributing Board members are not expected to learn how to use WordPress. They may submit posts as Word files and the EIC will port it to WordPress.

IX. Quality of Writing

The quality of writing is of course a subjective measure, and that's the value of it. As SSP is itself a publishing trade organization, the Kitchen can reasonably be expected to reflect the professional standards of its membership. Contributors are therefore encouraged to review their own work carefully before submission. Whenever possible, seek an outside reading of a piece before sending it to the EIC. The EIC similarly will seek out a Chef reader to review any posts he/she authors.

X. Editorial Review

Posts will undergo an editorial review by the EIC or another designated Chef. Suggested edits are subject to approval by authoring Chef prior to publication.

XI. Representation of The Scholarly Kitchen in Other Media and in Person

Chefs are encouraged to list their affiliation with The Scholarly Kitchen in biographical materials, and should feel free to speak publicly about experiences as an author on the blog. It is important though, to stress that The Scholarly Kitchen is comprised of individuals, each with differing viewpoints and opinions. There should be no declarations along the lines of “The Scholarly Kitchen thinks...”

Chefs are forbidden from using the name “The Scholarly Kitchen” or any derivative thereof to label accounts* in other types of media, such as Wikipedia, blog commenting systems, Twitter, or other new technologies that may arise. While participation in such activities is up to the individual, actions taken should clearly be seen as those of the individual Chef, not the collective group.
*Exception is made for Phil Davis’ “Scholarly Chicken” Twitter account, which was created before these guidelines and is considered “grandfathered” in, as well as far enough away in concept to avoid brand confusion. Updated 9/21/16.
Appendix D: Board Actions/Opinions

“MSC” indicates that a motion was Moved, Seconded, and Carried. If there is no such designation, then it was an opinion that was expressed, rather than a formal motion. Some of the items may be repeated in multiple sections below if they have relevance to multiple programs.

