Organizational Guide

SOCIETY FOR SCHOLARLY PUBLISHING

Revised June 2023

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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.

SSP Headquarters Information

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

Society for Scholarly Publishing
1120 Route 73, Suite 200
Mount Laurel, NJ 08054

SSP uses AH's address as its mailing address. There is no physical SSP office.

Telephone: (856) 439-1385
Email: info@sspnet.org
Website: www.sspnet.org

SSP Staff

Contact information for staff with SSP responsibility and their basic functions are described below.

Executive Director

The Executive Director works in collaboration with the President, Executive Committee, Board of Directors, Committee Chairs, and staff 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

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
Email: mdolechek@sspnet.org
Paola, KS

Program Director

The Program Director works collaboratively with the Society for Scholarly Publishing's (SSP) programming-focused committees, the Executive Director, and the Board, in setting strategic direction for development of all educational programing of the Society, including the annual meeting, seminars, webinars, regional programming, and training activities. This position provides continuity, guidance, support, and standards for the committees that are charged with developing SSP's educational and informational programs and is responsible for events management. The Program Director is the primary staff liaison for the following committees and programs:

- Education Committee
- Community Engagement Committee
- Annual Meeting Program Committee
- Educational and Training Programs

Susan Patton, Program Director
Telephone: (201)-463-2894Email: mbarilla@sspnet.org
South Orange, NJ

Marketing and Operations Manager

The Marketing and Operations Manager works collaboratively with the SSP staff, board of directors, partners, and volunteers to manage the day-to-day activities of the society and develop and distribute communications and promotions using a multi-channel communication approach. This position provides administrative support and oversight for SSP programs, governance structure, technology solutions, and accounting functions, as well as develops content, coordinates, formulates, and implements comprehensive

marketing campaigns and communications to align with member interests, using primarily digital media channels. SSP communicates regularly about its events, programs/services, member benefits, sponsorship and advertising opportunities, and society business and news. Liaison and assistance for:

- Marketing and Communications Committee
- Career Development Committee
- Nominating Awards Committee
- C3 Community Ambassadors
- Support for Board of Directors
- Fellowship Program
- Mentorship Program
- Admin support of SSP's marketing and operations stack

Jacklyn Lord, Marketing and Operations Manager
Telephone: (856) 439-1385
Email: jlord@sspnet.org
Bloomington, IN

Director of Philanthropy

The Director of Philanthropy is a professional fundraiser that works with the Advancement Committee, Board and Staff to generate revenue through donations for the Generations Fund and the SSP General Fund through major gifts campaigns, annual giving efforts and legacy gifts. Liaison and assistance for:

- Advancement Committee

Natalie Zundel, Director of Philanthropy
RaiseWell, LLC
Telephone: (703) 574-0526
Email: nzundel@sspnet.org
Reston, VA

Membership Administrator

The Membership Administrator works collaboratively with the SSP staff, board of directors, partners, and volunteers to administer customer support, database management, membership retention/acquisition strategies, and various administrative tasks. This position is the front-line of communication with members, prospective members, and program participants and is responsible for the accuracy and integrity of the society's data. Responsibilities include processing memberships, event registrations, and product orders as well as developing strategies for member engagement, retention, and acquisition. Primary liaison and/or assistance for:

- Customer service
- Membership Committee

Madelyn Stone, Membership Administrator
Telephone: 336-314-2124
Email: mstone@sspnet.org
Greensboro, NC

Industry Relations Associate

Primary liaison and assistance for:

- Development Committee
- Proposal writing & sponsorship sales
- Salesforce database management
- Point of contact for advertisers, exhibitors, and sponsors

Kristen Totaro, Industry Relations Associate
Telephone: 856-437-4719
Email: cderose@redchair.com
Mount Laurel, NJ

Meeting Manager

Liaison and assistance for:

- Annual Meeting management
- Speaker management
- Exhibits and sponsorship management
- Coordination with sales efforts
- Annual Meeting Program Committee

Tracy Mitchell, Meeting Manager
Telephone: (630)-258-7570
Email: tracy.mitchell@conferencedirect.com
Chicago, IL

Accounting Services

The Society works with AH, an association management firm headquartered in Mount Laurel, New Jersey for accounting services.

SSP Website

The SSP website (www.sspnet.org) was introduced in January 1997 and has been redesigned periodically since that time. Included on 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
- Meeting and educational seminar descriptions
- Registration information for all SSP events
- Useful and interesting resources organized by topic
- Historical information on SSP
- 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 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

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 their 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

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.

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

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.

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 include:

- 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 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 their 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 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. 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 their President-Elect year in preparation for their 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 their 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 their President-Elect year in preparation for their 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 their 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 their 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 their 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

May/June	Board Meeting (during Annual Meeting)
July-August	Executive Committee Meeting
September-October	Board Meeting (around New Directions)
December	Budget Approval (usually by teleconference or electronic ballot)
January-February	Board Meeting
Other	The President may call added meetings, as needed

Officers

President's Schedule

Monthly	Touch base with Executive Director
Quarterly	Touch base with Secretary-Treasurer
Quarterly	Touch base with each committee and the President-Elect
Quarterly	Writes a notice to the members for posting on the website within 2-3 weeks after each Board meeting/call
All year	Attends committee meetings as needed or desired
All year	Make appointments as needed to fill vacancies or to accomplish special tasks

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June	Term begins (at the close of the Annual Meeting)
June	Writes a notice to the members for posting on the website
July	Prepare for July/August ExCo meeting
July-August	Preside at July/August ExCo meeting
August	Prepare for September/October governance meetings
September-October	Preside at Board meeting
September-October	Writes a notice to the members for posting on the website
October	Review budget with Executive Committee and decide mechanism for Board approval (meeting or ballot)
December	Seek nominations from Nominating and Awards Committee
December	Writes a notice to the members for posting on the website
January	Prepare for February governance meetings
February	Preside at Board meeting
February	Writes a notice to the members for posting on the website
April-May	Prepare committees for transition in June
May	Prepare for June governance meetings
June	Writes letters to all outgoing editors, chairs and committee members thanking them for their dedicated volunteer service
June	Preside at June Board meeting
June	Preside at Annual Business meeting
Mid-June	Term ends and Past-President term begins (at the close of the Annual Meeting)

President-Elect's Schedule

Quarterly	Touch base with President
June	Term begins (at the close of the Annual Meeting)
July/August	Attend ExCo meeting

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September-October	Attend Board meetings
December	Appoint Annual Meeting Program Co-Chairs (1 year lead time)
February	Attend Board meeting
February-March	Appoint committee chairs to start in June
May	Prepare for June committee transitions; coordinate with President
May-June	Writes appointment letters to all incoming editors, chairs, and committee members
May-June	Writes thank-you letters to all renewing committee members thanking them for their continued dedication
June	Approve committee members, and others to start after Annual Meeting
June	Attend Board meeting
June	Attend Annual Business meeting
June	Launch new committees; deliver President's charge to them
June	Term ends/Presidential term begins (at close of Annual Meeting)
Mid-June	Writes first notice to the members for posting on the website

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

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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

3 *The Scholarly Kitchen* Editor Appointments and Terms of Service

Editor-in-Chief 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. They are 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 their 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

- Screen and edit all submitted posts
- Copyedit submissions
- Provide suggestions to authors to improve articles
- Rewrite headlines if necessary
- Add in any missing information, links, tags, create excerpts, images, categories
- Schedule posts for distribution
- Find and schedule Friday video posts
- Curate the home page, selecting which posts remain visible

- Encourage posting from Chefs, call for posts when the cupboard is bare
- Maintain professional tone of the site

Contributor Management

- Recruit and train/orient new Chefs when appropriate
- Review Contributor Guidelines with new Chefs
- Confirm membership status
- Obtain signed Contributor Agreement from each Chef
- Review Chef performance annually and dismiss unproductive contributors
- Recruit/work with Chefs to find guest contributors and interview subjects
- Enforce policies about minimum activity level
- 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 their duties

Platform/Brand Maintenance

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

Reporting

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

Diversity, Equity, Inclusion, and Accessibility Associate Editor Appointment

The Associate Editor for Diversity, Equity, Inclusion, and Accessibility (DEIA) supports the commission, editing and publication of DEIA-related posts by *Scholarly Kitchen* chefs or guest authors. This is a new volunteer opportunity within SSP. Expected time commitment for this role is up to 5 hours per week. The successful candidate must have the support of their employer to serve in this capacity. The DEIA Associate Editor is jointly recruited and retained by the Kitchen Cabinet and the DEIA Committee.

Term

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

Responsibilities of the DEIA Associate Editor

- Participate in SSP DEIA Committee meetings to share updates on *TSK* DEIA content and solicit feedback on them, as well as ideas for future posts and other content
- Review and work with the DEIA Committee to review/edit DEIA-related posts written by chefs or guests
- Act as sounding board for ideas for DEIA-related content of all types on *TSK*, including webinars, podcasts, etc. as well as posts
- Proactively encourage, commission, and shepherd posts across all areas of diversity, equity, inclusion, and accessibility
- Optionally, write original posts for *TSK*

The DEIA Committee members will support the Associate Editor by:

- Reviewing *TSK* DEIA related posts within (a defined time frame) and, if applicable, provide constructive feedback/suggestions on how the piece can be enhanced
- Monitoring and participating in the *TSK* comments for DEIA-related posts, especially those in their area of experience/expertise

- Amplifying *TSK* DEIA-related posts by sharing them on social media channels, and via personal/professional networks

Appointment, Term, and Responsibilities of the Associate Editor

The Associate Editor (AE) is appointed by the EIC for a term of one year. They are eligible for reappointment if desired by the EIC. The AE must be a member of SSP in good standing. The EIC, at their 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. They 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. The SSP Board of Directors will appoint a task force to manage the recruitment and selection process, with the SSP Board of Directors and the *Learned Publishing* Editor-in-Chief (LP EIC) having final approval of the recommended candidate.

Qualifications

- Good knowledge of the scholarly publishing environment

- Strong publishing networks within the scholarly environment

- Editorial skills, particularly the ability to write and edit articles, and to critically assess submissions and make decisions regarding suitable quality for publication

- Great communication skills, particularly written skills

- Awareness of the journal editorial process

- Ability to meet deadlines and keep to schedules

- 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. They are 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:

- By the North American Editor with 90 days' notice;

- 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;

- By mutual agreement of the North American Editor and Board;

- Cessation of publication of *Learned Publishing* by ALPSP; or

- Termination of the *ALPSP/SSP Learned Publishing Affiliation Agreement*

- Death or incapacity of the North American Editor.

Responsibilities of the North American Editor

Editorial Duties

- To write an editorial, or commission an editorial, for each alternate issue, delivering according to the schedule

- 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)

- It is anticipated the North American Editor will provide leads/introductions for approximately 10 potential articles each year

- To suggest authors and help the Editor-in-Chief in ensuring sufficient copyflow of articles so that the journal issues are produced on time

- To review articles as requested

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

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

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

- 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

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

Strategic Input

- To provide advice and guidance on "hot topics" and areas where the journal should be publishing
- To agree suitable quality standards and ensure, with the Editor-in-Chief, that adequate quality assurance systems (review) are in place

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

Meetings

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

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

- 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

- To actively promote the journal to business networks
- To use social media to promote the journal
- To inform the Publisher of suitable meetings and other opportunities at which the journal may be promoted
- 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.
- 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:

- Respect confidential journal information & ensure it is not inappropriately circulated.
- Not bring the journal into disrepute.
- Report and help to resolve any reported problems efficiently.

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

- Keep the North American Editor informed of any journal developments.
- Provide support on how to commission suitable articles and work with authors.
- Provide a half-annual report of journal news.

Selection Process

The following process for recruiting and selecting a candidate is recommended:

- Review, revise, and finalize *Learned Published* North American Editor Call for Applicants and Position Description.
- Advertise position in collaboration with ALPSP through standard communication channels.
- Simultaneously to the public posting, task force and SSP Board members individually recruit applicants.
- SSP staff screen applications for completeness.
- Review, revise, and finalize rubric for assessing applicants based on the required and preferred qualifications in the call for applicants.
- Compile task force member rankings of applications and discuss to resolve any notable variations.
- Identify top candidates to interview and develop interview schedule.
- Contact candidates for interviews and schedule.
- Review, revise, and finalize interview questions.
- Send names and CV of finalists to the Editor of *Learned Publishing* and solicit confidential feedback.
- Conduct interviews. Allow time for any task force members unable to attend the scheduled interviews to review the recordings.
- Task force members rank finalists and discuss as needed to come to consensus on candidate to recommend to the SSP Board.
- Task force chair checks references for the candidate to be recommended.
- Task force affirms recommendation after reference checks.
- Recommend finalist to the SSP Board.
- After Board approval, SSP Executive Director extends offer to the selected candidate and manages any needed negotiations to finalize the appointment.
- SSP staff contacts unsuccessful applicants to inform them that the search has concluded.
- Appointment announced in collaboration with ALPSP through standard communication channels.

5   Committee Appointments and Terms of Service

Chairs and Co-chairs

Members

Board Liaisons

Committee Liaisons

Staff Liaisons

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

All SSP committee chairs 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 SSP committee chairs 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.

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 liaisons: One member each from the Marketing and Communications, Diversity, Equity, Inclusion, and Accessibility, and Development Committees

Staff liaison: Meeting Manager and Program Director

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 sessions; identify and invite all presenters either directly or through appointed moderators

- Bearing in mind space and property limitations, in coordination with staff, 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 and proofread the program.

- Assist with Identifying target populations for promotion and identify distribution lists for reaching these populations.

- Submit written announcements and registration information to the SSP staff in a timely manner.

- Recognize and thank all participants and presenters.

Co-Chairs' Charge and Activities

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.

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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: Executive Director

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

- Review the audit results and audit report

- 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 and Activities

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.

- Serve as the board-appointed Compliance Officer(s) for concerns or complaints regarding corporate accounting practices, internal controls or auditing by receiving, investigating and responding to complaints.

8 Career Development Committee

Committee Roster

Leadership: Two co-chairs

Regular members: Minimum of four members

Ex officio members: Executive Director

Board liaison: One member of the Board of Directors

Committee liaisons: One member each from the Marketing and Communications and Diversity, Equity, Inclusion, and Accessibility Committees

Staff liaison: Marketing and Operations Manager

Committee Charge and Activities

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 and Activities

- 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: Executive Director

Board liaison: One member of the Board of Directors

Committee liaisons: One member each from the Education (chair), Marketing and Communications, and Diversity, Equity, Inclusion, and Accessibility Committees

Staff liaisons: Program Director

Committee Charge and Activities

- 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 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 SSP staff.