**GOVERNANCE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>May-17</td>
<td><strong>MSC</strong> to approve minutes for February 1, 2017 Board meeting</td>
</tr>
<tr>
<td>May-17</td>
<td><strong>MSC</strong> to approve dissolve the Organizational Collaboration Committee</td>
</tr>
<tr>
<td>May-17</td>
<td><strong>MSC</strong> to combine Marketing Committee and the Communications Committee</td>
</tr>
<tr>
<td>May-17</td>
<td>Greg Suprock was elected as Board Member at Large to the Executive Committee.</td>
</tr>
<tr>
<td>May-17</td>
<td>The President officially appoints task force for the 40th Anniversary activity planning.</td>
</tr>
<tr>
<td>February-17</td>
<td><strong>MSC</strong> to approve Minutes for December 20, 2016 Board Meeting.</td>
</tr>
<tr>
<td>February-17</td>
<td><strong>MSC</strong> to disband The Scholarly Kitchen Renovation Task Force and the Data Access Task Force.</td>
</tr>
<tr>
<td>February-17</td>
<td><strong>MSC</strong> to change the wording of the Expense and Reimbursement Policy for Board members as recommended by the ad-hoc task force.</td>
</tr>
<tr>
<td>December-16</td>
<td><strong>MSC</strong> to approve the minutes of the October 6, 2016 Board meeting</td>
</tr>
<tr>
<td>October-16</td>
<td><strong>MSC</strong> to decline the offer for sponsorship of UKSG.</td>
</tr>
<tr>
<td>October-16</td>
<td><strong>MSC</strong> to provide a stipend to the Scholarly Kitchen Editor-in-Chief in the amount of $10k along with a formal memorandum of agreement.</td>
</tr>
<tr>
<td>October-16</td>
<td><strong>MSC</strong> to add small rider to liability insurance to indemnify the Editor-in-Chief.</td>
</tr>
<tr>
<td>October-16</td>
<td><strong>MSC</strong> to approve that the Executive Director present the agreement to the EIC and grants the Executive Committee authority to finalize the agreement.</td>
</tr>
</tbody>
</table>
| October-16 | **MSC** to approve the following recommendations from the Branding Task Force:  
Grant approval to follow up with our three shortlisted firms for additional Q&A and presentations.  
Grant 2017 funding up to $35K for completion of the brand refresh with the final selected firm.  
Grant the Branding Task Force authority to select the firm with which to contract, presuming the contract falls within approved budget. The Task |
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>October-16</td>
<td>MSC to sunset the Programming Audit Task Force.</td>
</tr>
<tr>
<td>September-16</td>
<td>MSC to approve the Advertising Policy proposed by the Kitchen Cabinet for all SSP products that contain advertising.</td>
</tr>
<tr>
<td>June-16</td>
<td>Jocelyn Dawson was elected as Board Member at Large to the Executive Committee.</td>
</tr>
<tr>
<td>June-16</td>
<td>MSC to accept Social Media Policy as written.</td>
</tr>
<tr>
<td>June-16</td>
<td>MSC to accept Reimbursement and Compensation Policy as written.</td>
</tr>
<tr>
<td>February-16</td>
<td>MSC to approve proposed Bylaws changes to include in the 2016 ballot.</td>
</tr>
<tr>
<td>December-15</td>
<td>MSC to approve the recommendation to hire a program director.</td>
</tr>
<tr>
<td>May-15</td>
<td>Emilie Delquie was elected as Board Member at Large to the Executive Committee.</td>
</tr>
<tr>
<td>February-15</td>
<td>A President’s e-Letter should be timed a week or two following all Board meetings to relay information on Board actions/direction to the membership. Input from the committees is welcome for e-letter content. Focus should always be about SSP, not publishing issues. This process will also be added to the Organizational Guide.</td>
</tr>
<tr>
<td>May-14</td>
<td>MSC to approve SSP Privacy Policy.</td>
</tr>
<tr>
<td>May-14</td>
<td>MSC to approve SSP Social Networking Policy.</td>
</tr>
<tr>
<td>May-14</td>
<td>MSC to renew the agreement with Diane Scott-Lichter as the North American Editor for Learned Publishing for a one-year term and then consider additional years.</td>
</tr>
<tr>
<td>May-14</td>
<td>MSC to appoint Greg Suprock of Apex to complete Ann Michael’s board term (one year until June 2015).</td>
</tr>
<tr>
<td>May-14</td>
<td>MSC to appoint Heather Staines as Executive Committee member at Large.</td>
</tr>
<tr>
<td>February-14</td>
<td>MSC that regular Scholarly Kitchen bloggers must be SSP members.</td>
</tr>
<tr>
<td>February-14</td>
<td>MSC to establish the Scholarly Kitchen Committee.</td>
</tr>
<tr>
<td>February-14</td>
<td>MSC to establish an Audit Committee</td>
</tr>
<tr>
<td>September-13</td>
<td>MSC for the Executive Committee to expand the draft job description for the Program Director as formulated by the Programming Task Force, and to work with the Resource Center to develop a Statement of Work and an RFP by November 30, 2013.</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
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</tr>
<tr>
<td>May-13</td>
<td>MSC to charge the Finance Committee to determine a specific budget amount in the 2014 operating budget for each committee to use for a social event at the annual meeting.</td>
</tr>
<tr>
<td>May-13</td>
<td>MSC to sunset Volunteer Recognition Task Force with the Board’s thanks.</td>
</tr>
<tr>
<td>May-13</td>
<td>MSC to sunset website Task Force with the Board’s thanks.</td>
</tr>
<tr>
<td>February-13</td>
<td>MSC to appoint Task Group to explore programming for early-career and international individuals.</td>
</tr>
<tr>
<td>February-13</td>
<td>MSC to establish a Task Force to establish a job description, role in the organization, costs for an Executive Director/Program Manager. 7 in favor; 2 against.</td>
</tr>
<tr>
<td>September-07</td>
<td>MSC to approve the SSP Reimbursement and Compensation Policy.</td>
</tr>
<tr>
<td>February-07</td>
<td>MSC to explore alternate dates for the February Board meeting and to consider holding the Board meeting on dates that coincide with the close of the PSP meeting rather than the beginning.</td>
</tr>
<tr>
<td>June-06</td>
<td>It was agreed to name a Society Relationships Task Force to explore ways in which we can collaborate with ALPSP and other organizations.</td>
</tr>
<tr>
<td>September-03</td>
<td>The question of whether SSP should revisit its policy of not making opinion statements on publishing issues was discussed. The SABO bill is an issue on which we might have a position or have information that could help the understanding of the implications of the Bill. It was agreed that SSP could prepare a paper on the issues that complies the recent information and the implications – without issuing an opinion. This would enforce the understanding that SSP is the source for knowledge in this special area and we need to make information available to members.</td>
</tr>
<tr>
<td>May-03</td>
<td>The Board approved reorganizing the Development Committee with a new charge. In addition to being responsible for organizational membership growth, the task of fundraising for SSP through sponsorship and oversight of the exhibits have been added to the committee charge. Thus the existing Exhibits and Sponsorship Committees will be merged into the Development Committee.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to reactivate the Executive Committee with a specific charge to be responsible for staff annual review, role definition and scope of work for staff and volunteers.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to offer online balloting to SSP members for membership issues. Members have the right to request a paper ballot.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to approve the procedure for the Board to interact and vote online for issues which need to be handled between Board meetings. The procedure will become a part of the SSP Operating Guidelines. See attachment D.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to approve the term of appointment for the Web Editor to be the calendar year and the term of the Section Editors to be July 1– to June 30.</td>
</tr>
<tr>
<td>Date</td>
<td>Action/Decision</td>
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<tr>
<td>February-03</td>
<td>The question of whether SSP should co-sponsor or promote a meeting which conflicts with a meeting of one of our “sister” societies was discussed. It was decided that each request should be handled on a case-by-case basis.</td>
</tr>
<tr>
<td>February-03</td>
<td>MSC to add the responsibility of an Awards and Recognition Committee to the charge of the Nominating Committee, with the Past-President as Chair.</td>
</tr>
<tr>
<td>June-01</td>
<td>It was reconfirmed that the Board should approve the slate before the ballot is prepared. It was agreed that this could be done by email with a specified deadline for response. A late response or no response to the request for a review of the slate will be considered a vote for approval.</td>
</tr>
<tr>
<td>June-01</td>
<td>MSC to delete “Approval of the Agenda” from future agendas.</td>
</tr>
<tr>
<td>June-00</td>
<td>MSC to adopt the actions of the planning session, the transcript of which is made an attachment to these minutes. Note: The document is presented as Item 11 in this book.</td>
</tr>
<tr>
<td>June-00</td>
<td>MSC to revise the term of committee member to be one year, which is renewable subject to the Committee Chair’s approval.</td>
</tr>
<tr>
<td>June-00</td>
<td>MSC to eliminate the Executive Committee at such time as the bylaws are changed.</td>
</tr>
<tr>
<td>June-00</td>
<td>MSC to add the SSP President-Elect to the Nominations Committee. The Nominations Committee will be asked to proof the ballot. The Membership Committee will be asked to proof the Directory.</td>
</tr>
<tr>
<td>June-98</td>
<td>MSC that the Board gives the staff the mandate to enforce proper deadline compliance on the part of committees as spelled out in the Organizational Guide and to take appropriate corrective action when necessary in consultation with the president and the committee chair.</td>
</tr>
<tr>
<td>June-98</td>
<td>MSC that SSP adopt the Strategic Themes, project directions and priorities as outlined in the morning session of the Board (to be written up in Chapter 1 of the SSP Organizational Guide).</td>
</tr>
<tr>
<td>June-98</td>
<td>MSC to adopt for SSP the Business Records Retention Schedule as shown in Section 6.7 of this Organizational Guide.</td>
</tr>
<tr>
<td>September-97</td>
<td>MSC to adopt the strategic themes as expressed in the draft report and implement them to the best of our abilities.</td>
</tr>
<tr>
<td>June-97</td>
<td>MSC to approve the strategic plan as presented in the strategic planning report.</td>
</tr>
<tr>
<td>September-96</td>
<td>It was agreed to have a one- to two-hour dedicated time period for future Board meetings to discuss policy and the future of scholarly publishing.</td>
</tr>
<tr>
<td>September-96</td>
<td>MSC to establish an ad hoc 20th Anniversary Celebration Committee to develop a plan.</td>
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<tr>
<td>Date</td>
<td>Action</td>
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<tr>
<td>May-96</td>
<td><strong>MSC</strong> to offer up to $2000 to an officer who needs financial support in order to hold office. It was agreed the decision is at the discretion of the Nominating Committee chair, in consultation with the President.</td>
</tr>
<tr>
<td>May-96</td>
<td><strong>MSC</strong> that there be a Development Committee which would handle the sponsorship and fundraising for SSP.</td>
</tr>
<tr>
<td>September-97</td>
<td><strong>MSC</strong> to establish an Electronic Services Development Task Force.</td>
</tr>
<tr>
<td>September-97</td>
<td><strong>MSC</strong> to establish an ad hoc Diversity Committee.</td>
</tr>
<tr>
<td>Aug. 995</td>
<td>The Executive Committee agreed to propose bylaw amendments to the membership that would change the presidential sequence to one year as president-elect, one year as president, and one year as past president. It was also decided that Board members’ terms should not be shortened.</td>
</tr>
<tr>
<td>February-92</td>
<td><strong>MSC</strong> to adopt the action plan formulated during open discussion of issue-oriented committees. The Board determined that:</td>
</tr>
<tr>
<td></td>
<td>· charges should be kept as broad as possible to cover the largest and most general questions.</td>
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<td></td>
<td>· Communication between the different committees is key to avoiding overlaps in their activities. The chairs must take the responsibility for staying in touch with their counterparts.</td>
</tr>
<tr>
<td></td>
<td>· These committees should be asked to concentrate on programmatic results to fill in slots in programs that will make a difference for SSP and its ability to accomplish its mission.</td>
</tr>
<tr>
<td></td>
<td>· Participation should not be limited to the core committee. There should be open-ended membership on the issue-oriented committees. Individuals should make themselves known to the chairs if they have an interest in participation.</td>
</tr>
<tr>
<td></td>
<td>· The chairs of the issue-oriented committee could serve a role of coordinating members’ interest and a source of information for other committees with specific program responsibilities.</td>
</tr>
<tr>
<td></td>
<td>· The word “system” is to be eliminated from the title of each of the issue-oriented committees.</td>
</tr>
<tr>
<td>June-92</td>
<td><strong>MSC</strong> the ballots for the Board election be destroyed 60 days after the acceptance of the Teller’s report by the Board.</td>
</tr>
<tr>
<td></td>
<td><strong>MSC</strong> The Teller’s report with the actual number of votes cast for each candidate be attached and made part of the minutes of this Board meeting.</td>
</tr>
<tr>
<td></td>
<td><strong>MSC</strong> the Teller’s report with the number of votes cast for each candidate is made available to any member who requests it.</td>
</tr>
<tr>
<td></td>
<td><strong>MSC</strong> the number of votes cast for each candidate would not be published in the Newsletter or announced at the Annual Meeting.</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
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</tr>
<tr>
<td>June-92</td>
<td><strong>MSC</strong> to invite committee chairs to attend Board meetings at specific times if their report needs to be presented verbally and needs action from the Board.</td>
</tr>
<tr>
<td>May-91</td>
<td><strong>MSC</strong> to adopt the Vision statement as revised and made an official part of these minutes. [See Chapter 12 of this Organizational Guide, subsection entitled “In 1991: The Vision of 1996.”]</td>
</tr>
</tbody>
</table>
| May-91     | **MSC** to ratify the goals developed by the Board to implement the Vision statement as attached and made an official part of these minutes. [A copy of the goals is as follows.]
  - Goal: Ensure SSP’s annual meeting, seminars, and other meetings meet member needs (e.g., education, networking, information) while improving SSP’s financial base and accomplishing SSP’s mission.
  - Goal: Ensure SSP’s annual meeting, seminars, and other meetings meet member needs (e.g., education, networking, information) while improving SSP’s financial base and accomplishing SSP’s mission.
  - Goal: Develop strategic alliances with other organizations to: a) enhance programs and meetings, b) increase revenues, c) develop corporate sponsorship, d) develop mutual policy statements (position papers).
  - Goal: Evaluate SSP programs based on: a) past surveys, b) evaluation of ongoing programs, c) updated survey to plan future programs meeting the mission of the Society.
  - Goal: Integrate identified issues into project, program and committee structure.
  - Goal: Develop a publication that meets member needs: strong, readable, useful, and eagerly anticipated.
  - Goal: Increase participation from all sectors of scholarly publishing, i.e. establish policy and procedures to charge the work of the Society to various committees (spread the load).
  - Goal: Develop an SSP financial plan. |
| May-91     | Four issue-oriented committees were announced:
  - Committee on the technological impacts on the scholarly publishing system
  - Committee on the internationalization of the scholarly communication system
  - Committee on changes in ways scholars work and obtain information
  - Committee on economics of scholarly communication
The activities of these committees are to be integrated into SSP programming and projects. |
| January-91 | **MSC** to adopt the [issue-oriented committee] concept as presented in the background to the agenda. The first issues were identified as follows:
  - Technology and electronics: solutions looking for a problem in the system wide approach
  - How to survive in the face of economic pressures and the taxation of publications.
  - Modeling the changes in scholarly communication.
  - International scholarly publishing. |
## BUDGET AND FINANCE

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Type</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-17</td>
<td>MSC</td>
<td>to approve April 2017 financial statements.</td>
</tr>
<tr>
<td>December-16</td>
<td>MSC</td>
<td>to approve the proposed 2017 SSP Budget.</td>
</tr>
<tr>
<td>October-16</td>
<td>MSC</td>
<td>to accept the 2015 Financial Review.</td>
</tr>
</tbody>
</table>
| February-16| MSC          | to approve investment policy revision:  
1. Changed cash investment target to 0-5%  
2. Changed Fixed Income investment target to 35% (± 5%) of Total Investment Assets  
3. Changed Equities investment target to 65% (± 5%)  
4. Include equity buckers for US vs. Intl only with a 70/30 split  
5. Remove alternates, remove hard assets |
<p>| February-16| SSP          | investment funds will be moved to Vanguard per recommendation from Raffa Wealth Management. |
| September-14| MSC        | to offset shortage in Travel Grant support due to lack of sponsorship. |
| September-14| MSC        | to move five (5) percent of 2013 operating surplus to investment account. |
| February-14| MSC        | to approve operating budget with additional committee requests. |
| September-13| MSC        | to rebalance the investment accounts, moving our bond investments to a nearer-term maturity and lower interest rates, and adding some shorter direction and int’l funds, as well as large cap to mid-cap investments. |
| September-13| MSC        | for Board to remain silent on issue of percentage of surplus to draw down from investments as our fund is small (so a percentage would yield insignificant funds) and as Board approval is uniformly required. |
| September-13| MSC        | to give Finance Committee the authority to make decisions on investments rebalancing, etc. |
| September-13| MSC        | to charge the Finance Committee with spending up to $3,000 to get outside counsel advice on moving SSP investments to lower cost, better performing funds, with an emphasis on index funds. |
| September-13| MSC        | to approve financial review for 2012. |
| September-13| MSC        | to approve an audit of 2013 financials and earmark $15,000 for this. |
| May-13      | MSC          | to rebalance the SSP investment fund as suggested by the fund manager, with one exception. The Committee recommends splitting the international equity fund holding by divesting about $24,000 and adding the $11,200 in rebalanced funds, and invest these funds in the Thornburg International Value Fund. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>February-13</td>
<td>MSC to approve a speaker budget of $13,000 for the 2013 Annual Meeting.</td>
</tr>
<tr>
<td>February-13</td>
<td>MSC to approve an additional $6,000 for international travel grant support to the Professional Development Committee.</td>
</tr>
<tr>
<td>September-12</td>
<td>MSC to accept the CPA review of 2011 financials for filing</td>
</tr>
<tr>
<td>September-12</td>
<td>MSC to approve the sale of Legg Mason Value Trust holdings and place those holdings into the Black Rock Equity Dividend Fund.</td>
</tr>
<tr>
<td>September-11</td>
<td>MSC to accept the CPA review of 2011 financials for filing</td>
</tr>
<tr>
<td>February-12</td>
<td>MSC to depreciate the remaining $14k for the existing website pending CPA approval.</td>
</tr>
<tr>
<td>September-11</td>
<td>MSC to accept the CPA review of 2011 financials for filing</td>
</tr>
<tr>
<td>March-11</td>
<td>The Finance Committee will develop a policy statement for use of the contingency fund.</td>
</tr>
<tr>
<td>February-11</td>
<td>MSC to increase the amount budgeted for the 2011 contingency fund to $10,000.</td>
</tr>
<tr>
<td>February-11</td>
<td>MSC to approve a contingency fund in the amount of $5,000 in the 2011 operating budget, to be utilized by the President, with recommendations from the Executive Committee.</td>
</tr>
<tr>
<td>May-09</td>
<td>MSC to rebalance the investment portfolio per the recommendations of our investment advisors.</td>
</tr>
<tr>
<td>May-09</td>
<td>MSC to move the investments in Legg Mason Global Partners (an account that has been closed) into the Oppenheimer International Bond Fund.</td>
</tr>
<tr>
<td>September-08</td>
<td>MSC to approve $15,000 for the Course Development Proposal.</td>
</tr>
<tr>
<td>May-08</td>
<td>MSC to accept the CPA review for 2006/2007 for filing.</td>
</tr>
<tr>
<td>May-08</td>
<td>MSC to accept recommendations from Citi Institutional regarding changes in SSP’s portfolio.</td>
</tr>
<tr>
<td>February-07</td>
<td>MSC to set the goal of achieving one year’s operating surplus within 5 years instead of three, but revisit annually.</td>
</tr>
<tr>
<td>Jun-07</td>
<td>MSC to accept the CPA review for 2005/2006 for filing.</td>
</tr>
<tr>
<td>Jun-07</td>
<td>MSC to charge staff to proceed with negotiating a contract to hold the 2009 meeting at the Baltimore Marriott.</td>
</tr>
<tr>
<td>June-06</td>
<td>MSC to accept the 2005 CPA review for filing.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to charge the Finance Committee to review the investment policy annually.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to rebalance the SSP investment funds in keeping with the recommendation of our advisor at Legg-Mason.</td>
</tr>
<tr>
<td>Date</td>
<td>Decision</td>
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</tr>
<tr>
<td>May-03</td>
<td>MSC to allow a variable down payment schedule for organizational members at the discretion of the Treasurer and Executive Director on a case-by-case basis.</td>
</tr>
<tr>
<td>May-00</td>
<td>MSC to accept the CPA financial review for 1999 for filing.</td>
</tr>
<tr>
<td>August-98</td>
<td>MSC to approve the investment recommendations of the Finance Committee and to adopt them as SSP’s policies for managing investment funds (as outlined in Section 6.2.2 of this Organizational Guide).</td>
</tr>
<tr>
<td>June-98</td>
<td>MSC the Finance Committee, in consultation with the Membership Committee and the Development Committee, will review the dues structure and amount including inflationary and programmatic influences and bring dues recommendations to the Board annually at the June meeting. The dues review task shall be included in the charges to the relevant committees.</td>
</tr>
<tr>
<td>June-97</td>
<td>MSC the Board agreed to charge the Finance Committee to establish strategies that will bring the permanent reserve fund at least to a level of 50% of the prior year’s operating expenses.</td>
</tr>
<tr>
<td>June-97</td>
<td>MSC that the Board will not consider investments in companies producing tobacco or tobacco-related products.</td>
</tr>
<tr>
<td>June-97</td>
<td>MSC the Finance Committee review SSP’s fiscal year, prepare a budget schedule that addresses concerns of committee involvement, and transition in the budget process as well as the financial and operational concerns that affect the fiscal year, and bring the plan and recommendations to the fall Board meeting.</td>
</tr>
<tr>
<td>May-96</td>
<td>The Board discussed the need to have an audit rather than a review and felt the current CPA review was sufficient for SSP’s level of financial activity.</td>
</tr>
<tr>
<td>May-96</td>
<td>MSC to offer up to $2000 to an officer who needs financial support in order to hold office. It was agreed the decision is at the discretion of the Nominating Committee chair, in consultation with the President.</td>
</tr>
<tr>
<td>May-96</td>
<td>The Finance Committee was created and appointments were subsequently made by the President.</td>
</tr>
</tbody>
</table>