- 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.

- Advise regarding 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 Diversity, Equity, Inclusion, and Accessibility Committee

Committee Roster

Leadership: Two or three co-chairs

Regular members: Minimum of five members

Ex officio members: Executive Director

Board liaison: One member of the Board of Directors

Committee liaisons: One member each from the Marketing and Communications, and Career Development Committees

Staff liaison: Program Director, Marketing and Operations Manager

Committee Charge and Activities

- Work with existing governance, committees, subcommittees, and task forces to ensure SSP programs and activities are inclusive and promote diversity.

- To achieve this level of collaboration, SSP DEIA is structured in two primary ways:

- A core group of volunteers to create strategy around how they collaborate within SSP

- Liaison assignments to other committees to teams (e.g., *Scholarly Kitchen*, Membership Committee, Education Committee, and Early Career Subcommittee) to engage collaboratively.

The DEIA strategic plan positions the team to be influencers to *Scholarly Kitchen* articles, thought leaders for webinars and seminars, proactive in promoting diversity in scholarly communications career recruitment, and an active voice in SSP programming and governance.

The committee should support advancing diversity and inclusion in the workforce of the SSP membership and celebrate our community's achievements and successes towards equality for all.

Co-Chairs' Charge and Activities

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 diversity, equity, inclusion, and accessibility needs to the Secretary-Treasurer.

- Manage the committee budget approved by that the Board of Directors.

- Coordinate activities with other committee chairs, including keeping them informed of the Diversity, Equity, Inclusion, and Accessibility Committee's activities and progress.

Liaison' Charge and Activities

DEIA Committee Liaisons are DEIA committee members who attend the committee meetings for the assigned committee so that they can identify any gaps or challenges in executing DEIA practices associated with the assigned committee's programs, offering guidance, best practices, and support for ensuring the programs are equitable and inclusive. They also bring recommendations from the DEIA Committee back to the assigned Committee to help bridge these gaps or address these challenges.   Liaisons are expected to:

- attend the scheduled meetings for the assigned committees during the appointed year.

- "listen in" on these meetings and do not necessarily contribute to the discussion and decision-making items in these meetings.

- offer advice and help to identify gaps in programs, projects, or tasks that could be made more inclusive.

- offer input or offer to take queries back to the full DEIA committee to address any DEIA-related questions and concerns raised by the members of the assigned committee.

- share feedback from the full DEIA committee back with the assigned committee.

- share the key updates from the assigned committee to the DEIA full committee meeting on a monthly basis.

11   Education Committee

Committee Roster

Leadership: Two or three co-chairs

Regular members: Minimum of eight members

Ex officio members: Executive Director

Board liaison: One member of the Board of Directors

Committee liaisons: One member from the Marketing and Communications Committee, and one member from the Diversity, Equity, Inclusion, and Accessibility Committee

Staff liaisons: Program Director

Committee Charge and Activities

- 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 some combination of seminars, webinars, and adjacent event collaborations, each of which is projected to return a positive net revenue to the Society.

- Select topics, recruit presenters, work with SSP staff to identify geographic sites, oversee the logistics with support from SSP staff, and write the announcements. These tasks will always consider 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

  Work with the Marketing Committee and SSP headquarters to ensure that accurate and timely information is communicated to potential attendees

- Coordinate activities with other committee chairs as appropriate, e.g., working with the Career Development Committee to coordinate career-focused webinar planning and execution

- Create a schedule of deadlines

- 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:

- Call and lead working group teleconferences

- Provide an agenda to working group 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 working group members and post on the online committee workspace

- Provide updates to Co-chairs prior to monthly Education Committee call

- Actively assist working group members

- Follow up personally with those assigned to manage an event; check progress regularly, and offer help when needed

- Manage working group event planning

- Ensure that each member of the working group actively supports at least one event

- Provide forms, deadlines, and guidance/instructions to those assigned to manage an event

- Follow up personally with those assigned to manage an event; check progress regularly, and offer help when needed

- Review marketing copy, especially for consistency and themes of grouped events

- 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)

- 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

Board liaison: One member of the Board of Directors

Staff liaison: Executive Director

Committee Charge and Activities

- 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 and Activities

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.

13 Generations Fund Committee

Committee Roster

Leadership: Two co-chairs

Regular members: Minimum of eight members

Ex officio members: Executive Director, President. Director of Philanthropy

Board liaison: One member of the Board of Directors

Committee liaisons: One member each from the Marketing and Communications and Diversity, Equity, Inclusion, and Accessibility Committees

Staff liaison: Director of Philanthropy

Committee Charge and Activities

- Work with fundraising agent to generate philanthropic dollars for the Society

- Raise awareness about the SSP Generations Fund

- Steward donors to the SSP Generation Fund

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

- Advise fundraising agent on recognition, solicitation, and stewardship materials

- Provide feedback on the case statement and key talking points to ensure they appeal to SSP members and supporters

- Assist with developing and qualifying prospects (individuals and entities)

- Meet or call potential donors to educate them about the campaign

- Interview donors, fellows, and other program participants to raise awareness for the program

- Suggest and help implement creative fundraising and recognition ideas (for example: Virtual 5K, Games for Good, Giving Tuesday, or National Mentoring Day)

- Recognize and thank top donors

- Share feedback from donors

- Participate in at least one donor request per year

- Attend and/or facilitate donor recognition events

Co-Chairs' Charge and Activities

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.

- Coordinate fundraising activities with other committee chairs, including keeping them informed of the committee's activities and progress.

14   Kitchen Cabinet

Committee Roster

Leadership: Two co-chairs; at least one of which must have previously served on the Board of Directors. Any co-chair that is not a previous board member must have previously served on the Kitchen Cabinet for at least one year.

Regular members: Six members, at least one of which should be a current *TSK* contributor ("chef")

Ex officio members: President, Executive Director, *The Scholarly Kitchen* Executive Editor

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

Committee liaison: One member of the Diversity, Equity, Inclusion, and Accessibility Committee
Staff liaison: Program Director

Committee Charge and Activities

- Settling governance issues, in its capacity as a representative body of the SSP membership

- Appointing the editor/EIC (with input from the regular contributors/chefs)

- Revising as needed the job description for editorial positions

- Revising as needed guidelines for contributors/chefs

- Making recommendations to the SSP executive committee about the TSK brand, including ensuring that:

  o *TSK* and SSP content are clearly delineated and not in competition with each other

  o *TSK* remains (and is perceived to be) editorially independent from SSP.

  o 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 and Activities

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 *TSK* 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*.

15 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

Committee liaisons: One member from each Committee as needs dictate

Staff liaison: Marketing and Operations Manager

Committee Charge and Activities

The Marketing and Communications Committee works with the Marketing and Operations Manager in the 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:

- Drafting 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

- Assist in the development of a calendar for what needs to be marketed (membership, meetings, etc.) and the vehicles through which to market (email, website, direct mail, social networking sites, etc.).

- Periodically review the SSP website for updates to content and user experience

- 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 social media 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 and Activities

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.

SSP
SOCIETY FOR SCHOLARLY PUBLISHING

16 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 liaisons: One member each from the Marketing and Communications and Diversity, Equity, Inclusion, and Accessibility Committees

Staff liaison: Membership Administrator

Committee Charge and Activities

- 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 and Activities

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.

17   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: Marketing and Operations Manager

Committee Charge and Activities

- 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 (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 their field.

- Submit these names to the Board of Directors, for their approval.

Chair's Charge and Activities

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.

18   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.

19 Budget and Finance

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, not including restricted funds, equal to 60% of annual budgeted operating expenses.

In addition, cash plus investment reserves (not including restricted funds) falling below 65% of annual budgeted operating expenses 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 minimum level of reserves.

It is incumbent upon the Board and the Finance Committee to help communicate, support, and satisfy these guidelines. Each committee plays a 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 annual planning begins and as needed thereafter.

Investment Policy

Approved 02/03/2020

The SSP Board of Directors approved an investment policy for the Society at the June 1997 annual meeting. The Board most updated this policy statement during its February 2020 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
Overall

- SSP will avoid investing in companies with holdings that may constitute or be construed as constituting a conflict of interest.

- The reserves will be segmented and invested to be compatible with flexible spending objectives as described in the Reserve Investment Policy section.

Operating Reserve

- To preserve capital and provide a short-term funding reserve for SSP that will be funded and reduced based on the amount of funds in the SSP checking account.

Short Term Reserve

- To preserve capital, generate income and to cover expenses related to special project/initiatives that are not covered by the annual budget, or to replenish the checking account.

Long Term Reserve

- 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

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 60% of annual budgeted operating expenses.

- In addition, cash plus investment reserves falling below 65% of annual budgeted operating expenses 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 recommend an investment advisor.

- 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 staff and investment advisor.

- 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 and investment advisor related to the investment portfolio.

- The Finance Committee will propose recommendations to the Board concerning reserve 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 the investment advisor. The committee shall draw on the expertise of the investment advisor and other sources as it deems necessary.

- The Secretary-Treasurer will review the performance of the investment portfolio monthly and will discuss concerns or questions with a designated investment advisor and/or the Finance Committee, as appropriate. The Finance Committee will review performance of the investment portfolio at least quarterly. The statements of all investment funds shall be sent to SSP's Executive Director.

- 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. The committee may obtain investment advice from other sources as it deems necessary.

- Independent investment advisor: The independent investment advisor 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 investment-performance analysis reports at least quarterly; and meet with the Finance Committee by conference call or in person as requested to discuss these reports. If so engaged by the Society, the independent investment advisor will provide ongoing monitoring and fund-rebalancing services. The independent investment advisor 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.

- Brokerage firm: A brokerage firm will be engaged to hold assets and transact business at the direction of those individuals authorized by the Board. Such individuals may include the independent investment advisor.

IV. Risk Tolerance

Operating Reserve

- This portfolio is classified as conservative, based on the stated objective of preservation of capital.

- The recommended target asset allocation seeks to achieve this objective while maximizing returns and minimizing volatility.

- The portfolio will be invested in cash and ultra short-term fixed income maintaining a weighted average maturity of no greater than one year and a weighted average credit rating of no lower than AA.

Short Term Reserve

- This portfolio is classified as conservative, based on the stated objectives of preservation of capital, income production, and liquidity.

- The recommended target asset allocation seeks to achieve these objectives while maximizing returns and minimizing volatility.
- The portfolio will be invested in cash and short-term fixed income maintaining a weighted average maturity of no greater than five years and a weighted average credit rating of no lower than AA.

Long Term Reserve

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 accounting management firm, will monitor any cash balances to ensure that they do not exceed the FDIC insurance limits in any single insured account for more than two consecutive months. The accounting 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 advisor 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 recommending changes to allocation ranges to the Board.

VII. Asset Allocations

Checking Account

Target Allocation: Cash and cash equivalents: 100%

Target Amount: not to exceed the FDIC insurance limits in any single insured account for more than two consecutive months.

Operating Reserve

Target Allocation: Ultra-short term fixed income (with a weighted average maturity of no greater than one year) and cash/cash equivalents.

Target Amount: Determined during annual budget process, based on expected cash outflows over the coming year. Expected range: 2-3 months operating expenses.

Time Horizon: next 12 months

Short Term Reserve

Target Allocation: 100% short term fixed income, with a weighted average maturity of no greater than five years, and cash.

Target Amount: Determined during annual budget process, based on expected expenses in next 5 years. The short-term reserve does not necessarily have to be funded every year.

Time Horizon: next 1-5 years

Long Term Reserve

Cash & Cash Equivalents
0%- 5% of Total Investment Assets

Fixed Income
35% (+/- 5%) of Total Investment Assets

Equities
65% (+/- 5%) of Total Investment Assets

45% (+/- 5%) US Equities

20% (+/- 5%) International Equities

Time Horizon: next 5+ years

Summary table

Type of reserve	Objective	Time horizon	Target reserve value	Investment instruments
Operating	Preserve capital; smooth cash flows	12 months	2-3 months operating expenses	Money market/cash, ultra fixed-income securities (average maturity: <12 months)
Short-term	Preserve capital, generate income and cover expenses related to special projects/initiatives not covered by annual budget, or replenish the checking account during the fiscal year	1-5 years	Variable depending on expected expenses in next 5 years	Cash, short-term fixed income securities,
Long-term	Preserve and increase real value of SSP's assets over long term	5+ years	At minimum, sufficient funds to ensure total value of cash plus all reserves (not including restricted funds) does not fall below 60% of annual budgeted operating expenses.	Equity, fixed income mix (investment horizon 3+ years)

Note: the time horizon and target values will be reviewed annually in the first quarter to allow for necessary adjustments based on current market conditions.

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 money-market funds), the Finance Committee, with the assistance of an investment advisor, will evaluate a reasonable universe of mutual funds to select investments. The total returns 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. 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 or more frequently as may be warranted or arranged, 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 advisor recommends changes to the asset allocation of

SSP investment funds, the Finance Committee will work with an advisor to develop recommendations for such changes for presentation to the SSP Board. It is the objective of the Finance Committee not to spend more than 1% of the portfolio's value each year for advisory assistance.

XI. 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 investment advisor will prepare a written report detailing the investment portfolio's performance compared to relevant market benchmarks as well as provide commentary on the market environment and the specific 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.

XII. Spending Policy

The goal for the investment portfolio shall be to increase over time the portfolio's value at least consistent with inflation. It is preferable that the principal and income of the investments should grow to facilitate 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 that cannot be supplied 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 provided, however, that SSP's reserves-threshold requirement is maintained.

As a general rule, it should not be anticipated that principal and income from investments will be available to offset routine operational expenses.

Generations Fund Endowment Policy

Approved 3/23/2020

I. Overview

This Policy sets forth the principles and guidelines for managing and spending the Society for Scholarly Publishing's endowed Generations Fund to achieve the following goals:

- Safeguard the fund(s) for future generations

SSP

- Enable the maximum amount of spending that can be maintained over the long term.

- Ensure that Fund income is as stable and enduring as possible.

- Ensure that the stated wishes of donors are honored.

II. Purpose

The Generations Fund is established to provide sustainable funding for the Society for Scholarly Publishing's initiatives and programs that support the development of publishing professionals. This can include the organization's Fellowship Program, Mentorship Program, and the initiatives of the Diversity, Equity, Inclusion, and Accessibility Committee but may also include other activities that the Board of Directors determines fulfills the mandate of supporting the development of a strong publishing profession for future generations. Recognizing that the needs of the industry and SSP's members may change over time, the specific programs supported by this fund may evolve to respond to these market shifts.