**MEMBERSHIP/DEVELOPMENT**

<table>
<thead>
<tr>
<th>Date</th>
<th>Decision</th>
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<tbody>
<tr>
<td>May-17</td>
<td>MSC to add alternative benefits package for Organizational Members and a price increase for the sustaining member level.</td>
</tr>
<tr>
<td>December-16</td>
<td>MSC to define and early career professional as less than 4 years in the industry for the purposes of membership and the Fellowship Program.</td>
</tr>
<tr>
<td>October-16</td>
<td>MSC to approved membership dues increase for 2017 as proposed by the Finance committee and endorsed by the Membership Committee.</td>
</tr>
<tr>
<td>Month</td>
<td>MSC to Approve the Sponsorship of the Library Publishing Coalition Annual Meeting at a Cost of $1300, which includes Travel Costs for a Representative to Staff the Booth for 2016.</td>
</tr>
<tr>
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</tr>
<tr>
<td>February-15</td>
<td>Development Committee to Informally Poll Exhibitors on Their Intention to Exhibit in Vancouver.</td>
</tr>
<tr>
<td>September-14</td>
<td><strong>MSC to Increase Dues as Follows:</strong> New Members: $150; Regular/Renewed Members: $175; Hardship: $75; Retired Members: $75; Librarian Members: $85; Early-Career Members: $80; Student Members: $40; Organizational Sustaining: $4,100; Organizational Supporting: $1750.</td>
</tr>
<tr>
<td>May-14</td>
<td>Charge Membership Committee to Develop Options for Member Referral Program.</td>
</tr>
<tr>
<td>February-14</td>
<td><strong>MSC to Ask Staff to Update Membership Profile Records with Input from Board in Consultation with the Membership Committee on Required Fields. The Board Allocates $1000 for Incentives for this Activity.</strong></td>
</tr>
<tr>
<td>May-12</td>
<td><strong>MSC to Approve a Membership Fee Structure for Members from Any Country Not Classified as High Income by The World Bank List of Economies.</strong></td>
</tr>
<tr>
<td>February-12</td>
<td><strong>MSC to Recommend a Membership Fee Structure for International Individuals in Economically Disadvantaged Countries Based on Economic Standing.</strong></td>
</tr>
<tr>
<td>May-11</td>
<td><strong>MSC to Approve License Agreements for Use of the SSP Logo by Organizational Members and Annual Meeting Logo by Sponsors and Exhibitors.</strong></td>
</tr>
<tr>
<td>March-11</td>
<td>There was Consensus that the Development Committee Should Entertain New and Innovative Types of Sponsorships for the Annual Meeting and Other SSP Events; Allowing the Innovator to Sponsor for the First Year, and Then Open It Up to Others Moving Forward.</td>
</tr>
<tr>
<td>March-11</td>
<td><strong>MSC to Create a Version of the SSP Logo That Includes the Words, “Organizational Member” and Provide to the Organizational Members After Renewal Along with License for Use.</strong></td>
</tr>
<tr>
<td>September-09</td>
<td><strong>MSC to Approve the Recommendation for a 3 Percent Dues Increase in All Categories Excluding Early Career, Student &amp; Librarian.</strong></td>
</tr>
<tr>
<td>February-09</td>
<td><strong>MSC to Charge the Membership Committee to Explore Expanding the SSP Presence in LinkedIn &amp; Facebook and Report at September BOD Meeting Including a Recommendation About Opening the Opportunity to Members and Nonmembers.</strong></td>
</tr>
<tr>
<td>February-09</td>
<td><strong>MSC to Remove Restriction That Dues Rate for Librarians is Equal to 50 Percent of Individual Dues.</strong></td>
</tr>
<tr>
<td>February-09</td>
<td><strong>MSC to Defer Small Organizational Outreach for Later Discussion.</strong></td>
</tr>
<tr>
<td>Date</td>
<td>MSC Action</td>
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</tr>
<tr>
<td>September-08</td>
<td><strong>MSC</strong> to approve the purchase of ten (10) $50 Amazon Gift Certificates for the membership survey drawing.</td>
</tr>
<tr>
<td>September-08</td>
<td><strong>MSC</strong> to increase organizational dues as follows: Supporting to $1,300; Sustaining: $3,175; Benefactor: $2,500. Individual memberships: Leave Early Career, Librarian &amp; Student at $75, $75, and $30, respectively. Individual dues increased to $30, with the advisement to move toward a 50 percent difference between Individuals and Early Career &amp; Librarian.</td>
</tr>
<tr>
<td>September-08</td>
<td><strong>MSC</strong> to amend the Strategic plan to not pursue a display and to look at alternatives to the organizational member plaques.</td>
</tr>
<tr>
<td>May-08</td>
<td><strong>MSC</strong> to accept the proposal for a survey and the incentive.</td>
</tr>
<tr>
<td>February-08</td>
<td><strong>MSC</strong> to discontinue the journal program effective in 2009.</td>
</tr>
<tr>
<td>September-07</td>
<td><strong>MSC</strong> to increase dues in all member categories by 5 percent.</td>
</tr>
<tr>
<td>September-07</td>
<td><strong>MSC</strong> to eliminate the “Independent Professional” and “Friend of SSP” categories of membership.</td>
</tr>
<tr>
<td>February-07</td>
<td><strong>MSC</strong> to offer complimentary membership in SSP to the grant/scholarship recipients from the time of the annual meeting through the end of the year and to offer them a renewal for the following membership year at the new member rate.</td>
</tr>
<tr>
<td>June-06</td>
<td><strong>MSC</strong> to continue the journal subscription program but to cut it back and to explore structuring the program through a subscription agency or with the journals themselves through links on the website.</td>
</tr>
<tr>
<td>June-06</td>
<td><strong>MSC</strong> to approve $850 for exhibit participation at the ALA meeting in New Orleans.</td>
</tr>
<tr>
<td>February-06</td>
<td><strong>MSC</strong> to approve an agreement offering reciprocal memberships between officers of ALPSP and SSP. SSP will extend two complimentary individual memberships to ALPSP, each with full rights of membership, to be allocated as determined by ALPSP. ALPSP will extend two complimentary individual memberships to SSP, each with full rights of membership, and specifically provided to the SSP President and the President-elect.</td>
</tr>
<tr>
<td>September-05</td>
<td><strong>MSC</strong> to increase the dues for individual members by $5 for 2006.</td>
</tr>
<tr>
<td>September-04</td>
<td><strong>MSC</strong> to increase dues for sustaining and supporting members for 2005 by 10%.</td>
</tr>
<tr>
<td>September-03</td>
<td><strong>MSC</strong> to set dues for 2004 at a 5% increase to be $110 for individuals. The percentage will be applied to all other categories except organizational. Organization dues will be increased effective in the 2005 dues year.</td>
</tr>
<tr>
<td>May-03</td>
<td><strong>MSC</strong> to allow a variable dues payment schedule for organizational members at the discretion of the Treasurer and Executive Director on a case-by-case basis.</td>
</tr>
<tr>
<td>Date</td>
<td>MSC to set the dues for the special membership categories at half the regular rate.</td>
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<tr>
<td>September-00</td>
<td>MSC to approve the creation of three special membership categories: student, librarian and early career (applicable for the first two years in scholarly publishing).</td>
</tr>
<tr>
<td>September-00</td>
<td>MSC to increase the dues for 2001 from $85 to $95.</td>
</tr>
<tr>
<td>January-00</td>
<td>MSC to adopt Learned Publishing as a new journal for member subscription through SSP. It was also agreed to explore the availability of “What Authors Want” at a discounted rate. It was also agreed to provide a set of membership mailing labels. We also request an ad promoting SSP membership and programs in the journal. There is no issue with regard to their soliciting papers from presenters at the Annual Meeting. However, we reserve the right to include text or a report on the presentation on the SSP Web site.</td>
</tr>
<tr>
<td>September-99</td>
<td>MSC to offer subscription to Scholarly Communication Report as a member benefit at the rate of $200.</td>
</tr>
<tr>
<td>June-99</td>
<td>MSC that the Board reaffirm its policy to offer an open forum for all positions and not take a position. This action was taken following a discussion on whether the Board should take any advocacy positions.</td>
</tr>
<tr>
<td>February-99</td>
<td>MSC to have the Membership Committee make minority recruitment an explicit goal of this committee's charge.</td>
</tr>
<tr>
<td>February-02</td>
<td>MSC to revise the membership categories such that the current benefactor category is no longer a membership level but will be considered a sponsor recognition category in order to allow entities to support SSP with funds other than dues payments.</td>
</tr>
<tr>
<td>September-00</td>
<td>MSC to create a new membership category entitled, “Independent Professional” for consultants, freelancers, and other individual members at a fee of $250 with benefits to be determined.</td>
</tr>
<tr>
<td>June-01</td>
<td>MSC unanimously to increase dues in 2002 for individual members to $99 and a corresponding amount for other membership categories.</td>
</tr>
<tr>
<td>June-01</td>
<td>MSC to add the Seybold Report as a member subscription benefit.</td>
</tr>
<tr>
<td>September-00</td>
<td>It was agreed the “Friend of SSP” membership category shall be considered an individual membership category, not a corporate membership category, and it shall be open to individual members only.</td>
</tr>
<tr>
<td>September-00</td>
<td>MSC to adopt the following dues mailing policy: Corporate mailing be done by September 1 and follow up telephone call within three weeks. Individual member renewals should be out by Oct. 15 by regular mail with a second mailing on December 1 and a third by January 10. E-mail will be used to urge renewal as well.</td>
</tr>
<tr>
<td>September-99</td>
<td>MSC to offer subscription to Scholarly Communication Report as a member benefit at the rate of $200.</td>
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<td>June-99</td>
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<td>November-98</td>
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<td>May-96</td>
<td>MSC</td>
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<tr>
<td>September-95</td>
<td>MSC</td>
</tr>
<tr>
<td>September-95</td>
<td><strong>MSC</strong> to increase dues $5 to fund Web site research and development for SSP.</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> to set the journal handling fee at $2.00 for those journals offering a minimal discount and $3.00 for those journals with a higher discount margin. Staff is to make the decision on each journal.</td>
</tr>
<tr>
<td>June-92</td>
<td>The Board agreed that new journals may be added to the membership benefit program by Board approval if the following criteria are met: a) the discount is sizable enough to be perceived as a benefit, b) breadth of the journal must represent the membership, c) there is quality in content and provider service, d) costs for operation should be covered (consider a fee after 1993 dues), e) provisions are made for international postage, f) discontinue the program if there are less than 20 subscriptions (after 1993).</td>
</tr>
<tr>
<td>October-91</td>
<td><strong>MSC</strong> that SSP will offer selected publications options to members at discounted rates with the fall 1991 dues renewal.</td>
</tr>
<tr>
<td>October-91</td>
<td><strong>MSC</strong> to establish the basic individual member dues at $50 effective January 1, 1992 with an additional line for voluntary suggested minimum contribution to SSP for $5.</td>
</tr>
<tr>
<td>October-91</td>
<td><strong>MSC</strong> to adopt a new schedule of benefits and recognition for donor classes of membership to replace the current structure, as attached and made part of these minutes.</td>
</tr>
<tr>
<td>October-91</td>
<td><strong>MSC</strong> to adopt three new levels of dues for the donor classes of membership: sponsoring at $1500, sustaining at $500, and contributing at $250.</td>
</tr>
<tr>
<td>January-91</td>
<td><strong>MSC</strong> that Scholarly Publishing not remain as an automatic publication to be received by all members and that negotiations be made with University of Toronto Press for significant reduction from the usual subscription price for SSP members.</td>
</tr>
</tbody>
</table>

### ANNUAL MEETING/EXHIBITS

<p>| June-96 | <strong>MSC</strong> to approve the San Diego Marriott Marquis as venue for the 2019 Annual Meeting. |
| February-96 | RFP's were sent to potential locations in the Western US. Proposals were received from Las Vegas, NV, Palm Springs, CA, and San Diego, CA. After discussion, the Board selected San Diego as the city. |
| September-95 | <strong>MSC</strong> to accept contract with Sheraton Chicago and sign if it can be moved to 2022. |</p>
<table>
<thead>
<tr>
<th>Month</th>
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<tbody>
<tr>
<td>May-13</td>
<td><strong>MSC</strong> to approve non-compete policy.</td>
</tr>
<tr>
<td>September-12</td>
<td><strong>MSC</strong> to approve an additional $10,000 for the Annual Meeting speaker fund, earmarked for a keynote speaker.</td>
</tr>
<tr>
<td>April-12</td>
<td><strong>MSC</strong> to approve, in principle, an alliance with NASIG to hold a one-day joint program in 2015 concerning policy issues, conditional on agreement by SSP and NASIG regarding further details of the program, including but not limited to its timing, location, content, financial responsibilities, and involvement by other organizations.</td>
</tr>
<tr>
<td>February-12</td>
<td>There was consensus to form a Task Group to explore setting selected Annual Meeting sessions as events on Facebook and Linked in to generate interest prior to the meeting.</td>
</tr>
<tr>
<td>September-11</td>
<td><strong>MSC</strong> to change policy regarding registration fees for non-member speakers to provide a complimentary registration only for the day that the speakers presents.</td>
</tr>
<tr>
<td>May-11</td>
<td><strong>MSC</strong> to approve license agreements for use of the SSP logo by organizational members and Annual Meeting logo by sponsors and exhibitors.</td>
</tr>
<tr>
<td>March-11</td>
<td><strong>MSC</strong> to create a version of the SSP logo that includes words, “Exhibitor at 2011 Annual Meeting” and “2011 Sponsor” at time of payment and provide along with license for use.</td>
</tr>
<tr>
<td>February-07</td>
<td><strong>MSC</strong> to adopt the Policy on Co-sponsorship of Programs Offered by Other Organizations.</td>
</tr>
<tr>
<td>February-05</td>
<td><strong>MSC</strong> to accept the program committee’s recommendation of a $10 registration discount to member speakers with the stipulation that if they don’t want the discount they can contribute the discount to a scholarship fund. The Board asked that the speaker gifts be eliminated.</td>
</tr>
<tr>
<td>September-04</td>
<td><strong>MSC</strong> to offer half the nonmember rate for seminar attendance to the staff of a speaker in recognition of their presenting a seminar on behalf of SSP.</td>
</tr>
<tr>
<td>September-03</td>
<td><strong>MSC</strong> to adopt the following policy: Vendors may schedule receptions or events for clients in conjunction with the SSP Annual Meeting. Events to be held within the headquarters hotel are to be scheduled through the SSP Meeting Manager. In no case are events to be held in conflict with any scheduled event on the SSP Program.</td>
</tr>
<tr>
<td>March-03</td>
<td><strong>MSC</strong> to increase the 2004 annual meeting exhibit booth fee by 5%.</td>
</tr>
<tr>
<td>February-03</td>
<td><strong>MSC</strong> to offer the exhibitors at the 2003 meeting the opportunity to reserve space at the 2004 meeting at the same rate as 2003 if they commit within 30 days of the close of the 2003 meeting.</td>
</tr>
<tr>
<td>February-03</td>
<td><strong>MSC</strong> to set the exhibit fee for a single booth at $1,195 (approximately 10% increase from 2002) for organizational members and $1,325 for non-members. Each exhibitor will be listed on our website in a “virtual...”</td>
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<tr>
<td>Date</td>
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<tr>
<td>February-03</td>
<td>MSC to offer a special registration fee of $250 (by early deadline) to librarians, retired members, and students. If three or more register from the same institution, the rate is $225.</td>
</tr>
<tr>
<td>February-03</td>
<td>MSC to offer a discount of $50 off the fee to institutions who register at least three people at the same time.</td>
</tr>
<tr>
<td>September-02</td>
<td>MSC to offer the member registration rate to attend the annual meeting and seminars to staff of organizational members in addition to their named members.</td>
</tr>
<tr>
<td>February-02</td>
<td>MSC to authorize staff to proceed with a contract for San Francisco in 2004, preferable with the Sheraton Palace.</td>
</tr>
<tr>
<td>February-02</td>
<td>MSC to endorse the concept of offering benefactor recognitions for entities that sponsor SSP activities and events.</td>
</tr>
<tr>
<td>September-00</td>
<td>MSC to approve a revised speaker fee policy, i.e., for both the Annual meeting and TMR, members who are speakers will pay the member registration rate and speakers who are not members may attend the full meeting as guests.</td>
</tr>
<tr>
<td>June-00</td>
<td>With regard to having a theme it was agreed that this was not necessary and it was sufficient to identify the meeting with the title SSP-2001, SSP-2002 etc.</td>
</tr>
<tr>
<td>June-00</td>
<td>MSC that in the interest of efficiency of preparing the annual meeting program, it was agreed to eliminate the biographical sketches for panelists but to retain the biographical information for keynote speakers. This policy does not apply to the seminar program.</td>
</tr>
<tr>
<td>June-99</td>
<td>MSC to hold the SSP Annual Meeting from Wednesday through Friday (or such days as the Board may determine) in the first full week of June.</td>
</tr>
<tr>
<td>September-99</td>
<td>MSC that presenters at the SSP Annual Meeting, whether they are members or non-members, who come to the meeting only to give their presentation, may attend for that full day at no fee; any speaker (member or non-member) who attends the entire meeting will be required to register at the member rate.</td>
</tr>
<tr>
<td>January-99</td>
<td>MSC to revise the Annual Meeting pattern as follows: to revise the Annual Meeting site cities to Boston, Washington DC, Baltimore and San Francisco with the pattern of two years on the east coast and one west coast so that Philadelphia can be the anchor city for TMR.</td>
</tr>
<tr>
<td>November-98</td>
<td>MSC to hold the 2001 Annual Meeting in San Francisco and to pursue a contract with the Hyatt for June 5-8.</td>
</tr>
<tr>
<td>November-98</td>
<td>MSC to leave the seminar fees as they are, with a four-week cutoff for early-bird registration.</td>
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<tr>
<td>November-98</td>
<td>MSC to keep the Annual Meeting 1998 fee structure, include two receptions, one lunch, but do not include dinner. Second lunch is optional by ticket with a raffle.</td>
</tr>
<tr>
<td>November-98</td>
<td>MSC that seminar leaders who give two seminars in the prior 12 months be given a credit of $100 toward attending the Annual Meeting.</td>
</tr>
<tr>
<td>September-97</td>
<td>MSC that the role of the Exhibits Committee be expanded to include solicitation of advertising in various SSP media [and renamed the Exhibits and Advertising Committee].</td>
</tr>
<tr>
<td>September-96</td>
<td>MSC to approve a discount on the booth fee of the 1997 Annual Meeting to 10% for sustaining members and 15% for sponsoring members.</td>
</tr>
<tr>
<td>May-96</td>
<td>MSC to have an active Local Arrangements Committee to help the Annual Meeting Program Committee with local activities, mailing lists, tours, and host activity.</td>
</tr>
<tr>
<td>September-95</td>
<td>MSC that it is the policy of SSP not to pay honoraria or expenses for seminar and Annual Meeting speakers. In the case of hardships, the seminar chair has the authority to fund speakers up to $100 for a half-day, $300 for one-day, or $500 for larger than a one-day seminar. The total amount to be allocated for Annual Meeting speakers is $5000. Speaker expenses are to be included in the budget for each function.</td>
</tr>
<tr>
<td>June-92</td>
<td>The Board agreed that responsibility for seminars in conjunction with the Annual Meeting lies with the Education Committee Chair in cooperation with the Annual Meeting Chair (to be coordinated by staff).</td>
</tr>
<tr>
<td>November-92</td>
<td>MSC to allow staffed exhibit tables/booths at the 1993 SSP Annual Meeting.</td>
</tr>
<tr>
<td>February-92</td>
<td>MSC to provide a $100 discount on annual meeting registration for the 1992 Annual Meeting for up to 10 tutorial seminar faculty presenters as an unadvertised trial program to be reviewed in one year.</td>
</tr>
<tr>
<td>February-92</td>
<td>MSC that promotional materials (journals, books, workshops) may be placed on a “Free - Take One” table [at the Annual Meeting]. MSC that [unsolicited commercial] materials may not be inserted in attendees’ packets or placed on registrants’ desks. The implementation of these policies will be the responsibility of staff.</td>
</tr>
<tr>
<td>October-91</td>
<td>MSC to allow a waiver of registration fee for press representation at the Annual Meeting or seminars excluding tickets to social events or separately ticketed meal events. At this time, only representatives from Publisher’s Weekly, Chronicle of Higher Education, and The Library Journal will be included.</td>
</tr>
</tbody>
</table>
May-91 | MSC to approve the following policy on Annual Meeting speakers.
“Members of SSP who are speakers at the Annual Meeting are expected to pay the standard registration fees. Registration fees may be waived for nonmember speakers on the day of their presentation. Nonmember speakers who wish to participate during the entire meeting shall pay the registration fee. Nonmember speakers for whom the registration fee has been waived are expected to pay for any separately ticketed social events that may occur on the day of the presentation.”