III. Source of Principal in Endowment Fund

The principal of this fund will be raised by the organization. Donors and other persons may make contributions to the Generations Fund, provided that all such contributions will be used for the purposes for which the fund was established and shall contain no restrictions, conditions, or designations that are inconsistent or in conflict with this Policy.

The fund must reach $500,000 in principal, which will support annual program funding through its annual income, assumed in this case to be an approximately 5% return. The organization is seeding the fund with a $100,000 investment. The annual program funding will not be disbursed until the principal of the fund is met.

Donor name and amounts shall be recorded and contact information maintained. For each decision to appropriate institutional funds for expenditure, an appropriate contemporaneous record should be kept and maintained describing the nature and extent of the consideration that the appropriate body gave to definition of the fund.

IV. Use and Application of Funds

The Society for Scholarly Publishing's Board of Directors (hereafter the "Board") shall not invade the core principal of the fund, defined as $500,000. The fund is considered to be permanent, and its benefit to future generations should be equal to its benefit to the current generation. The key is that the amount spent annually should remain as close to constant as possible, when measured over time on an inflation-adjusted ("real") return

basis. Investments and spending are to be coordinated in a manner so that the Fund's income will maintain its real purchasing power into the future. The Finance Committee can recommend the Board approve a portion of the income earned in a given year to reinvest in the core principal, thus increasing the core principal to address concerns with inflation or to support projected future increases in annual program costs. Should the Board approve an increase to the core principal, the uninvadable amount listed in this policy must be amended.

Every effort should be made to spend the majority of the income from the endowment annually on program expenditures. It is the organization's policy to use the earnings of the fund, on generation-neutral basis, to help meet the needs of the organization's programs that support the next generation of publishing professionals. Programs can include, but are not limited to, the Fellowship Program, Mentorship Program, and the initiatives of the Diversity, Equity, Inclusion, and Accessibility Committee initiatives.

Because many of the needs and uses of the fund's income are recurring, or ongoing in nature, the fund's asset management policies and spending strategy are structured in a way that attempts to minimize the year-to-year volatility of the amount available for spending and should be in accordance with the organization's currently adopted Investment Policy.

V. Spending Strategy

Funds available for distribution in any given year will be determined by using the total income earned in the prior calendar year.   Expenses related to the management and administration of the fund will be deducted from the funds available for distribution. The income earned as reported by the organization's investment manager, less investment management fees, will be projected into the next year's budget by staff. The Board, with the benefit and guidance from the Finance Committee, will approve the final amount available for program expenditures consistent with the fund's purpose and limitations stated within this policy.

Any unexpended funds from those available for distribution in a given year will be accrued and will continue to be considered available for distribution in subsequent years unless otherwise designated by action of the Finance Committee with the approval of the Board.

VI. Alternative Use of Fund Distributions

In the event of a change in circumstances making fulfillment of the purpose of the fund impossible, impractical, or unreasonably burdensome, where donors are unable to give consent to a change in purpose by reason of death or mental incapacity, fund appropriation shall be made available as specified by the Board for uses most consistent

with the above purpose, and the source of the alternative use shall be clearly identified as the Generations Fund.

Budget Development and Approval

SSP's budget year is based on the calendar year. The Secretary-Treasurer and the Executive Director prepare the initial draft early in the third quarter with program plan input from the major committees (see list below) and staff. The Executive Director and Finance Committee review and edit the draft budget and then recommends a revised budget to the Board of Directors for approval. Board review of the proposed budget occurs late in the fourth quarter, usually by teleconference meeting or electronic ballot.

The Executive Director, in concert with the Finance Committee, has the responsibility for coordinating the program inputs to the budget.

BUDGET DEVELOPMENT SCHEDULE

Approx. Date	Activities to Complete
September	*SSP staff collects budget inputs from the Board and Committee Chairs* - SSP staff 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 revises the draft budget
November	*Executive Committee reviews the budget* - Board officers review the draft budget and identify any revisions needed - SSP staff further revises the budget and circulates it to Finance Committee, which develops a recommendation for the Board
December	*Board approves the budget* - SSP staff circulates the budget, as recommended by the Finance Committee, to the Board. The Board reviews and approves the budget, with or without changes, via teleconference or electronic ballot. If the Board requests significant revisions, SSP staff and the Finance Committee work together to adjust the

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 their 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.

Early in the third quarter of each year, each committee chair is asked to provide program planning input for the coming calendar year. The Executive Director and/or 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 they 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 fourth-quarter and second-quarter 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. However, 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.

20 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.

Record	Retention Period
Accident reports and claims (settled cases)	30 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	1 year
Bills of lading	4 years
Capital stock and bond records; ledgers; transfer registers; stubs showing issues; record of interest coupons, options; and so forth	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled; see exceptions below)	4 years
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)	Permanently
Contracts and leases (expired)	7 years
Contract and leases still in effect	Permanently
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Dividend checks/records (canceled)	Permanently
Duplicate deposit slips	1 year
Employee personnel records (after termination)	3 years

Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year, other months optional)	Permanently
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, 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

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Sales records   4 years

Savings bond registration records of employees   3 years

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Appendix A: Bylaws

Adopted 6/2004 | Revised 4/2016

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 their 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 their 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 quality 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.

Appendix B: Policies

Affiliated Society Rates

Approved 2/4/2016

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

- Requests for Affiliated Society Rates should be routed to the President or the Executive Director.

- The President decides whether to refer the request to the Executive Committee or the Organizational Collaboration Committee for evaluation.

- Either group evaluates the request and provides a recommendation following the key criteria:

  o Will this alliance benefit SSP members?

  o Will this alliance or collaboration benefit SSP as an organization?

  o Can this alliance or collaboration be done without compromising SSP values?

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 their discretion. Requests for Affiliated Society Rates for the Annual Meeting are approved by the Board.

Procedures

- Decision is communicated to SSP staff for documentation and implementation.

- 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.

- SSP staff will send a Letter of Acknowledgment outlining the terms of the arrangement to the Affiliated Society.

  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.

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

Approved 8/2016

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 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.

Solutions Source Online Directory Policy

Approved 07/2020

The Solutions Source for Scholarly Communications website is provided as a public service for the purpose of aiding the SSP community. The information and services published on this website is provided in good faith by the advertisers and may include inaccuracies, omissions, or errors for which SSP shall not be responsible. Every reasonable effort shall be made by SSP, its Board of Directors, and the staff to provide accurate, up-to-date information.

Neither SSP, its Board of Directors, the staff, nor its members shall be held responsible for any special, consequential, or exemplary damages resulting, in whole or in part, from any user(s)' use of or reliance upon this website's contents. By using the information contained herein, the user willingly assumes all risks in connection with such use including but not limited to verifying the accuracy, completeness, currency, and suitability of such information.

SSP may make improvements and/or changes to this website at any time. We welcome suggestions for additions, omissions, and/or other changes. SSP reserves the right to refuse to post any information on its website at any time.

Opinions expressed on Solutions Source are those of the authors. They are not necessarily those held by SSP, its Board of Directors, its members, or the staff. Any advertisements, services, or events stated herein are not endorsed or approved by SSP, its members, funders, sponsors, nor any of the organizations shown. Links to other websites are provided for convenience only. No endorsement of any third-party website, services, or information is expressed or implied by any information, material, or content referred to, included on, or linked from or to this website. For more information, please see our Advertising Policy.

Advertising Policy

This policy, developed by the Society for Scholarly Publishing (SSP) ensures adherence to the ethical standards of advertising and defines the eligibility of products and services for advertising in SSP media, including Solutions Source for Scholarly Communications. By submitting ads/listings for consideration, all advertisers agree to SSP's Advertising Policy. Any individual or organization submitting a listing is considered an advertiser.

SSP, in its sole discretion, reserves the right to decline any submitted advertisement/listing or to discontinue publication of any advertisement/listing previously accepted for any reason. Products or services eligible for advertising/listings in SSP media properties shall be germane to, effective in, and useful in the practice of scholarly communication. Advertising for products and services for the 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.

Some space may not be available on the Solutions Source website for sale to commercial advertisers. The appearance of advertising in SSP media is 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, objectives, or ethical standards of SSP or its publications. SSP, at its discretion, may suppress an advertisement on a particular page if it determines displaying the advertisement could imply a conflict of interest.

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/listings 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, sexual orientation, gender identity, race, ethnicity, religion, physical appearance, or disability;

- infringe on trademarks, copyrights, patents, design rights or other intellectual property rights of a third party;

- promote or are affiliated with alcoholic beverages, tobacco products, recreational drugs, or any illegal products;

- falsely imply a sponsor relationship or other relationship between the advertiser and SSP;

- are made to look and read like non-sponsored editorial content (advertorials/native content);

- or, the advertiser is known to be under investigation by a government entity or industry regulatory body.

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" or "Sponsored Content" will be displayed alongside this content.

Viewers will not be sent to a commercial site unless they choose to do so by clicking on an advertisement or listing. Advertisements/listings may link off-site to a commercial website; however, they shall not prevent the viewer from returning to the SSP website 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 a user reaches 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, including the website landing page to which the advertisement links.

Organizational Collaborations

Approved 02/2016

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

- *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.

- *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.

- *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

- 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.

- 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.

- The Executive Director is available to serve as a resource for developing proposals and evaluating risks and benefits.

Procedures

- 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.

- Requests/suggestions should be routed to the President and Executive Director.

- Unless the request/suggestion is presented in the form of a proposal, the President, at their discretion will authorize staff and/or volunteers to explore the collaboration opportunities with suggested organization and develop a proposal.

- 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.

- Completed proposals should be routed to the Executive Director for review and may be returned to the (proposal team) for refinement.

Evaluation and Approval

- Final proposals should be routed to the President and Executive Director.

- Proposals for collaboration are evaluated and approved according to the Collaboration Matrix
  - The President decides whether to refer the proposal to the Executive Committee or an Ad Hoc Committee for evaluation.
  - Either group evaluates the request and provides a recommendation using the Decision Criteria.

- The Executive Committee or Board may request revisions/concessions to the proposal.

Documentation

- SSP staff will maintain a record of collaboration requests/suggestions, the status of those requests, nature of the collaboration, decision outcomes, and SSP obligations.

- The terms and details of any approved collaboration arrangement will be documented by the Executive Director according to the Collaboration Matrix.

Implementation and Reporting

- 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.

- 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 Level	Definition	Examples	Routing	Evaluation	Approval	Fulfillment	Agreement	Reporting
Level 0	*"Promotional Exchanges"* no financial obligation; no SSP-branding; public channel promotion, no endorsement; (strongly suggest reciprocal arrangement)	meeting registration exchange (ED to ED); List-serv mention; Social Media promotion; mail list or exhibit space exchanges	Requests from all sources are routed to Executive Director and President	ExecDir Ad-Hoc-optional	ExecDir + President	Tasks defined and distributed by ExecDir to staff and appropriate committees (MarCom/ComCom) for fulfillment	None required; confirm via email	Collaboration Activities Report; ExecDir report
Level 1	*"Endorsing/Promoting /Representation"* no financial obligation; SSP-branding; marketing to membership; reciprocal discounts, endorsement	non-monetary sponsorship of event; promotional webinar; email/newsletter promotion; website/news story; event discount; bag insert/signage; surveying membership; speaker requests	Requests from all sources are routed to Executive Director and President	ExCo/ExecDir Ad-Hoc--optional	ExCo	Tasks defined and distributed by ExecDir to staff and appropriate committees (MarCom/ComCom) for fulfillment	Letter of Acknowledgement or MOU	Collaboration Activities Report; ExecDir report
Level 2	*"Funding/Representation"* moderate financial obligation; committee seats; shared planning; joint copyright; shared revenue	joint sponsorship of events; Learned Publishing Agreement; Chicago Collaborative; joint studies and white papers; grant proposal; event co-location; monetary sponsorship;	Requests from all sources are routed to Executive Director and President	ExCo/ExecDir Ad-Hoc---recommended	Board	Tasks defined and distributed by ExecDir to staff and appropriate committees or Task Force, if one is appointed, for fulfillment	MOU/ Contract	Collaboration Activities Report; Committee Board Report; ExecDir Report

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		governance representation						
Level 3	*"Partnership/Joint Venture"* significant financial obligation; joint governance, joint intellectual property ownership	developing an independent event, product, program or organization from the combined efforts to two separate groups	Requests from all sources are routed to Executive Director and President	ExCo/Exec Dir Ad-Hoc--- recomme nded	Board	Executive Director works with Task Force, if one is appointed, to develop project plan and assign resources	Contract	Collaboration Activities Report; Committee Board Report; ExecDir Report
Level 4	*"Merger/Acquisition"* merging another entity wholly into SSP	absorbing or purchasing an organization, program, publication, etc.	Requests from all sources are routed to Executive Director and President	ExCo/Exec Dir/ Ad-Hoc-Legal, Task Force-- recomme nded	Board	Executive Director works with Task Force, if one is appointed, to develop project plan and assign resources	Contract	Collaboration Activities Report; Task Force Board Report; ExecDir Report

SSP
SOCIETY OF SCHOLARLY PUBLISHING

Annual Meeting Non-Compete Policy

Approved 6/2013

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.

C3 Community Guidelines and Best Practices

Updated 10/2021

Guidelines for Posting to the SSP Industry Announcements and Events Community

- Scope of contributions. Topics of broad interest in the scholarly publishing community are welcome from anyone who wishes to contribute.

- 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.

- 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.

- Advertising. Sending unsolicited advertisements of commercial products and services to the group, or to individual participants, or otherwise using the community 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.

- Press Releases. Press releases with newsworthy information of interest to SSP members should be directed to SSP's editors, not to the Industry Announcements and Events Community. Editors may or may not choose to include them in the appropriate publications of SSP.

- Job Postings. Please direct job posting to SSP's Career Center and not to the Industry Announcements and Events Community.

- Copyrighted material. Participants must not post any information protected by copyright without the permission of the copyright owner. By posting or responding to Industry Announcements and Events Community, 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 the Industry Announcements and Events Community the posting party grants SSP and users of the Industry Announcements and Events Community 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.

- 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.

- 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.

- Contributor Identification. Subscribers to the Industry Announcements and Events Community 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.

- Forwarding Postings. Participants are welcome to forward posts from the Industry Announcements and Events Community to non-subscribers. Participants in the Industry Announcements and Events Community 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

the Industry Announcements and Events Community that is quoted in other venues must attribute the original author and the source.

- <u>Moderation</u>. SSP is not responsible for the opinions expressed on the Industry Announcements and Events Community. 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 the Industry Announcements and Events Community.

Best Practices for Posting to the SSP Industry Announcements and Events Community

- Make sure to send personal messages to the individual and not to the community.

- Disagree respectfully and avoid ad hominem comments.