SEMINARS/WEBINARS/LFG/IN/TMR

| Date       | Action
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<tbody>
<tr>
<td>February-13</td>
<td>Education Committee Chairs and Program Director will work with staff to develop refund policy for seminars and other education events.</td>
</tr>
<tr>
<td>February-13</td>
<td>Consensus was to move forward with development of Scholarly Kitchen webinars in coordination with the Education Committee and the Kitchen Cabinet.</td>
</tr>
<tr>
<td>September-14</td>
<td>MSC to hold a second LFG in 2015 with the provision that the Executive Committee confirms a positive financial outcome for the program.</td>
</tr>
<tr>
<td>May-13</td>
<td>MSC to hire consultant to perform a programming gap analysis and to budget up to $25k.</td>
</tr>
<tr>
<td>May-13</td>
<td>MSC to approve amended budget for Fall Seminars and increase in registration fees.</td>
</tr>
<tr>
<td>February-13</td>
<td>Appoint Task Force to explore monetizing webinars after a 30-45 day embargo period.</td>
</tr>
<tr>
<td>February-13</td>
<td>MSC to drop the IN Conference for 2013.</td>
</tr>
<tr>
<td>February-06</td>
<td>MSC to approve the agreement document between SSP and ALPSP outlining the duties and responsibilities for offering two jointly sponsored programs per year. See attachment A.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to create a line item of $1,000 within the Education Committee 2003 budget for speaker needs, to be used at the Chair’s discretion.</td>
</tr>
<tr>
<td>May-03</td>
<td>MSC to drop the spring seminars and to charge the Education Committee to explore alternative offerings.</td>
</tr>
<tr>
<td>February-03</td>
<td>MSC to adopt the revised sponsorship policy. See attachment B.</td>
</tr>
<tr>
<td>September-03</td>
<td>MSC to waive the TMR registration fees for all speakers, both member and non-members, as a token of our appreciation. This policy supersedes an existing policy.</td>
</tr>
<tr>
<td>September-03</td>
<td>MSC to approve the “Sponsorship of Educational Seminars” document and to state that the cost will range from $5,000 -- $15,000, depending upon location and operating costs, to be set by the Development Committee. See attachment B.</td>
</tr>
<tr>
<td>Date</td>
<td>MSC to offer the member registration rate to attend the annual meeting and seminars to staff of organizational members in addition to their named members.</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>June-00</td>
<td>As a note on graphics, it was agreed that no text should be placed over the SSP logo in seminar brochures as it is too difficult to read.</td>
</tr>
<tr>
<td>June-00</td>
<td>MSC to authorize staff to amend the policy for registrants who have to cancel a workshop to refund the fee rather than holding it for a future seminar and to delete the language about applying it to a future seminar from the brochure.</td>
</tr>
<tr>
<td>June-00</td>
<td>MSC to authorize staff to change the current discount for multiple registrations as follows: first person at regular rates, each additional at $20 discount. For international members the discount is $40 per registrant.</td>
</tr>
<tr>
<td>September-99</td>
<td>MSC to offer a 20% registration fee discount to non-US registrants as an incentive for international members/non-members to attend.</td>
</tr>
<tr>
<td>September-99</td>
<td>MSC to add a line item in the TMR budget of $2,500 to be used at the discretion of the TMR Chair to support speaker expenses.</td>
</tr>
<tr>
<td>September-99</td>
<td>MSC to adopt the policy regarding payment of registration fees as stated below for attendees at the TMR. Presenters at the TMR, whether they are members or non-members who come to the TMR only to give their presentation, may attend for that full day at no fee; any speaker who attends the entire TMR will be required to register at the member rate.</td>
</tr>
<tr>
<td>June-99</td>
<td>MSC to add $20 to pre Annual meeting seminars.</td>
</tr>
<tr>
<td>June-99</td>
<td>MSC to increase seminar rates by $40.</td>
</tr>
<tr>
<td>June-99</td>
<td>MSC to allow unemployed SSP members to attend SSP seminars at half the member rate, including the Annual meeting. They may attend TMR on a space available basis.</td>
</tr>
<tr>
<td>November-98</td>
<td>MSC to hold the 1999 TMR in Philadelphia, September 21-25.</td>
</tr>
<tr>
<td>September-97</td>
<td>MSC to recommend that Education Committee consider the clustering of 1998 seminars with the goal of offering six clusters per year apart from TRM and the Annual Meeting.</td>
</tr>
<tr>
<td>June-97</td>
<td>MSC to provide scholarships to minority students to attend seminars (assigned to the Ad Hoc Committee on Mentorship and Diversity).</td>
</tr>
<tr>
<td>September-96</td>
<td>MSC to approve the request of the Education Committee to set the tuition of seminars such that they are reflective of true cost to manage the seminars.</td>
</tr>
<tr>
<td>Date</td>
<td>MSC</td>
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<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>September-95</td>
<td><strong>MSC</strong> that it is the policy of SSP not to pay honoraria or expenses for seminar and Annual Meeting speakers. In the case of hardships, the seminar chair has the authority to fund speakers up to $100 for a half-day, $300 for one-day, or $500 for larger than a one-day seminar. The total amount to be allocated for Annual Meeting speakers is $5000. Speaker expenses are to be included in the budget for each function.</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> to provide complimentary seminar registration to the seminar chair(s), speaker(s), and one Education Committee member. The policy applies to both members and nonmembers of SSP.</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> to reimburse the expenses of the seminar chair if they are not reimbursed by the employer and if a formal request and documentation are provided.</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> that SSP does not pay honoraria to seminar presenters, with the exception of TMR.</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> to waive the seminar registration fee of the SSP President.</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> the [TMR] chair will be required to pay a registration fee.</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> the SSP President will be required to pay a registration fee [when attending TMR].</td>
</tr>
<tr>
<td>September-94</td>
<td><strong>MSC</strong> that [TMR] speakers who are members will pay the registration fee and speakers who are nonmembers will have registration fees waived.</td>
</tr>
<tr>
<td>June-92</td>
<td>The Board agreed that responsibility for seminars in conjunction with the Annual Meeting lies with the Education Committee chair in cooperation with the Annual Meeting chair (to be coordinated by staff).</td>
</tr>
<tr>
<td>October-91</td>
<td><strong>MSC</strong> the Education Committee can solicit sponsorship for certain aspects of SSP seminars beginning with the February 1992 seminar for a period of one year. The Board agreed to evaluate the sponsorship program in January 1993.</td>
</tr>
<tr>
<td>October-91</td>
<td><strong>MSC</strong> that complimentary registration be extended for one member of the Education Committee to attend each SSP seminar exclusive of Top Management Roundtable and the Annual Meeting. That committee member is expected to pay travel and other expenses associated with the meeting.</td>
</tr>
<tr>
<td>October-91</td>
<td><strong>MSC</strong> to allow a waiver of registration fee for press representation at the Annual Meeting or seminars excluding tickets to social events or separately ticketed meal events. At this time, only representatives from <em>Publisher’s Weekly</em>, <em>Chronicle of Higher Education</em>, and <em>The Library Journal</em> will be included.</td>
</tr>
</tbody>
</table>
## COMMUNICATIONS/WEBSITE

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-17</td>
<td>MSC to move forward with IMIS/Kellen solution for AM content; authorize Executive Director to further negotiate the proposal.</td>
</tr>
<tr>
<td>April-17</td>
<td>MSC to accept the new logo designs and variations as recommended by the Branding Task Force.</td>
</tr>
<tr>
<td>February-17</td>
<td>MSC to accept proposal to do a website refresh as proposed by Windmill for an estimated cost between $7,500 and $15,000.</td>
</tr>
<tr>
<td>December-16</td>
<td>MSC to reappoint David Crotty to another term as Editor-in-Chief of The Scholarly Kitchen effective June 1, 2016</td>
</tr>
<tr>
<td>December-16</td>
<td>MSC to appoint Lettie Conrad as the North American Editor for Learned Publishing.</td>
</tr>
<tr>
<td>September-16</td>
<td>MSC to allow the sale of advertising in The Scholarly Kitchen and RE:member within the scope of the Advertising Policy proposed by the Kitchen Cabinet.</td>
</tr>
<tr>
<td>September-16</td>
<td>MSC to accept the Performance Compensation Proposal from Kellen for the sales of advertising, sponsorships, and exhibits and allow the Executive Director to negotiate the terms of the agreement and execute the contract.</td>
</tr>
<tr>
<td>October-16</td>
<td>MSC to accept the following proposals:</td>
</tr>
<tr>
<td></td>
<td>Move responsibility for pre-meeting seminar development from Education Committee to Annual Meeting Program Committee.</td>
</tr>
<tr>
<td></td>
<td>Change name of Professional Development Committee to Career Development Committee.</td>
</tr>
<tr>
<td></td>
<td>Merge Marketing and Communications Committees and retain all four chairs.</td>
</tr>
<tr>
<td></td>
<td>Monitor Organizational Collaboration Committee and make decision to continue or sunset Committee in June.</td>
</tr>
<tr>
<td>June-16</td>
<td>MSC to approve RE:member Editorial Guidelines as written.</td>
</tr>
<tr>
<td>June-16</td>
<td>MSC to approve recommendation change to the Kitchen Cabinet charter.</td>
</tr>
<tr>
<td>April-16</td>
<td>MSC to accept the Windmill Design proposal for renovation of The Scholarly Kitchen website in FY2016; allow the Executive Director to negotiate and sign the contract; and expand the charge of the TSK Renovation Task Force to work with Windmill Design and SSP staff to implement renovation as defined.</td>
</tr>
<tr>
<td>February-16</td>
<td>MSC to approve TSK Editor-in-Chief Appointment and Terms of Service with suggested changes.</td>
</tr>
<tr>
<td>February-16</td>
<td>MSC to approve the Spotlight in Scholarly Publishing Editorial Policy with suggested revision.</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>September-15</td>
<td>Appoint Task Force develop &amp; distribute an RFP, analyze proposals, and make a recommendation to the Board for approval for redesign of the Scholarly Kitchen.</td>
</tr>
<tr>
<td>September-15</td>
<td>Consensus was that a printed career brochure is essential. Need to determine number of copies; should get several bids.</td>
</tr>
<tr>
<td>May-14</td>
<td>Charge Marketing and Communications Committees to develop clearer definition of their roles.</td>
</tr>
<tr>
<td>February-13</td>
<td>MSC to restrict event listings to those offered by Organizational Members for unrestricted audiences (that is, excluding user group and similar limited-attendance events).</td>
</tr>
<tr>
<td>February-12</td>
<td>MSC to accept the content recommendations and overall approach for the redesign essentially as presented by the website Task Force.</td>
</tr>
<tr>
<td>February-12</td>
<td>Consensus to takeover development of “Recruiting to the Profession” as an on-line brochure.</td>
</tr>
<tr>
<td>March-11</td>
<td>MSC to approve Guidelines for Use of SSP LinkedIn and Facebook accounts as revised by the Communications Committee.</td>
</tr>
<tr>
<td>September-10</td>
<td>MSC to approve $1,500 to $2,000 from the 2010 operating budget to move The Scholarly Kitchen to a hosted implementation with WordPress.</td>
</tr>
<tr>
<td>May-09</td>
<td>MSC to charge for job postings as follows: non-members $100 immediately, members $50 on January 1, 2010.</td>
</tr>
<tr>
<td>May-09</td>
<td>MSC to approve the editorial structure for Scholarly Kitchen as presented.</td>
</tr>
<tr>
<td>May-08</td>
<td>MSC to ratify Janet Fisher as the North American Editor for Learned Publishing.</td>
</tr>
<tr>
<td>September-07</td>
<td>MSC to approve the SSP List Serv Guidelines and Best Practice as amended.</td>
</tr>
<tr>
<td>September-07</td>
<td>MSC to retire the Communications Council.</td>
</tr>
<tr>
<td>June-06</td>
<td>MSC to disband the Publications Committee.</td>
</tr>
<tr>
<td>June-06</td>
<td>MSC to approve the recommendation for restructuring the communications committee as presented and to revise the mission of the committee as follows: The Communications Committee oversees all available means of communicating with SSP members and non-members, including the SSP website, email, print, list servers and other vehicles. The committee makes recommendations to the SSP Board regarding policies, practices, services, and features of existing and future means of member and non-member communications.</td>
</tr>
<tr>
<td>September-04</td>
<td>MSC to proceed with implementation of a bi-monthly e-newsletter with a target of January 2005 for the first issue and budget to be determined. The Board is to approve the editor.</td>
</tr>
<tr>
<td>Date</td>
<td>MSC Action and Details</td>
</tr>
<tr>
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</tr>
<tr>
<td>September-04</td>
<td>MSC to approve the proposal as presented by Bill Kasdorf to proceed with a journal affiliation with Learned Publishing with the following stipulations: The journal will include a page to promote SSP in each online issue; SSP will financially support the US editor; SSP will name six US editors and provide online access to SSP members; the journal will offer a subscription rate to members for the print version at a discounted rate; SSP will structure a two-year agreement with a rollover to offer the journal to SSP members.</td>
</tr>
<tr>
<td>September-04</td>
<td>MSC to create a Marketing Council effective in January 2005 to operate under the aegis of the Communications Committee composed of a member (preferably the chair) of each committee with marketing needs – Annual Meeting, Education, Membership, TMR and website.</td>
</tr>
<tr>
<td>September-03</td>
<td>MSC to budget the following five publications as of the next dues renewal: Information Today, E Content, Online, Computers in Libraries, and Searcher.</td>
</tr>
<tr>
<td>September-02</td>
<td>MSC to produce a Directory of Professional Services. See attachment C.</td>
</tr>
<tr>
<td>February-02</td>
<td>MSC to create a listserv through the Communications Committee, which would be un-moderated but participants would have to agree to an acceptance policy. The decision on the current policy will be reviewed in one year.</td>
</tr>
<tr>
<td>June-01</td>
<td>It was agreed to print the membership directory after the Annual Meeting.</td>
</tr>
<tr>
<td>June-01</td>
<td>MSC to approve the following charge for the Communications Committee: The central responsibility of the Communications Committee is to guide the Society’s initiatives and policies regarding the use of new technology for Society programs and services. It was also agreed to add a new task: Seek ways to routinely evaluate and improve the Web site. The Committee will be asked to prepare a strategic development plan for the Web site.</td>
</tr>
<tr>
<td>September-00</td>
<td>A proposal to offer the ALPSP Research Study to SSP members at $150 U.S. was approved. Staff will develop a mechanism to offer the Study with the renewal of membership.</td>
</tr>
<tr>
<td>September-00</td>
<td>MSC to consider ads on the Web site. The Committee was asked to make a recommendation as to placement, size, fees and navigation.</td>
</tr>
<tr>
<td>June-00</td>
<td>It was agreed to change the name of the Electronic Services Committee to Communications. The charge also needs to be revised. Fran Marchbank was asked to rewrite the committee charge.</td>
</tr>
<tr>
<td>May-00</td>
<td>MSC unanimously to continue a printed version of the Directory.</td>
</tr>
<tr>
<td>September-99</td>
<td>It was agreed to place the organizational manual on the Web in a site available to the Board and Committee Chairs via a password.</td>
</tr>
<tr>
<td>September-99</td>
<td>MSC to drop the print version of the Bulletin effective immediately and to replace the newsletter with email SSP Alerts.</td>
</tr>
<tr>
<td>Month</td>
<td>Action</td>
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</tr>
<tr>
<td>September-99</td>
<td><strong>MSC</strong> to charge $50 for a classified ad on the Web site for a 60 day period.</td>
</tr>
<tr>
<td>June-99</td>
<td><strong>MSC</strong> to cease production of the current Bulletin. It was agreed that the SSP Bulletin does not meet our needs and that a Web alert would be developed to replace it.</td>
</tr>
<tr>
<td>August-98</td>
<td><strong>MSC</strong> to pursue an agreement for Web site hosting and maintenance with the Terry’s to be executed as soon as possible.</td>
</tr>
<tr>
<td>June-98</td>
<td><strong>MSC</strong> to accept advertising on pages to be inserted in the Bulletin at a rate of $350 per full-page and $200 per half-page ad for 1998-1999. The 15% discount to corporate members is applicable.</td>
</tr>
<tr>
<td>June-98</td>
<td><strong>MSC</strong>, that the Electronic Services Committee develop an SSP Web site privacy statement that conforms to commonly accepted practices and submit it to the Web Editor for posting on our Web site, subject to Executive Committee approval.</td>
</tr>
<tr>
<td>June-98</td>
<td><strong>MSC</strong>, that ads be encouraged on the SSP Web site and that the Electronic Services Committee, in consultation with all relevant committees, recommend to the Executive Committee the structure and pricing of such ads.</td>
</tr>
<tr>
<td>June-98</td>
<td><strong>MSC</strong>, that the Board supports an electronic member directory in principle, and that the Electronic Services Committee cost out the services for putting the member directory on the Web site. The Electronic Services Committee should confer with the Development Committee for sponsorship possibilities, and then bring a Web directory proposal to the Executive Committee by the end of August 1998.</td>
</tr>
<tr>
<td>September-97</td>
<td><strong>MSC</strong> to charge the SSP Electronic Services Committee to create the SSP Bulletin, a bimonthly printed newsletter of four pages, to begin in February 1998.</td>
</tr>
<tr>
<td>September-97</td>
<td><strong>MSC</strong> to approve, in concept, the management structure of the Web site consisting of a Web Spinner, Web Editor, and a Web Manager (RC Staff), with appropriate funding.</td>
</tr>
<tr>
<td>September-96</td>
<td><strong>MSC</strong> to approve the concept of a Web site for SSP under the direction of Chet Grycz as Web master with an editorial board to be named.</td>
</tr>
<tr>
<td>May-96</td>
<td>There was consensus to phase out the print version of the newsletter and implement an electronic version. <strong>MSC</strong> to recruit an Editor who supports moving to an electronic newsletter; the President was given the authority to offer financial backing to the Editor for this time-consuming job.</td>
</tr>
<tr>
<td>June-92</td>
<td><strong>MSC</strong> a transfer of copyright will be requested from authors who submit articles to the SSP Letter.</td>
</tr>
<tr>
<td></td>
<td><strong>MSC</strong> permission to reprint Letter articles is given to those authors who transfer copyright to SSP.</td>
</tr>
<tr>
<td>May-91</td>
<td><strong>MSC</strong> to proceed with implementation of an enhanced newsletter for SSP.</td>
</tr>
<tr>
<td>Date</td>
<td>Action Description</td>
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</tr>
<tr>
<td>May-91</td>
<td><strong>MSC</strong> to proceed with a plan to enhance the Letter as the primary membership publication with a page limit of up to 16 pages, six times a year, subject to revision of the final budget numbers for the enhanced publication.</td>
</tr>
<tr>
<td>January-91</td>
<td><strong>MSC</strong> to cease production of the Annual Meeting Proceedings and make it known to member and contributors that the articles from the 1990 Annual Meeting that were submitted will be available upon request.</td>
</tr>
</tbody>
</table>