- 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, post the document in the community library.

- Use the post subject line effectively so that those in the community can easily find posts on a topic. If a reply modifies the subject of the discussion thread, create a new post to continue that discussion.

- Take care to specify the intended recipient of your responses when multiple users are responding.

- 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.

Posting to Official SSP Social Media Accounts

Updated 10/2021

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.

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.

The Marketing and Operations Manager is the de facto administrator for all SSP social media accounts but account access is available for the Marketing and Communications Committee Chairs (or designated committee representative); *The Scholarly Kitchen* Editor-in-Chief (TSK-EIC); and the Executive Director. 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 the Marketing and Operations Manager. For accounts that require approval to join or post, Marketing and Operations Manager 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 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 Marketing and Operations Manager. Sponsored posts should be limited to promoting SSP events, membership or programs in an effort to drive attendance and/or participation. The Marketing and Operations Manager 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 and the Marketing and Operations Manager. If at any time the Marketing and Communications Committee wishes to seek assistance in content screening, such as peer review of submitted material, they may do so.

The Marketing and Operations Manager 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.

RE:member eNewsletter Editorial Policy

Updated 12/2021

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

Part of the content of the eNewsletter is selected and prepared by an eNewsletter sub-committee of the Marketing and Communications Committee (managing committee) alongside content prepared by the Marketing and Operations Manager with input from other committees, the Board of Directors, SSP staff and the Executive Director. SSP members are encouraged to send comments/suggestions to info@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 Marketing and Operations Manager and the 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, 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 who have not unsubscribed.

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 across the industry
- selects and prepares the content of each weekly issue of the eNewsletter

- sends content as a Word Document to the Marketing and Operations Manager for formatting
- proofreads formatted eNewsletter for accuracy
- monitors reports on eNewsletter analytics
- periodically evaluates and updates content mix

The 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

The Marketing and Operations Manager:

- edits and/or removes content, as needed
- formats eNewsletter content for email distribution
- sends drafted content as a finished proof to group for review
- 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

Monday: Marketing and Operations Manager sends content call to staff and sub-committee

Tuesday: Sub-committee sends content to Marketing and Operations Manager

Tuesday/Wednesday: Marketing and Operations Manager sends formatted eNewsletter to reviewers

Wednesday: Reviewers send edits to Marketing and Operations Manager

Thursday: eNewsletter distributed to membership at 9:30 am ET

Code of Conduct for SSP Events and Activities

Updated August 1, 2022

The Society for Scholarly Publishing (SSP) is a community-run organization that is committed to diversity, equity, inclusion, and accessibility. This includes providing a safe, welcoming, and productive environment that fosters open dialogue and the free expression of ideas, free of harassment, discrimination, and hostile conduct, at SSP meetings and events, whether held in-person or in virtual format. We have a shared responsibility for creating and maintaining that environment for the benefit of all.

SSP is committed to supporting equitable opportunities and respectful treatment for all participants in our activities, regardless of gender, sexual orientation, gender identity/expression, physical or mental ability, disability, age, physical appearance, race, ethnicity, religion, political affiliation, nationality, or any other protected characteristics. We seek to be a welcoming community in which you can consider and debate a range of relevant viewpoints in a respectful and inclusive manner.

Scope of this policy:

This policy applies to all participants, speakers, exhibitors, staff, contractors, volunteers, media, and guests ("participants") during SSP events and activities, both online and in-person, including but not limited to meetings, conferences, off-site social events sponsored by SSP, webinars, seminars, podcasts, training courses, networking events; as well as participation in our committees and task forces, the mentorship/fellowship programs, publications, community discussions, and engagement with SSP on social media.

This policy does not apply to the merits of disputes about business relationships involving members or to conduct that is not connected to SSP events or activities.

Expected Behavior

All participants are expected to treat others with respect and consideration, follow venue or virtual forum rules, and to alert staff to any violations of this Code of Conduct, dangerous situations, or any participant in distress. When you participate in SSP activities, we expect you to:

- Treat others with respect and consideration;
- Respect differences of opinion and be inclusive of a diverse range of experiences and perspectives;
- Express differences in ideas and opinions productively, free of personal attacks;
- Consider the impact of your communications and communication style; words can easily be interpreted as aggressive or negative, even if this is not what you intended;
- Abide by all venue rules and policies;

- Presume good will in the absence of evidence to the contrary, and alert others if their comments or conduct are unwelcome to you;
- Respect others' personal space, unless they invite the physical contact;
- Be an ally—speak up, reach out to the affected individual, or notify staff when you see unacceptable behavior that affects another; and
- Alert staff or security to any dangerous situations or if anyone is in distress.

Unacceptable Behavior

SSP will not tolerate any form of harassment, discrimination, or abuse in connection with SSP events and activities. Prohibited conduct includes but is not limited to:

- Speech, gestures, or behaviors that are known to be or should reasonably be expected to be unwelcome or are personally offensive, abusive, or derogatory;
- Harmful or harassing verbal or written comments related to or motivated by another's gender, sexual orientation, race, religion, national origin, gender identity, disability, or other protected characteristic;
- Verbal or physical intimidation, threats, stalking, or bullying;
- Sustained or repeated disruption of events, including sustained interruption, yelling at, or threatening speakers;
- Physical harassment, including unwelcome touching or groping, unwelcome attention, or inappropriate/unnecessary physical contact (including physical contact that exceeds the level invited by the other person);
- Virtual or in-person stalking or unwelcome following;
- Real or implied threat of physical harm;
- Unprofessional use of nudity and/or sexual images in public spaces or in presentations;
- Harassing or unwelcome photography or recording;
- Sharing without authorization from the presenters or commenters any virtual or live meeting content (such as by posting on social media) without the consent of the creators of the content, other than for the purposes of reporting a policy or legal violation to SSP or other authorities;
- Retaliation against anyone for raising a complaint under this Code or participating in an investigation; and
- Other conduct designed or expected to impair the positive experience of any other participant.

Please remember that behavior that is perceived to be acceptable to one person may not be acceptable to another. When in doubt about whether another person welcomes physical contact or when interacting with members who may be used to different cultural conventions, refrain from physical contact or ask first.

Anyone requested to cease unacceptable behavior or informed that their conduct or comments are unwelcome is expected to comply with such requests immediately. Targets or witnesses of unwelcome behavior are encouraged to communicate boundaries but are not under any obligation to attempt to stop the harassing behavior or to confront the alleged offender. The absence of an objection to unacceptable

behavior in the moment will not be assumed to reflect implicit consent to such behavior.

As at any conference or other professional event, participants often combine professional activities with social interaction with other participants, staff, and other attendees. While SSP encourages such networking and strengthening of connections between participants, SSP reserves the right to remove or block any participant whose social attentions become unwelcome to another (whether in-person or online) and who persists in such attentions after their unwelcome nature has been communicated. SSP also reserves the right to remove or block any participant or attendee who appears inebriated and who engages in conduct that interferes with the ability of other attendees to participate in and enjoy the live or virtual event or activity.

Participants must also cooperate with any SSP investigation into reports of a violation of this Code of Conduct by providing information requested by SSP that is relevant to SSP's investigation.

Reporting

If you believe you have been subjected to or have witnessed harassment or other unacceptable behavior, please contact the SSP Executive Director (violations@sspnet.org or 913-486-4185) or other SSP Staff (info@sspnet.org) or use a venue phone and ask for security if you feel unsafe. You are not expected to discuss the incident with the offending party, but you will be asked to fill out a report, ideally within one week of the incident, using the form provided below. All complaints for which sufficient information is provided will be treated seriously and addressed promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

Submit Incident Report Form

Consequences

SSP, in its discretion, may bar those who violate this Code from continued participation in or attendance at some or all SSP events and activities (live or virtual), without refund of any fees paid. SSP may also in appropriate circumstances bar violators of this Code from participation or attendance at future SSP-sponsored events and activities and may also notify the individual's employer of SSP's finding of a violation. SSP will report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct.

Procedures for Addressing Violations of the Code of Conduct for Society for Scholarly Publishing (SSP) Events and Activities

Effective August 3, 2022

I.   SSP Right To Oversee and Restrict Participation in SSP Events and Activities

SSP reserves the right to remove any participant from any SSP event or activity whose social attentions become unwelcome to another and who persists in such attentions after their unwelcome nature has been communicated. SSP also reserves the right to remove any participant or attendee who engages in conduct that interferes with the ability of other participants or attendees to participate in and enjoy the event or activity, including, but not limited to persons who appear inebriated. SSP may remove any individual from attendance or other participation in any SSP-sponsored event or activity without prior warning or refund. If SSP, in its reasonable judgment, determines that an individual has violated the Code of Conduct for SSP Events and Activities, SSP may also prohibit the individual from attending or participating in future SSP events activities.

II.   Procedures (after an incident occurs or is reported):

Allegations regarding misconduct by anyone attending or participating in the SSP events or activities are taken very seriously. These include but are not limited to all SSP registrants, speakers, members, exhibitors, vendors, and guests participating at conferences or engaging in other SSP activities, in-person or virtually. SSP encourages prompt reporting of violations so immediate action can be taken to address the concern. Complaints may also be raised after the SSP event or activity has concluded, according to the following procedures. SSP may also initiate a review of an individual's actions or behavior without the filing of a formal complaint.

- ● Any person who believes they have been subjected to or have witnessed harassment or other unacceptable behavior in connection with an SSP event or activity, or has experienced or witnessed violations of the Code of Conduct for SSP Events and Activities should contact the SSP Executive Director at violations@sspnet.org or 913-486-4185. Reports may not be submitted anonymously as that would preclude an adequate investigation. The report should include contact information for the person submitting the complaint. Depending on the nature of the complaint, complete confidentiality cannot be guaranteed, but all complaints will be handled with discretion and with the aim of preserving confidentiality to the extent compatible with conducting an appropriate investigation.

- ● Once an allegation is received, the incident will be reviewed promptly and confidentially by the SSP Executive Director. If the SSP Executive Director is named in an allegation or has a conflict of interest, the incident will be reviewed by a member of the SSP Executive Committee.

● Based on this initial information, SSP will review the allegation and, if necessary, communicate back with the complainant to clarify or request more information as needed, or to provide support. The complainant may be asked to provide their views on what they would like to have happen next and if they want to be kept informed of the outcome of any investigation. Based on the sole assessment of the SSP Executive Director or Executive Committee representative, the Society may determine a range of next steps.

● If, based on the preliminary review of the complaint, the allegation does not indicate a violation of the Code of Conduct for SSP Events and Activities (e.g., because it relates to matters outside the scope of this policy or the conduct does not rise to the level of a violation), SSP may administratively close the complaint without further action. The complainant will be notified of this closure. In this instance, the alleged offender is not notified. The complainant has the right to appeal the staff's decision to SSP in writing at exco@sspnet.org, within ten (10) days of notification of closure. In that event, SSP's President will conduct an independent review of the matter and determine whether to uphold the dismissal of the complaint or return the matter to the SSP Executive Director for initiation of a full investigation. If the President has a conflict of interest or was involved in the original complaint, the President shall refer the matter to a committee of three Board members without a conflict of interest.

● If the allegation is pursued, representatives of the SSP Executive Committee will raise the complaint with the alleged offender, who will be given a chance to respond in writing within ten (10) days. The individual should provide a full statement of relevant facts and verifiable supporting documentation. If facts are not in dispute or the individual does not respond, action will be taken by SSP based on its assessment of the level of misconduct.

● SSP may, as an interim measure, bar any individual from participation in SSP events or activities during the pendency of an investigation.

● In some cases, a conversation—including a request to understand the negative impact of the behavior and to cease the inappropriate behavior—may be sufficient and deemed to be a satisfactory resolution by the complainant and SSP. However, SSP reserves the right to take additional steps.

● SSP will notify an individual found to have violated the Code of Conduct for SSP Events and Activities of the decision in writing. The individual has the right to appeal the decision or the sanction in accordance with the Appeals procedures.

● If the severity of the allegation is high, it is a possible repeat offense, or it is determined that the case is beyond SSP's capacity to assess claims and views on

either side, SSP may, in lieu of or in addition to any sanction, refer the case to the alleged offender's home institution, employer, licensing board, or law enforcement for their sole investigation and decision. If SSP defers action, it may take up a case again if there is a third-party finding.

● The SSP Executive Director, Executive Committee members, Board members, and SSP staff will recuse themselves from all discussions and decisions surrounding a complaint if they are involved in material allegations of the complaint or have any conflict of interest with respect to any of the parties involved.

● SSP will keep a record of complaints received under this policy, of what determination was made, and of any sanctions. SSP may review that record in making credibility determinations and/or determining sanctions in connection with any later complaint relating to the same individual(s).

III. Sanctions

If SSP determines that a violation has occurred, SSP may bar the violator from continued participation in or attendance at some or all SSP events and activities (live or virtual), without refund of any fees paid, or impose other sanctions short of suspension or revocation of membership, at SSP's sole discretion. Suspension or revocation or membership or removal from the Board or an officer position of the Board will be handled in accordance with the Bylaws. SSP may also in appropriate circumstances bar violators from participation or attendance at future SSP-sponsored events and activities and may also notify the individual's employer or others of SSP's finding of a violation. SSP will also report on the outcome of any investigation to individuals who have reported a violation of the Code of Conduct for SSP Events and Activities.

Other sanctions may include one or more of the following, or other measures, at SSP's sole discretion:

● warning a violator that any further reports will result in sanctions;

● not publishing an offensive presentation in any format (print, video, or otherwise);

● completion of education or training before being permitted to participate in future SSP activities.

● requiring a violator to avoid any interaction with, and physical proximity to, the complainant at SSP events and activities, either indefinitely or for a period of time;

● banning the violator from attending and/or speaking at future events/activities (either indefinitely or for a specified time period).

- banning the violator from writing for SSP publications (either indefinitely or for a specified time period).

- reporting the incident to the violator's employer;

- ending any volunteer responsibilities and privileges the violator holds (which will be handled according to the bylaws if the violator is a Board member or officer);

IV.   Appeals Process

Where sanctions are imposed other than suspension or revocation of membership or removal from a Board position or an officer role, the party against whom the sanctions are directed may appeal the nature and scope of the sanctions within 30 days in writing to the SSP President at exco@sspnet.org. The SSP Board will appoint an Appeals Panel to consider the appeal within 60 days of receipt. Any Board members with a conflict of interest or involved in the original complaint shall be recused from selecting Appeals Panel members.

The Appeals Panel shall consist of three members of the Board. One staff member not party to the original sanctions and two members of the SSP DEIA Committee shall participate in a non-voting, advisory capacity. All panelists, including advisory members and staff, should confirm they do not have a potential conflict of interest with any parties involved.

The decision of the Appeals Panel on such matters shall be binding upon the party undertaking such appeal. The appeal must be based on new evidence, an identified basis for reconsideration of existing evidence, or procedural error, and must include a written narrative justification for the appeal identifying the specific error or grounds for appeal.

One member of the Appeals Panel will contact the original complainant(s) to make the fact known that an appeal has been filed. The complainant will then have up to fifteen (15) days to provide a written response, if they so choose, but is not required to respond for the appeal to proceed.

The Appeals Panel will review all documentation from the original complaint and the appeal process, and may uphold, modify, or void the finding of violation and/or the sanction imposed. The Appeals Panel will provide a written statement of its decision and the basis for its decision.

Once the appeal process is concluded, the Executive Director will promptly share the Appeals Panel decision with the complainant, any victim of a violation who participated in the investigation, the alleged violator, and the SSP Board.

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V.   Confidentiality and Reporting

During the pendency of an investigation, any communication or information gathered regarding any incident will be dealt with confidentially except to the extent that disclosure is necessary to (1) implement this policy, (2) conduct the investigation, or (3) undertake disciplinary or remedial steps arising from the complaint. All of those involved should treat all documents and details with the highest degree of confidentiality throughout and after the complaint process.

After a final determination of a violation, SSP, in its discretion, may report the violation, its findings, and any sanctions to any interested person or third party.

Board of Directors Conflict of Interest Policy and Disclosure Statement

Members of the Board of Directors of the Society for Scholarly Publishing (SSP) expect high standards of integrity of themselves and of the other directors. They expect that the decisions made by the Board and its members will consistently fulfill the purposes set forth in its mission and bylaws. Should a Board member have a personal financial interest, or a financial interest in any agency, company, or entity that receives or will receive remuneration for performing services for SSP, that Board member shall be obligated to disclose that interest to the Board of Directors.

If at any time a Board member has, appears to have, or believes that they have any conflict of interest, or that they may be unable, or may appear to be unable to maintain professional objectivity, or to not act in the best interests of SSP on any issue because of a personal situation, employment, conflicting interest, or other reason, that member shall recuse him/herself from any position, discussion, or vote on that issue.

Individual Board members should feel free to discuss any possible conflict of interest with the SSP President, the SSP Executive Director, or with the entire Board of Directors if that member so desires. Recusing oneself shall not prevent a Board member from participating in other activities or discussions where no conflict of interest exists.

Gift Acceptance Policy

Approved 02/27/2020

General

Mission of the Society for Scholarly Publishing

Concept of Giving

Restricted vs. Unrestricted Gifts

General Statement

Gift acceptance and planned giving policy guidelines help to guide the efforts of the Society for Scholarly Publishing. Having board-approved policy guidelines to report to donors contributes to forming the best possible relationships with those who give. With these guidelines, representatives of the organization, donors, and advisors become aware of how various types of gifts are handled.

Mission of the Society for Scholarly Publishing

The Society for Scholarly Publishing's mission is to advance scholarly publishing and communication, and the professional development of its members, through education, collaboration, and networking. Charitable contributions to the Society for Scholarly

Publishing will allow us to advance the profession by funding programs that will impact the next generation, diversity and inclusion, and global engagement.

Concept of Giving

Various distinctions are made among the different types of gifts received by the Society for Scholarly Publishing. Current gifts are immediately utilized to benefit a program and/or build an active endowment campaign. Deferred gifts postpone the benefit to the organization until sometime in the future and the donor benefits from the gift in the interim period. Many of these gifts are described as life-income gift plans because they utilize vehicles that provide an income to the donor as part of the gift plan. Examples of deferred gifts are Charitable Remainder Trusts, Gift Annuities, and Pooled Income Funds.

Planned gifts include those gifts—whether given currently or deferred—that require the assistance of a professional staff person or the donor's advisors to complete the gift. A planned gift requires careful consideration by the donor in light of their estate and financial plans. Some planned gifts may be established to benefit the Society for Scholarly Publishing apart from the organization's involvement, for example: a bequest, a life insurance beneficiary designation, or a charitable trust managed by a bank or commercial trust firm.

Restricted vs. Unrestricted Gifts

Unrestricted gifts to the SSP General Fund provide the greatest flexibility for the organization in its mission. Many donors desire to designate their gifts in support of an existing program, project, or partnership in which they have a keen interest. The Society for Scholarly Publishing is willing to accept donor restricted gifts for The Generations Fund (see Appendix A) only.

Should a donor wish to make a restricted gift to another existing program, or one that requires the organization to pursue a new program, project, activity, or partnership, the Board of Directors must first perform due diligence of the impact of such a gift before it can be accepted.

Non-cash Gifts

The Society for Scholarly Publishing is not currently able to accept non-cash gifts such as real estate, closely held corporate stock, life insurance, jewelry, collections, etc.

Cultivation and Solicitation of Gifts

Priority of the Donor's Interest

It is recognized that the solicitation, planning, and administration of a charitable gift is a complex process involving philanthropic, personal, financial, tax, and estate planning considerations. Donors, advisors, and representatives of the organization will work together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the Society for Scholarly Publishing.

No program, agreement, trust, contract, or commitment shall be urged upon any donor or prospective donor which would benefit the organization at the expense of the donor's interests and welfare. No agreement shall be made between the Society for Scholarly Publishing and any agency, person, company, or organization on any matter related to investment, management, or otherwise which would knowingly jeopardize the donor's interest.

Some may perceive the presence of a conflict of interest in this policy, but this understanding recognizes a commitment of the organization. Because representatives of the Society for Scholarly Publishing are seeking to raise funds for the organization, it is in the long-term interests of the organization to safeguard the interests of the donor.

Promotion of Planned Giving

Deferred gift concepts are becoming more widely known and utilized. The Society for Scholarly Publishing supports the dissemination of information about planned giving vehicles. Members of the Board, professional advisors, volunteers, and organization staff are encouraged to discuss planned giving concepts and options with prospective donors. The Society for Scholarly Publishing seeks to provide appropriate materials and information that will assist prospective donors in their consideration of a deferred gift plan.

Authorized Representatives of the Society for Scholarly Publishing

When a gift agreement states or implies an obligation, commitment, or management responsibility for the organization, the authority to represent the Society for Scholarly Publishing and execute such agreements has been assigned to authorized representatives and staff, primarily the Executive Director. Authorized representatives are those representatives empowered by a resolution adopted by the SSP Board of Directors to act on behalf of the organization. Only the authorized representatives of the organization shall negotiate such agreements on behalf of the Society for Scholarly Publishing.

Pressure Techniques

Representatives of the organization will exercise extreme caution to avoid pressure techniques or undue persuasion when dealing with prospective donors. The role of a representative is to inform, advise, and assist the donor with their concerns, and in the fulfillment of their charitable objectives.

All personnel employed by the organization to administer or promote gifts shall be paid a salary or retained on a project, rate, or retainer basis, and shall not receive any commission or other compensation constituting or giving the appearance of an interest in any gift.

It is the organization's desire that all authorized representatives of the organization, by virtue of their special responsibilities, exemplify the highest standards of personal and professional conduct. Paid staff and volunteers active in the gift planning process follow the letter and spirit of laws and regulations affecting gift solicitation. They do not grant or accept favors for personal gain, nor do they solicit or accept favors where a high public interest would be violated.

Adherence to Laws

Authorized representatives of the organization will not accept any gift that violates Internal Revenue Code requirements or any other Federal or State laws.

Tax Exempt Status

The organization shall not accept any gift or enter any agreement, which would improperly inure to the benefit of any individual or in a manner that would jeopardize the tax-exempt status of the organization as determined upon the advice of legal counsel. In all its dealings and agreements, the organization will seek to guard its reputation and maintain the highest standards in its conduct of business.

Planned Gifts Review

Gifts that fall within these guidelines are routinely reviewed by organization staff, primarily the Executive Director. If it is questionable whether any gift or deferred giving instrument conforms to these guidelines, it will be submitted to the Board of Directors for its review and recommendation to staff prior to execution. The Board of Directors serves in an advisory capacity, while responsibility for the planned giving program rests with staff and the Advancement Committee.

Confidentiality

All information concerning donors, including names and addresses, amount of gift, names of beneficiaries, nature, and value of estate, amounts of provisions, etc., will be kept strictly confidential by the organization and its committees unless permission is granted by the donors to release such information.

Legal Counsel and Other Advisors

Prospective donors shall be advised to consult their attorney in all matters related to deferred gift instruments such as wills, trusts, agreements, contracts, etc. If an organization representative makes a referral to any attorney or other advisors, it shall be understood that the attorney or advisors are retained to represent the donor-client's interests.

Tax Advice

Prospective donors will be encouraged to seek independent tax counsel regarding the completion of gifts, and planned gifts in particular. Although the organization should not be in the position of giving tax advice, donors must be informed of certain consequences related to their gifts. For example, donors should be given information regarding the requirement for an appraisal of certain non-cash contributions exceeding $5,000 on the IRS Form 8283, and that the organization must notify the IRS if the donated item is sold, exchanged, or otherwise disposed of within two years of receipt (on IRS Form 8282).

Forms and Agreements

Organization staff or counsel may provide suggested language for trust or other gift documents, subject to review or utilization by the donor's own counsel. Suggested language that is pertinent to a bequest or other planned gift document may be provided to the donor, donor's counsel and/or professional representatives by organization staff. Legal counsel shall be utilized to review or prepare appropriate formal and legal documents.

Administration and Gift Procurement Costs

There are management, administration, and trustee fees associated with trusts and other deferred gift agreements. If the organization is the trustee or administrator of a deferred gift the costs incurred in the administration of trust and other deferred giving instruments may be assumed by the organization, or the organization may elect to charge such costs against those agreements, if it becomes unreasonable for the

organization to bear such costs. The policy of the organization will be reflected in specific trust agreements and addressed with the donor prior the establishment of the agreement.

In accord with IRS guidelines and accepted practices, the organization will not fund the initial property appraisal used to establish the value of donated property for the donor's report to the IRS. The organization will fund such appraisals as may be appropriate for its own purposes. The cost of any appraisals necessary to establish the fair market value of trust assets that is required annually for trust purposes will be borne by the appropriate trust.

Where there are ongoing management costs associated with property or trust assets prior to liquidation, those costs will be borne by the property or trust involved. Legal fees and expenses that may be incurred in the life of the trust will be borne by the appropriate trust. In all cases Internal Revenue code requirements and any applicable other Federal or State laws shall govern how costs are allocated.

Finders' Fees and Commissions

The organization does not pay a "finder's fee" or a commission percentage or other "special compensation" to any parties for the procurement of gifts. Likewise, the organization does not pay its employees involved in the soliciting of gifts a fee based on the amount of funds contributed to the organization. However, the organization may make reimbursement for the preparation of documents, appraisals and other fees directly related to professional services performed in the context of the creation of the gift, if such payments are not intended as a compensation for sales or a "finding" effort.

The organization will pay any normal and customary fees and commissions associated with the sale, transfer, or management of assets or property in which the organization has acquired rights of ownership.

Gift Planning Relationships

Where the organization seeks tax, legal, estate planning or investment counsel regarding gift planning proposals, document preparation, appraisals, and the actual completion of gift agreements with the organization's clients/donors, such contacts will be on a full-disclosure basis with appropriate fees for professional services paid by the organization. Since the organization is the client, all decisions regarding professional assistance and third-party interests in the various proposals and gift planning agreements, will be made by the organization.

Sale of Contributed Assets

Care must be exercised by the organization to avoid the appearance of a conflict of interest in the sale or disposition of assets. Any sale to an employee or party affiliated with the organization of assets exceeding $5,000 in value must be disclosed fully, approved by the Board of Directors and in such cases the sale price will be not less than the fair market value as determined by accepted methods of appraisal that are appropriate for the asset. Assets being considered for such a sale must have been offered for sale to the public.

Investment of Funds

Unless determined by prior agreement, the management of funds, securities or property received under deferred gift agreements in which the organization is the trustee, shall be administered in accord with approved organization investment goals, guidelines, and procedures. Deferred gift agreements shall be managed to meet the objectives of each individual gift instrument.

In most gift instruments, the organization is authorized to invest any portion or all the assets within investment funds or pools maintained and managed by the organization or its agents.

Gift Acceptance Guidelines

Gift Restrictions

All bequests and gifts, including restricted funds, are subject to the bylaws, rules and regulations of the organization. To understand and honor the donor's expectations, all limitations, restrictions, and implications should be clarified prior to acceptance of any gift. If the Organization cannot meet the expectations of the donor, it is best for all parties that a gift is not accepted.

The organization's Board of Directors reserves the right to redirect a restricted gift and use the gift for another purpose that is deemed by the organization to be consistent with the donor's interests and intentions. Such action will only be taken if it becomes impractical or impossible to fulfill the purpose of the gift in the judgment of the organization. In all cases, such activity will conform to the Internal Revenue Code and Regulations.

Cost of Gift Considerations

It is recognized that gifts may be of future interest. The organization will take the necessary steps to assure that any gift is cost effective for the organization. Each gift shall be reviewed to see that its value exceeds any encumbrances or liabilities. Care will be taken to ensure that any gift to the organization is from a bona fide source. The donor's advisors will be consulted as soon as possible, if indications are that the gift may not be acceptable to the organization.

Requests for Anonymity

An "anonymous" gift is one where the identity of the donor is known to the Society for Scholarly Publishing, but the donor wants to limit public awareness of the gift, its amount, or other terms. All gifts of $5,000 or more are reported to the IRS on the Organization tax return and therefore cannot be totally anonymous.

For proper record keeping, all gifts must be appropriately recorded in the organization's database. All parties involved in soliciting, accepting, and managing anonymous gifts, including but not limited to the organization Board of Directors, staff and volunteers, will abide by the terms of the donation and make all reasonable efforts not to disclose any information about the donor or the donation to the public that is not required by law.

Gift Ethics & Donor Influence

The Organization shall not accept any gift that:

- interferes with or influences the Organization's capacity to fully control the management, operations, and direction of its affairs;

- contains restrictions that unlawfully discriminate on the basis of race, creed, color, citizenship, national origin, religion, sexual orientation, gender identity, gender expression, age, marital or partnership status, military status, or disability;

- presumes or requires a particular result or conclusion of programmatic work;

- is offered for purposes inconsistent with the Organization's mission;

- affords the donor influence over the continued employment of specific personnel or the way in which programs are executed; or

- impairs the Organization's ability to define and pursue its mission, requires illegal or unethical acts, hinders governance or administration, or compromises the Organization's charitable status.