**OTHER PROGRAMS/MISC**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-17</td>
<td><strong>MSC</strong> to approve the Peer Network Pilot Program as proposed by Peer Groups task force.</td>
</tr>
<tr>
<td>May-17</td>
<td><strong>MSC</strong> to revise Nominating Committee’s charge to increase the number of recommended candidates on the slate and take a more deliberate approach to ensuring diversity and inclusion on the Board.</td>
</tr>
<tr>
<td>May-17</td>
<td><strong>MSC</strong> to withdraw from Chicago Collaborative and charge the Program Director with assessing their resources to see what might be of value.</td>
</tr>
<tr>
<td>May-17</td>
<td><strong>MSC</strong> to join the Charleston Briefings initiative for one year at basic membership level ($800)</td>
</tr>
<tr>
<td>April-17</td>
<td><strong>MSC</strong> to provisionally approve the Mentorship Program Proposal as defined by the Career Development Committee to run the pilot and report results and further recommendations to the board about continuing the program.</td>
</tr>
<tr>
<td>February-17</td>
<td><strong>MSC</strong> to approve the Volunteer Recognition proposal presented by the Executive Director.</td>
</tr>
<tr>
<td>October-16</td>
<td><strong>MSC</strong> to replace Lyris, OneHub and My Committee with Higher Logic as part of the overall database migration.</td>
</tr>
<tr>
<td>September-16</td>
<td><strong>MSC</strong> to accept the Outsell STM Market Intelligence Service Channel Partnership proposal and allow the Executive Director to negotiate the terms of the agreement and execute the contract.</td>
</tr>
<tr>
<td>June-16</td>
<td><strong>MSC</strong> to submit a letter of interest in exchanging a non-profit membership to the IDPF Board for consideration.</td>
</tr>
<tr>
<td>February-15</td>
<td><strong>MSC</strong> to approve new Collaboration Policy as corrected.</td>
</tr>
<tr>
<td>September-15</td>
<td><strong>MSC</strong> to support the IDPF collaboration as defined in the proposal.</td>
</tr>
<tr>
<td>September-15</td>
<td>A Task Force will be appointed to move the branding initiative forward.</td>
</tr>
<tr>
<td>May-15</td>
<td><strong>MSC</strong> to modify Travel Grant program to become the SSP Fellowship Program and allow Fellows to attend pre-conference programming, examine price point and charge Professional Development with complete proposal.</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
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<td>-------------</td>
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</tr>
<tr>
<td>September-13</td>
<td>MSC to prepare a proposal of intent for our activities for 2014-15, in 2014 would be dues paying organization, but request the CC does not enter into discussions regarding ownership of CC with other organizations until such time as SSP’s proposal is accepted or rejected. Passed with one abstention.</td>
</tr>
<tr>
<td>May-13</td>
<td>MSC to approve paying Chicago Collaborative dues up to $2,000.</td>
</tr>
<tr>
<td>May-12</td>
<td>MSC to approve the policy recommendations for affiliated organizations as presented and implement a pilot program for webinars for the next administrative year with the following societies: NASIG, NFAIS, NISO, and AAUP.</td>
</tr>
<tr>
<td>February-12</td>
<td>MSC to accept the content recommendations and overall approach for the redesign essentially as presented by the Website Task Force.</td>
</tr>
<tr>
<td>February-12</td>
<td>MSC to charge the Organizational Collaboration Committee to move forward with the CRDF grant application.</td>
</tr>
<tr>
<td>June-10</td>
<td>MSC to approve extension of the agreement with Conference Archives to record sessions at the SSP Annual Meeting for an additional two years.</td>
</tr>
<tr>
<td>September-09</td>
<td>MSC to approve the recommendations from the Task Force on Reimbursement and Compensation.</td>
</tr>
<tr>
<td>May-09</td>
<td>MSC to accept as amended.</td>
</tr>
<tr>
<td>February-09</td>
<td>MSC to accept the report and to discharge the Task Force with thanks for their excellent report.</td>
</tr>
<tr>
<td>February-09</td>
<td>MSC to charge Web Development Committee to explore new technologies to improve the SSP Web site and report back to the Board in May.</td>
</tr>
<tr>
<td>September-08</td>
<td>MSC to adopt the policy &amp; procedures provisionally, with development of additional detail in the procedures section for involving impacted committees in deciding whether to approve recommended initiatives.</td>
</tr>
<tr>
<td>September-08</td>
<td>MSC to approve the Research Procedures, Guidelines for Considering Proposals and Research Proposal Template as amended.</td>
</tr>
<tr>
<td>September-08</td>
<td>MSC to accept tagline recommendation from MarCom.</td>
</tr>
<tr>
<td>September-07</td>
<td>MSC to adopt SSP Strategic Plan.</td>
</tr>
<tr>
<td>September-07</td>
<td>MSC to approve the SSP Research Program.</td>
</tr>
<tr>
<td>September-06</td>
<td>MSC to approve $1500 for a planning session for the Best Practices Project on October 10.</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>June-06</td>
<td>It was agreed to name a Society Relationships Task Force to explore ways in which we can collaborate with ALPSP and other organizations.</td>
</tr>
<tr>
<td>June-06</td>
<td><strong>MSC</strong> to support Judy Luther’s proceeding with effort to create a Best Practices document that eliminates the need for license agreements between publishers and libraries and to produce a report further defining the proposal at the fall board meeting.</td>
</tr>
<tr>
<td>June-06</td>
<td><strong>MSC</strong> to approve the recommendation to move forward with development of the SSP website, to approve $71,000 as the original bid plus $40,000 for expanded services from iFactory plus $10,000 buffer for iFactory for database integration and to approve a proposal for the cost of integration of the website to the database from Impact Solutions at $13,000.</td>
</tr>
<tr>
<td>September-04</td>
<td><strong>MSC</strong> to set up a collaborative special agreement with AMPA for the period of one year commencing in September 2004 to offer reciprocal registration fees for meetings and educational programs.</td>
</tr>
<tr>
<td>May-03</td>
<td><strong>MSC</strong> to approve awarding the SSP Distinguished Service Award to Fred Spilhaus for his support of SSP since its inception, and the SSP Special Recognition Award to October Ivins and Lois Smith for their work on SSP seminars.</td>
</tr>
<tr>
<td>February-03</td>
<td><strong>MSC</strong> to add the responsibility of an Awards and Recognition Committee to the Charge of the Nominating Committee with the Past-President as Chair.</td>
</tr>
<tr>
<td>May-02</td>
<td><strong>MSC</strong> to explore holding an “Issues” Conference in Washington, D.C. following PSP.</td>
</tr>
<tr>
<td>June-00</td>
<td>Any use of SSP’s name in a mailing list rental is subject to approval of the Executive Director.</td>
</tr>
<tr>
<td>June-99</td>
<td>It was agreed to dissolve the International Opportunities task force.</td>
</tr>
<tr>
<td>June-99</td>
<td>It was agreed to dissolve the Mentorship and Diversity task force.</td>
</tr>
<tr>
<td>June-97</td>
<td><strong>MSC</strong> to provide scholarships to minority students to attend seminars (assigned to the Ad Hoc Committee on Mentorship and Diversity).</td>
</tr>
<tr>
<td>September-96</td>
<td>Executive Committee charged the Mentorship Committee to put the scholarship program for young professionals in place by the time of the Annual Meeting in Washington (1997), if possible. For the first year, at least, funds will be sought from a sponsor to support this program.</td>
</tr>
<tr>
<td>January-91</td>
<td><strong>MSC</strong> to request staff to provide a marketing plan by the end of January 1991 that will successfully promote the meetings, seminars, and workshops of SSP and to convey to staff that if the Society is required to seek these promotional services elsewhere, the fee paid to RC will need to be reduced accordingly.</td>
</tr>
</tbody>
</table>