Policies by Type of Gift

Cash

Gifts of cash are generally both liquid and free of any liability. The organization staff and/or authorized representatives will work to facilitate the transfer of such funds to the organization in a timely and efficient manner.

Publicly Traded Securities

Gifts of publicly traded securities, including stocks, mutual funds, municipal and corporate bonds, treasury bills and notes, warrants, stock options and stock appreciation rights are generally acceptable gifts to the organization. Title to securities deemed to be readily transferable present no particular difficulties to the organization. There may be some limitations on the transfer of warrants, stock options and stock appreciation rights, which should be reviewed on a case-by-case basis. Gifts of securities require that organization staff verify the ownership of the security, establish a value for deferred gift calculation purposes, handle the transfer of ownership, and sale, liquidation, and/or investment processes related to securities.

Closely Held Stock (C Corporation & S Corporation) and Real Estate

Closely held stock, including C Corporation and S Corporation stock, and Real Estate are generally not acceptable gifts to the organization, but may be considered on a case-by-case basis.

Intangible Gifts, including Notes, Mortgages, Contracts

Assets described as intangible personal property include promissory notes, contracts, copyrights, patents, royalty agreements, and mortgages. Intangible gifts are generally not acceptable gifts to the organization.

Tangible Personal Property Gifts

Potential contributions include art collections, antiques, jewelry, timber, airplanes, automobiles, medical equipment, boats, etc., are generally not acceptable gifts to the organization.

In Kind Gifts

A gift in-kind is tangible property or services, such as books, computers, or free advertising. From time to time, the organization will be in need of these types of gifts to sustain our programs. In-kind gifts will be considered on a case-by-case basis by organization staff and will only be accepted if our programs are in need of that particular item.

In-kind gifts will be valued, per IRS rules, and deductible to the fullest extent of the law. For more information, see IRS Publication 526.

The value of in-kind gifts, as determined by Publication 526, will be included in a donor's recognition level for the year the gifts is made.

Guidelines for Planned Giving Vehicles

Bequests and Estate Distributions

The preparation of an estate plan is one of the most personal and important tasks an individual may undertake. Estate plan distributions may contribute significantly to the Society for Scholarly Publishing.

Organization staff will work with attorneys, donors, and their representatives in the preparation of documents to ensure that assets or funds, intended to be transferred to the organization, are appropriate and properly directed to benefit the intended program. Sample bequest language for restricted and unrestricted gifts, including endowments, will be made available. Bequests are to be directed to the Society for Scholarly Publishing, 1120 Route 73, Suite 200, Mount Laurel, New Jersey 08054 Tax ID: 52-1125072. It is desirable for the organization to obtain a copy of a bequest designation to insure that the devise is properly described and directed, but it is recognized that the provision of a copy of such documentation is solely at the discretion of the donor.

Distributions received by the organization through a person's estate plan may involve a devise by will (commonly called a bequest) or a distribution from a trust. In many cases the Organization is not aware of a bequest or trust distribution until notice is received from the personal representative or trustee. Organization staff will monitor the procedures associated with estate plan distributions, and assist personal representatives, trustees, or legal counsel, where appropriate.

In some cases, it may be best for the organization to disclaim a bequest or distribution. Concerns of liquidity, marketability, holding costs, environmental issues, and liability may be valid reasons for disclaiming, in a timely manner, an interest in a distribution. If the bequest involves securities, real estate, or personal property, the organization will follow the appropriate policies for those items.

Charitable Remainder Trusts

Charitable remainder trusts are irrevocable, separately administered trusts established by the donor. Trust payments are provided to the donor and/or other named beneficiary(ies) for life or for a term of years, whereupon the remaining assets are distributed to one or more charities.

A charitable remainder annuity trust pays a fixed amount each year. This distributed amount cannot exceed an amount that would likely exhaust the trust assets during the anticipated term of the trust. The amount payable in an annuity trust does not change, and no additional gifts may be made to the annuity trust after its creation.

A charitable remainder unitrust pays a fixed percentage of the fair market value of trust assets, as valued annually. Because the value of assets can be expected to change from year to year, the unitrust payment will vary in amount each year. Additional contributions may be made to the trust after it is established.

Cash and marketable securities are excellent vehicles for charitable remainder trusts established with the organization as beneficiary. Appreciated real estate is often placed into a charitable remainder trust. A trust could also be funded with a certificate of indebtedness, life insurance, personal residence (donor must move), or tangible personal property.

The type of trust selected will depend on the donor's needs, financial objectives, and charitable goals, as well as the nature of the asset utilized to establish the trust. Trusts funded with real estate, collateralized mortgage obligations (CMO), closely held stock, Subchapter S stock, and other illiquid or difficult to value assets present special challenges and will be reviewed in accord with these guidelines. The organization may not be the designated Trustee for a trust funded with any of the aforementioned assets.

The Trustee of a charitable remainder trust may be a bank or trust company, charitable organization, or the donor. The Society for Scholarly Publishing will not serve as trustee of a charitable remainder trust.

Designating the organization as a beneficiary of a Charitable Remainder Trust is a generally accepted gift.

Charitable Lead Trusts

In many ways the lead trust is the opposite or reverse of the charitable remainder trust. A charitable lead trust pays out income (or the lead interest) to the organization for the life or lives of persons living when the trust is created or for a specified term of years. At the end of the term, the trust assets revert to the donor, the donor's estate, or specific beneficiaries named in the trust document.

Charitable Lead Trusts are generally not acceptable as gifts to the organization.

Charitable Gift Annuities

A charitable gift annuity is a combination of a gift to a charitable organization and an annuity. It is an irrevocable transfer by a donor of cash (or other property) to a qualified organization in exchange for that organization's commitment to pay a fixed amount for the lifetime of one or two beneficiaries. Gift annuities are governed by state regulation, and those regulations vary from state-to-state. Some states have specifically exempted gift annuities from regulation, and other states do not address gift annuities by statute.

Charitable Gift Annuities are not acceptable as gifts to the organization.

Pooled Income Fund

The pooled income fund is a specific kind of trust that allows irrevocable gifts from separate donors to be combined or "pooled" for investment purposes. In return, each named income beneficiary receives a proportionate share of the net income earned by the fund each year. The pooled income fund is sometimes called the "mutual fund of planned giving."

Funds are placed in a pool with those from other organization donors. These assets are invested under the supervision of the organization's Board of Directors. Income distributions to pooled income fund donors or named income beneficiaries are paid quarterly. Payments are made either jointly or consecutively to the survivors during their respective lifetimes, until the last beneficiary is deceased.

Pooled Income Funds are not acceptable as gifts to the organization.

Life Insurance Gifts

Gifts to the organization through life insurance policies are additional options for donors and the organization. These gifts often enable a donor to provide what is ultimately a much larger gift when compared to a cash gift a donor may be able to provide.

Life insurance comes in many types: term, whole life, interest sensitive life, universal life, variable life, etc. While most gifts of life insurance are desirable and easily administered, policies that require co-payments from the organization, have substantial indebtedness or have assignments of interest/beneficiaries other than the organization, are not generally acceptable as gifts to the organization.

Life Insurance Policies that are close to self-funding require little administration, contain a cash value and provide a guarantee of the ultimate value of the gift. Donor premium payment plans are favorable and should be monitored as to the options available if the

donor is unable or unwilling to continue premium payments. Term insurance provides few options if the donor is unable to continue paying the premiums.

A gift of life insurance is considered a gift of ordinary income property. There are four primary ways that life insurance can be utilized by a donor as a charitable gift to benefit the organization.

1. Transfer an existing policy to the organization as owner/beneficiary (in whole or part). The gift is accomplished with an absolute assignment form obtained from the insurance company.

2. Purchase of a new policy with the organization as applicant, owner and irrevocable beneficiary. The premium payments under this scenario are in reality cash donations to the organization, which in turn makes the premium payments to the insurance company. The donor makes a pledge to make regular gifts to cover the premium payments. Cash or negotiable securities may be accepted for premium payments. Insurance policies of this nature are not generally acceptable as gifts to the organization.

3. A policy in which the donor retains ownership and designates the organization as a beneficiary or contingent beneficiary of the policy. In this case, the donor retains ownership of the policy, so there is no immediate tax deduction available for the donor. The organization encourages beneficiary designations of insurance policies, and is very grateful for such thoughtful donors.

4. Life insurance is a vehicle that may be utilized to provide a benefit to heirs when assets are contributed to the organization. Through an irrevocable life insurance trust, heirs of the donor and/or the organization may receive additional benefits through the donor's estate plan.

Some insurance techniques may involve co-payments for investment purposes, outright purchases of insurance or partial assignment of life policies. These and other more sophisticated and complex uses of life insurance are not generally acceptable as gifts to the Organization.

Life Estate Agreements (Gifts of the Remainder Interest in a Residence or Farm)

Life Estate Agreements are not generally acceptable as gifts to the Organization.

Donor Advised Funds and Supporting Organizations

Donor Advised Funds are popular vehicles among charitably minded individuals who want to be actively involved in the distribution of their gifts, but do not want to be concerned with the day-to-day investment management. The donor advised fund (along with the supporting organization) has emerged as an alternative to the establishment of

a private organization. Distributions from donor advised funds managed by another entity are acceptable as gifts to the organization. The organization, however, will not accept management of a donor advised fund.

Retirement Fund Designations

Designating the organization as a beneficiary of a donor's retirement fund often enable a donor to provide what is ultimately a much larger gift when compared to a cash gift a donor may be able to provide. Distributions from a donor's retirement fund are generally acceptable as gifts to the organization.

Donor Recognition

Deferred Gifts - Legacy Society

The Legacy Society are friends of the organization who have established deferred gift plans benefiting the organization. The donor's gift plan could involve a bequest through a will or other deferred gifts. The organization could also be the designated beneficiary of a life insurance policy or retirement fund.

As an indication of the organization's appreciation, deferred gift donors receive a token of our thanks. These small tokens of appreciation serve as a reminder of the importance of such gifts to the organization and the service that it provides to our mission to give knowledge power through publishing. Legacy Society donors will be recognized in perpetuity, unless the donor revokes their planned gift.

Annual Gifts – Individuals

Total amount of combined gifts, cash and in-kind, given by individuals between January 1st and December 31st each year, will be recognized within the following giving levels:

1. Philanthropist ($2,500+)

2. Ambassador ($1,000+)

3. Guardian ($500+)

4. Champion ($250+)

5. Advocate ($100+)

6. Steward (<$100)

Donors will be listed within their level on print and web recognition listings and receive appropriate recognition benefits as determined by the Executive Director, with review and recommendation by the Board of Directors.

SSP
SOCIETY FOR SCHOLARLY PUBLISHING

Restricted Gifts – The Generations Fund Campaign

The Generations Fund is meant to establish sustainable funding for SSP's fellowship and mentoring programs through a $500,000 endowment. The principle will remain untouched while the interest earned each year will fully support SSP programs that steward the next generation of publishing professionals. Fundraising efforts will concentrate on promoting Generations Fund gifts until the principle is established. Donor gifts can be fulfilled over 1-3 years. All gifts fulfilled through multi-year pledges must have a gift agreement drafted by the Development Director and reviewed by the Board of Directors. Individual giving levels for The Generations Fund are as follows:

1. Trailblazer ($30,000+)
2. Guide ($20,000+)
3. Leader ($10,000+)
4. Counsel ($2,500+)
5. Advisor ($1,000+)
6. Partner (<$999)

Corporate giving levels for the Generations Fund are as follows:

1. Benefactor ($50,000+)
2. Investor ($30,000+)
3. Promoter ($15,000+)
4. Contributor ($5,000+)
5. Patron ($1,000+)

Donors will be listed on print and web recognition listings for the endowment campaign, in perpetuity. They will also receive annual recognition in the year they fulfill their gift and/or pledge payments. Should a donor choose to fulfill their gift over multiple years, they will receive recognition beginning with their commitment. However, if a donor is unable to fulfill their gift intent, and no gift installments are received, they will no longer receive recognition. The Generations Fund donors receive appropriate recognition benefits as determined by the Executive Director, with review and recommendation by the Board of Directors.

Named Recognition

There may be an opportunity for the Society for Scholarly Publishing to allow donor recognition by naming structures, programs, endowments and other funds in honor of a donor who has made significant financial contributors to the organization. Ultimate authority to accept or decline any proposal to provide named recognition rests with the Board of Directors. Ultimate authority to discontinue the designated name of a physical space or fund or to transfer the name to another physical space or fund at the Society for Scholarly Publishing rests with the Board of Directors.

The acceptance of any philanthropic donation which involves a proposal to name is conditional upon approval of the naming by the Board of Directors. Notwithstanding any other provision of this policy, no naming will be approved or (once approved) continued that will call into serious question the public respect of the Society for Scholarly Publishing. No names will be approved that will imply the Society for Scholarly Publishing's endorsement of a partisan political or ideological position or of a commercial product. This does not preclude a naming with the name of an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial products.

When permanent named recognition has been extended for a gift received, it will be honored in perpetuity. In the event of changed circumstances, e.g. a program no longer exists, the Society for Scholarly Publishing reserves the right to determine the form which such permanence may take, as decided upon by the Board of Directors.

From time to time, it may be appropriate to offer named recognition for a limited period of time. In this case, the Society for Scholarly Publishing is obligated to honor the name for that period of time as clearly defined in a gift agreement, subject to renewal of the opportunity.

Provisions in this policy that refer to naming for a benefactor also in general apply to naming for a third party at the wish of a benefactor.

The Executive Director, with review and recommendation from the Board of Directors, reserves the right to decide on the physical displays which may accompany named recognition.

A gift agreement with the naming scope will be drafted by the Executive Director, approved by the Board of Directors, and signed by the donor. Philanthropic namings are subject to satisfactory funding arrangements for the specific portion of the cost of the project or fund. When the philanthropic donation does not meet the specified portion cost of the project, naming is subject to completion of satisfactory funding arrangements, and the naming will become official only after that is achieved.

It is the responsibility of individuals negotiating on behalf of the Society for Scholarly Publishing to advise potential donors that the acceptance of any philanthropic donation involving a proposal to name is conditional upon final approval of the naming by the Board of Directors. In negotiating with donors, the individual needs to ensure that donors understand that even when a physical space or fund will be named for them, they do not control the details of the administration and application of gift details.

With respect to naming, a minimum funding level of $50,000 is required and the donor must be affiliated with, or related to, the Organization's current mission statement. If these conditions are met, the Board of Directors will not consider the naming gift agreement.

Appendices

Appendix A

See: Generations Fund Policy

Appendix B

See: Investment Policy

Appendix C

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

    I.   To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

    II.   To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

    III.   To have access to the organization's most recent financial statements.

    IV.   To be assured their gifts will be used for the purposes for which they were given.

    V.   To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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Whistleblower Policy

Approved 5/31/2023

As employees, directors, officers, and representatives of SSP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable directors, officers, employees and others to raise serious concerns internally so that SSP can address and correct inappropriate conduct and actions before they become a liability to the operation or non-profit status of SSP.

Policy

The Society for Scholarly Publishing requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of SSP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all board members, officers, and employees to report concerns about suspected violations of law, regulations, or SSP policies that govern SSP's operations or threaten SSP's non-profit tax status.

No Retaliation

It is contrary to the values of SSP for anyone to retaliate against any board member, officer, or employee, who in good faith reports a concern, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SSP. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A board member or officer who retaliates against someone who has reported a suspected violation in good faith is subject to termination of their position on the board and will be ineligible for future board appointments.

Reporting Procedure

SSP has an open-door policy and suggests that individuals share their questions, concerns, suggestions, or complaints with the Executive Director either verbally, or in writing. If the individual is not comfortable communicating with the Executive Director or is not satisfied with their response, the individual is encouraged to contact the Board

President or Compliance Officer. The individual will be asked to document the complaint, concern or suspected violation in writing.

The Executive Director is required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Committee, who has the responsibility to investigate all reported complaints. Members of the Executive Committee with a conflict of interest will be recused from the investigation.

Compliance Officer

The Compliance Officer may be the Board President, a board member, the Executive Director, or a third party designated by the Board of Directors to receive, investigate and respond to complaints and may vary depending on the nature and subject of the complaint. The SSP Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and the Board of Directors of all complaints and their resolution. The Compliance Officer may not be the same person as the subject of the complaint. In such cases, the Executive Committee shall appoint an alternate Compliance Officer for the purposes of that complaint.

Handling of Reported Violations

SSP's Board President or Compliance Officer will notify the individual who submitted a complaint and acknowledge receipt of the complaint or suspected violation. All reports will be investigated within 90 days and appropriate corrective action will be taken if warranted by the investigation.

Accounting and Auditing Matters

The Executive Director or SSP's Board President shall immediately notify the Treasurer and Finance Committee and/or Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing, and work with the committee(s) until the matter is resolved.

Acting in Good Faith

Any individual filing a written complaint concerning a suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Concerns or suspected violations may be submitted on a confidential basis by the complainant. Reports of concerns or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Annual Meeting	Travel/Lodging	Complimentary Meeting Registration	Honoraria	Other Benefits/ Comments(NOTE: all caps on payments are guidelines; actual payment amounts are at the discretion of meeting and seminar chairpersons with approval of Executive Director working within their budgets.)
Keynote speaker	If needed	Yes	If needed	Honoraria greater than $3000 requires approval from the Executive Director. Cap travel/lodging at $600 per person; avoid paying if possible
Plenary speaker/moderator	Only occasionally	For day they are speaking only	If needed	Honoraria greater than $3000 requires approval from the Executive Director. Cap travel/lodging at $600 per person; avoid paying if possible
Concurrent moderator	No	For day they are moderating only	No	
Concurrent speaker	Only occasionally	For day they are speaking only	No	Cap travel/lodging at $600 per person; avoid paying if possible
Previews Session Speaker	No	No	No	Generally a 5-minute slot where suppliers can promote a product or service.
Sponsored Session Speakers/Moderators	No	No	No	
Round table moderator	No	Yes	No	
Chair/co-chair	Only occasionally†	Yes*	No	*For Program Committee Chairs only †Requires approval
Committee member or non-speaking organizer	No	No	No	

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).*

Pre-AM Seminars	Travel/Lodging	Complimentary Seminar Registration	Honoraria	Other Benefits/ Comments (NOTE: All caps on payments are guidelines; actual payment amounts are at the discretion of seminar chairpersons with approval of Executive Director working within their budget.)
Moderator	No	Yes	No	Approx. 45% discount off Annual Meeting Registration (Speaker/Moderator Rate) if moderating at a Pre-AM Seminar
Speaker	Only occasionally	Yes	No	Approx. 45% discount off Annual Meeting Registration (Speaker/Moderator Rate) if speaking at a Pre-AM Seminar Cap travel/lodging at $600 per person; avoid paying if possible
Round table moderator	No	Yes	No	
Chair/co-chair	Only occasionally†	Yes*	No	*For Program Committee chairs only †Requires approval
Committee member or non-speaking organizer	No	No	No	

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).*

Workshops, Seminars, or Adjacent Events	Travel/Lodging	Complimentary Event Registration	Honoraria	Other Benefits/ Comments (NOTE: All caps on payments are guidelines; actual payment amounts are at the discretion of seminar chairpersons with approval of Executive Director working within their budget.)
Moderator	No	Yes	No	
Speaker	Only occasionally	Yes	No	Cap travel/lodging at $600 per person; avoid paying if possible
Roundtable Moderator	No	If requested	No	
Chair/co-chair/working group lead	Only occasionally†	Yes*	No	*For Education Committee chairs only or working group lead (max 3) †Requires approval

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Committee member or non-speaking organizer	No	No	No	

Webinars	Travel/Lodging	Complimentary Event Registration	Honoraria	Other Benefits/Comments
Moderator	N/A	Yes	No	Voucher for one free registration to any SSP webinar
Speaker	N/A	Yes	No	Voucher for one free registration to any SSP webinar
Organizer	N/A	Yes	No	
Committee member	N/A	No	No	

Regional Events	Travel/Lodging	Complimentary Event Registration	Honoraria	Other Benefits/Comments
Moderator	No	Yes	No	
Speaker	No	Yes	In special circumstances with Executive Director approval	
Roundtable moderator	No	If requested	No	
Local chair/event lead	No	Yes*	No	*max 2
Committee member	No	No	No	

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." The Kitchen Cabinet will review these guidelines annually and may make adjustments as needed.

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. Who Are the Contributors?

Contributors fall into four categories:

Regular Contributors

These contributors, or Chefs, 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 in good standing.

Guest Contributors

Guest contributors are recruited by the EIC or the Kitchen Cabinet to write occasional pieces. 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.

Alumni Contributors

Alumni Contributors are past Chefs that are no longer active contributors, or Chefs that are on an agreed-upon sabbatical of up to 12 months. Alumni Chefs are welcome to continue to submit occasional pieces under their byline without expectation to meet productivity standards. These posts will not be appended with the "Guest Post" indicator, but Alumni contributor photos will not be featured on the persistent sidebar that includes regular contributors.

Board Members

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

II. Productivity

Productivity is an important factor the EIC will take into consideration in extending invitations to regular contributors to renew their participation. Guest contributors, Alumni, and Board members may contribute at any time. It is expected that these contributions will not be regular (defined here as bi-monthly).

All other contributors are expected to:

- write original posts (6 min/year)
- OR write 3 original posts + some combination of the following to reach 30 additional points as defined in the Evaluation Rubric below to maintain active Chef status.

EVALUATION RUBRIC:

Activity	Points
Write original post (3 required)	10
Facilitate a group post	10
Solicit/shepherd guest post	5
Host discussion around a "revisiting" post	4
Contribute to group posts (including Ask the Chefs)	3
Speak on a *TSK* panel/webinar	5

Organize/moderate *TSK* panel/webinar	10
Mentor* incoming chef	5
High-performing post bonus (top 20 of posts written in that calendar year)	10

A Chef must maintain an annual total score of 60 points, with at least 30 points attributed to writing 3 new original posts.

The Evaluation Rubric would be used to measure productivity if a Chef has fewer than 6 new original posts annually.

The EIC will informally assess quarterly productivity to make sure Chefs are on track. Discussion of Chefs who don't meet these benchmarks will be included on the agenda for the Kitchen Cabinet meetings in June/July and December/January, or more frequently if needed.

*Mentorship expectations

- Periodically checking in to discuss post ideas and a willingness to react to drafts
- Act as a sounding board and first editor for new Chefs
- Share best practices for blog writing
- Provide support for a minimum of 3 posts

Moving a Chef to Alumni Status

The Kitchen Cabinet and the EIC will discuss Chef productivity in June/July and December/January to identify chefs not meeting productivity requirements (review rolling 12 months). Scores will be calculated for those not meeting minimum post requirements and the EIC will provide an alert to any Chef that is at risk of losing their active status to give them an opportunity to meet the productivity goal by the next evaluation check point (6 months later). Chefs not meeting productivity benchmarks will be changed to Alumni status at the end of the next evaluation checkpoint if goals are not met. The EIC is responsible for reviewing and discussing performance/status changes with Chefs.

Alumni Chefs are welcome to continue to submit occasional pieces under their byline without expectation to meet productivity standards. These posts will not be appended with the "Guest Post" indicator, but Alumni contributor photos will not be featured on the persistent sidebar that includes regular contributors.

- Chefs that are changed to Alumni status can be reinstated to active status after writing 3 posts within 6 months.

- Active Chefs can request to go on sabbatical for up to 12 months if they anticipate not being able to contribute the requisite number of posts. They will be changed to Alumni status until they resume writing. They are reinstated to active status with their first post after returning from sabbatical.

III. 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 addressing the same topic over and over, as this can alienate 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.

IV 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.

V. 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 they author.

VI. 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.

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. 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.

X. 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, intemperate language, and any libelous, slanderous, or otherwise actionable language.

XI. Chef Appointment

Consideration Process
- Interested individuals should write a letter of interest to the EIC and describe their perspective and area of expertise they would be writing about. Ideal candidates will have broad areas of interest and expertise
- Write 3 guest posts in 6 months
- Guest posts must meet quality standards (as defined by the TSK EIC)
- Perspective and area of expertise should be relevant, unique and/or not already over-represented on the blog
- If approved by the EIC; in consultation with current Chefs and the Kitchen Cabinet, an invitation to become a regular contributor will be extended
- Candidate must sign the *TSK* Contributor Agreement and be a SSP member in good standing
- New Chef is assigned a mentor (veteran chef)

Recruiting
- Annually assess what perspectives, topic areas, and demographics are underrepresented. (EIC with support of Kitchen Cabinet as part of its charge)

- Identify existing and/or potential guest authors that could fill those gaps (EIC, Cabinet, Chefs)
- Invite them to write a guest post (EIC or Chefs)
- If the guest post meets quality standards, invite them to write additional guest posts in accordance with the consideration process described above (EIC)
- Invite them to become a regular contributor (EIC)
- If an invitation is accepted, candidate must sign the *TSK* Contributor Agreement and be a SSP member in good standing
- New Chef is assigned a mentor (veteran chef)

XII. 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

XIII. Legal Issues

If a third-party should file a lawsuit against a Chef (or guest contributor) or SSP or both for content contained in one or more of their posts, SSP's Risk Management Insurance Policy cover the cost of the legal defense for SSP and the Chef or guest contributor in the following situation:

- If the Chef is a member of SSP in good standing (guest contributors do not have to be members, but must sign the *TSK* Guest Contributor Agreement to be considered a registered volunteer); and

- the Chef or guest contributor has not breached any of the warranties or representations contained within the *TSK* Contributor Agreement or the *TSK* Guest Contributor Agreement.

In the event such a claim is denied by the insurer and SSP is not specifically named in the legal action, SSP will, on a case-by-case basis, consider offering financial assistance for the *TSK* Chef's reasonable costs in responding to the legal action, provided that the *TSK* Chef meets the criteria listed above. It is recommended that Chefs' understand their legal liability and consider maintaining a personal liability policy.

Because we cannot control who a third-party chooses to name in a lawsuit, it's also possible a Chef's or guest contributor's employer could be named in a lawsuit. SSP's general liability insurance will not cover the defense of a Chef's or guest contributor's employer even if they are an Organizational Member.

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

May 2023	MSC to appoint the Audit Committee co-chairs as the 2023-2024 Compliance Officers.
May 2023	MSC to rename the Advancement Committee to the Generations Fund Committee and change the committee charge to remove the sales-focused aspects and redirect their work toward the Generations Fund's philanthropic activity.
May 2023	MSC to retire the Learned Publishing NA Editor Appointment Task Force with thanks.
May 2023	MSC to approve the proposed Learned Publishing NA Editor Appointment Procedure
May 2023	MSC to approve the adoption of an expanded Whistleblower Policy and appointing a compliance officer for reports and investigations of a financial nature.
May 2023	MSC to approve February 3, 2023 meeting minutes and May 2023 committee reports on the Consent Agenda
Feb 2023	MSC to approve December 12, 2022 meeting minutes and committee reports
Dec 2022	MSC to approve the Event Attendance Policy for 2023
Dec 2022	MSC to approve the 2023-2024 Board election slate
Dec 2022	MSC to approve September 23, 2022 meeting minutes
Sep 2022	MSC to approve Global Perspectives Task Force charge: Analyzing what global perspectives are absent or underrepresented, and why; and proposing a series of recommendations for how SSP can better engage this global community.
Sep 2022	MSC to approve Consent Agenda

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Aug 2022	MSC to approve the recommendations laid out by the review committee in the Code of Conduct Retaliation Investigation, including notifying the subject of the approved sanctions.
Aug 2022	MSC to retire the Code of Conduct Task Force with thanks for their work
Aug 2022	MSC to approve proposed Code of Conduct Procedures, Recommendations, and Speaker Release and Agreement
Aug 2022	MSC to approve minutes from June 1 Board Meeting
Jun 2022	MSC to approve the Executive Director evaluation criteria
Jun 2022	MSC to sunset Core Values Task Force and the Funder Task Force
Jun 2022	MSC to approve revisions to the Code of Conduct Policy
Jun 2022	MSC to approve committee name change to Diversity, Equity, Inclusion, and Accessibility, and accept the expanded committee charge: "The Diversity, Equity, Inclusion, and Accessibility Committee is charged with providing education and resources to SSP members about diversity, inclusion, and accessibility within their workplaces, while also providing direction to members about how they can model equitable practices in the work that they are doing on behalf of the organization."
Jun 2022	MSC to approve Consent Agenda
Jun 2022	MSC to approve minutes from April 5 and 19 meetings
Apr 2022	MSC to amend the TSK chair requirements to "Two co-chairs; at least one of which must have previously served on the Board of Directors. Any co-chair that is not a previous board member must have previously served on the Kitchen Cabinet for at least one year."
Apr 2022	MSC to approve Consent Agenda
Apr 2022	MSC to approve the Minutes for February 8, 2022 Board Meeting
Apr 2022	MSC to approve Chhavi Chauhan to replace Mike Di Natale as Member-At-Large
Feb 2022	MSC to approve 2022 Awards slate as presented
Feb 2022	MSC to approve the 2022-23 Board election slate
Feb 2022	MSC to implement recommended core values of Community, Adaptability, Inclusivity, and Integrity

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Feb 2022	MSC to approve Consent Agenda
Feb 2022	MSC to approve 2021 Year-End Financial Report
Feb 2022	MSC to approve the Minutes for December 7, 2021 Board Meeting
Dec 2021	MSC to approve committee reports with extreme gratitude to the committee chairs and volunteers.
Dec 2021	MSC to approve the 2022 budget.
Dec 2021	MSC to approve minutes for June 11, October 14, October 19, and October 28, 2021 Board Meetings.
Oct 2021	MSC that the offending party violated the Code of Conduct during the October 14 webinar and sanctions should be imposed.
	MSC to amend the communication to attendees to call out that the video recording of the webinar is being suspended specifically due to a Code of Conduct violation.
	MSC to prohibit the offending party from participating as a speaker, panelist, moderator, organizer, or attendee at any future SSP organized event for a period of 12 months from the date of the incident (October 14, 2021 — October 14, 2022).
Oct 2021	MSC to create a task force chaired by board members that will establish SSP's values statement
Oct 2021	MSC to approve TSK DEIA Associate Editor position description and stipend of up to $6000 plus free SSP event registration.
Jun 2021	MSC to approve minutes from February 5 and April 16, 2021 Board Meetings
Apr 2021	MSC to approve appoint Mike DiNatale to fulfill the final (1 year) term of Miranda Walker's term as she moves to the President-Elect seat.
Feb 2021	MSC to approve Nominating and Award Committee board slate
Feb 2021	MSC to approve minutes from November 20, 2020 Board Meeting
Nov 2020	MSC to conditionally approve 2021 Budget with December email review
Nov 2020	MSC to approve the Minutes for September 25, 2020 Board Meeting
Sep 2020	MSC to approve the TSK reader survey and the voting member expansion.
Sep 2020	MSC to approve the Consent Agenda

Sep 2020	MSC to approve the Minutes for May 25, 2020 Board Meeting
May 2020	MSC to approve the Consent Agenda
May 2020	MSC to approve the Minutes for May 8, 2020 Board Meeting
May 2020	MSC to approve the Minutes for February 3, 2020 and March 23, 2020 Board Meetings
Mar 2020	MSC to approve the proposed endowment policy.
Mar 2020	MSC to cancel the SSP 42nd Annual Meeting completely due to the COVID 2019 pandemic, with much appreciation to the AMPC, staff, and all contributors and volunteers.
Feb 2020	MSC to approve a financial review for 2019 (given the 2018 audit due to AMC transition), which will allow the next regularly scheduled audit to happen on schedule with the end of the Treasurer's term in 2022.
Feb 2020	MSC to approve Authorized Financial Procedure Revisions.
Feb 2020	MSC to approve C4DISC Organizational Guide and SSP technical support.
Feb 2020	MSC to approve Investment Policy Revisions.
Feb 2020	MSC to approve President-Elect, Treasurer, and Member-at-Large nominee slates.
Feb 2020	MSC to approve the charge of the Development Committee to include the recommended fundraising tasks and the name of the Committee shall be changed to the Advancement Committee.
Feb 2020	MSC to approve the Consent Agenda.
Feb 2020	MSC to approve the Gift Acceptance Policy as recommended by Natalie Zundel.
Feb 2020	MSC to approve the Minutes for the Dec 10, 2019 Board Meeting.
Feb 2020	MSC to sunset PFTF with thanks.
Jan 2020	MSC to approve an additional $10,000 in the 2020 budget to hire RaiseWell to assist SSP with fundraising.
Dec 2019	MSC to approve the 2020 Operating Budget.
Dec 2019	MSC to approve the Minutes for the Oct 4, 2019 Board Meeting.
Oct 2019	MSC to approve tasking the SSP Development Committee with conducting a Major Gifts campaign, with the aim of raising $500,000

	over ~24 months, to be placed in a restricted fund for the purpose of supporting the fellowship and mentorship programs; diversity, equity, inclusion, and accessibility initiatives; and global engagement; approval to seed this fund with $100,000 from SSP's reserves; approval to cover the Major Gifts campaign expenses with $69,400 over 2 years; and approval to hire a part-time contract position of Development Manager for approximately 10 2012 hours/week for 12 months, with a likely continuation at a reduced hourly commitment in 2021.
Oct 2019	MSC to approve the Consent Agenda.
Oct 2019	MSC to approve the Minutes for the May 29, 2019 Board Meeting.
Sep 2019	MSC to approve the proposal for 2020 membership rates from the Membership Committee with the exception of Early Career Members, which will be set at $60.
Aug 2019	MSC to approve the 2018 Audit as presented by Christopher Clair, CPA.
May 2019	MSC for the TSK Editor become an Ex Officio board member.
May 2019	MSC to approve Board Minutes from Feb 6, 2019.
May 2019	MSC to sunset Peer Group Task Force.
Apr 2019	MSC that the Board should appoint Isabel Thompson to the Board of Directors to complete the last year of Lauren Kane's term.
Mar 2019	MSC to accept the Philanthropic Fund Task Force's recommendation to engage the services of Consultants in Association Philanthropy for the purposes of establishing and funding an investment fund at a cost of $25,500.
Mar 2019	MSC to accept three year in-kind sponsorship proposal from Cadmore Media to enrich and host recordings from SSP events in partnership with closed captioning firm 3Play Media for the 2019 202021 Annual Meetings.
Feb 2019	MSC to approve minutes from Oct 2, 2018 Board Meeting.
Feb 2019	MSC to approve the consent agenda.
Feb 2019	MSC to approve the revisions to Reimbursement and Compensation Policy.
Dec 2018	MSC to approve the Minutes for Nov 30, 2018, Board Teleconference.
Nov 2018	MSC to accept the sourcing/staffing solutions recommended by the Executive Director.

Oct 2018	MSC to approve minutes from May 30, 2018 Board Meeting.
Oct 2018	MSC to approve the Consent Agenda.
Aug 2018	MSC to approve Membership Committee's recommended dues increase for 2019.
Aug 2018	MSC to expand the criteria for our Student and Librarian membership classes as follows: Librarian/Faculty/Funding Agency Staff - Available to librarians and library staff currently working in a library, faculty at higher education institutions, and funding agency staff. Includes all the benefits and privileges of full membership. Student/Researcher Member - Available to full-time students and researchers only; for students, a copy of enrollment certificate or student ID is required with renewal. Includes all the benefits and privileges of full membership.
Aug 2018	MSC to increase the Org Membership rates by 15% for 2019.
Jun 2018	MSC to accept the changes proposed as outlined in the TSK Contributor and TSK Guest Contributor Agreements and that posting in TSK shall require the contributor to sign either this version or the Feb 2018 version of the agreements.
Jun 2018	MSC to approve the Statement of Principles "as is" as long as the board releases a statement that defines how the Board plans to go about working toward implementing the principles.
May 2018	MSC to approve minutes from Feb 7, 2018 Board Meeting.
Feb 2018	MSC to approve minutes from Dec 13, 2017 Board Meeting.
Feb 2018	MSC to approve the Nomination Committee proposed slate of candidates for President-Elect and Board member positions.
Jan 2018	MSC to approve the proposal from the Career Development Committee to make the Mentorship Program a recurring SSP program to be funded by sponsorship and/or the SSP operating budget.
Dec 2017	MSC to approve Kellen management contract renewal for 2018.
Dec 2017	MSC to approve minutes from Oct 3, 2017 BOD meeting.
Oct 2017	MSC that SSP Board of Directors endorses the joint statement of principles on diversity and inclusion.
Oct 2017	MSC to approve minutes from May 2017 Board meeting.
Oct 2017	MSC to approve the 40th Anniversary Task Force proposal as presented.

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Oct 2017	MSC to approve the Consent Agenda.
May 2017	Greg Suprock was elected as Board Member at Large to the Executive Committee.
May 2017	MSC to approve dissolve the Organizational Collaboration Committee.
May 2017	MSC to approve minutes for Feb 1, 2017 Board meeting.
May 2017	MSC to combine Marketing Committee and the Communications Committee.
May 2017	The President officially appoints task force for the 40th Anniversary activity planning.
Apr 2017	MSC to accept the new logo designs and variations as recommended by the Branding Task Force.
Apr 2017	MSC 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.
Mar 2017	MSC to approve the revised Expense and Reimbursement Policies as recommended by the Board sub-committee tasked with reviewing the policy.
Feb 2017	MSC to approve Minutes for Dec 20, 2016 Board Meeting.
Feb 2017	MSC to change the wording of the Expense and Reimbursement Policy for Board members as recommended by the ad-hoc task force.
Feb 2017	MSC to disband The Scholarly Kitchen Renovation Task Force and the Data Access Task Force.
Dec 2016	MSC to approve the minutes of the Oct 6, 2016 Board meeting.
Oct 2016	MSC to add small rider to liability insurance to indemnify the Editor-in-Chief.
Oct 2016	MSC to approve that the Executive Director present the agreement to the EIC and grants the Executive Committee authority to finalize the agreement.
Oct 2016	MSC to approve the 2017 Membership Dues as recommended by the Finance and Membership Committees.
Oct 2016	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 Force, working with the SSP Executive Director, will select the vendor and execute the contract by Dec, and commence work on the project in Jan.
Oct 2016	MSC to decline the offer for sponsorship of UKSG.
Oct 2016	MSC to provide a stipend to the Scholarly Kitchen Editor-in-Chief in the amount of $10k along with a formal memorandum of agreement.
Oct 2016	MSC to sunset the Programming Audit Task Force.
Sep 2016	MSC to approve the Advertising Policy proposed by the Kitchen Cabinet for all SSP products that contain advertising.
Jun 2016	Jocelyn Dawson was elected as Board Member at Large to the Executive Committee.
Jun 2016	MSC to accept Reimbursement and Compensation Policy as written.
Jun 2016	MSC to accept Social Media Policy as written.
Mar 2016	MSC to create the SSP Community Engagement Committee.
Feb 2016	MSC to approve proposed Bylaws changes to include in the 2016 ballot.
Dec 2015	MSC to approve the recommendation to hire a program director.
May 2015	Emilie Delquie was elected as Board Member at Large to the Executive Committee.
Feb 2015	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.
May 2014	MSC to appoint Greg Suprock of Apex to complete Ann Michael's board term (one year until Jun 2015).
May 2014	MSC to appoint Heather Staines as Executive Committee member at Large.
May 2014	MSC to approve SSP Privacy Policy.

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May 2014	MSC to approve SSP Social Networking Policy.
May 2014	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.
Feb 2014	MSC that regular Scholarly Kitchen bloggers must be SSP members.
Feb 2014	MSC to establish an Audit Committee.
Feb 2014	MSC to establish the Scholarly Kitchen Committee.
Sep 2013	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 Nov 30, 2013.
May 2013	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.
May 2013	MSC to sunset Volunteer Recognition Task Force with the Board's thanks.
May 2013	MSC to sunset website Task Force with the Board's thanks.
Feb 2013	MSC to appoint Task Group to explore programming for early-career and international individuals.
Feb 2013	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.
Feb 2012	MSC to accept the content recommendations and overall approach for the redesign essentially as presented by the Website Task Force.
Sep 2007	MSC to approve the SSP Reimbursement and Compensation Policy.
Feb 2007	MSC to explore alternate dates for the Feb Board meeting and to consider holding the Board meeting on dates that coincide with the close of the PSP meeting rather than the beginning.
Jun 2006	It was agreed to name a Society Relationships Task Force to explore ways in which we can collaborate with ALPSP and other organizations.
Sep 2003	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.
May 2003	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.
May 2003	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 Jul 1 – to Jun 30.
May 2003	MSC to offer online balloting to SSP members for membership issues. Members have the right to request a paper ballot.
May 2003	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.
May 2003	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.
Feb 2003	MSC to add the responsibility of an Awards and Recognition Committee to the charge of the Nominating Committee, with the Past-President as Chair.
Feb 2003	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.
Jun 2001	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.
Jun 2001	MSC to delete "Approval of the Agenda" from future agendas.

Jun 2000	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.
Jun 2000	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 1.1 in this book.
Jun 2000	MSC to eliminate the Executive Committee at such time as the bylaws are changed.
Jun 2000	MSC to revise the term of committee member to be one year, which is renewable subject to the Committee Chair's approval.
Jun 1998	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).
Jun 1998	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.
Jun 1998	MSC to adopt for SSP the Business Records Retention Schedule as shown in Section 6.7 of this Organizational Guide.
Sep 1997	MSC 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.
Sep 1997	MSC to adopt the strategic themes as expressed in the draft report and implement them to the best of our abilities.
Sep 1997	MSC to establish an ad hoc Diversity Committee.
Sep 1997	MSC to establish an Electronic Services Development Task Force.
Jun 1997	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.
Jun 1997	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.

Jun 1997	MSC to approve the strategic plan as presented in the strategic planning report.
Sep 1996	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.
Sep 1996	MSC to establish an ad hoc 20th Anniversary Celebration Committee to develop a plan.
May 1996	MSC that there be a Development Committee which would handle the sponsorship and fundraising for SSP.
May 1996	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.
Aug 1995	MSC the Teller's report with the number of votes cast for each candidate is made available to any member who requests it.
Aug 1995	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.
Jun 1992	MSC that committee chairs be invited to attend Board meetings at specific times if their report needs to be presented verbally and needs action from the Board.
Jun 1992	MSC the ballots for the Board election be destroyed 60 days after the acceptance of the Teller's report by the Board.
Feb 1992	MSC the number of votes cast for each candidate would not be published in the Newsletter or announced at the Annual Meeting.
Feb 1992	MSC to adopt the action plan formulated during open discussion of issue-oriented committees. The Board determined that: · charges should be kept as broad as possible to cover the largest and most general questions. · 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. · 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. · 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. · 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. · The word "system" is to be eliminated from the title of each of the issue-oriented committees.
May 1991	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.
May 1991	MSC 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."]
May 1991	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.
Jan 1991	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

May 2023	MSC to approve funds transfer of $50k from reserves to fund SSP's short-term account for expected expenses to support SSP's strategic initiatives.
May 2023	MSC to appoint the Audit Committee co-chairs as the 2023-2024 Compliance Officers.
May 2023	MSC to approve the adoption of an expanded Whistleblower Policy and appointing a compliance officer for reports and investigations of a financial nature.
May 2023	MSC to approve April 2023 financial reports
Feb 2023	MSC to approve Financial Statements.
Dec 2022	MSC to approve the 2023 Budget approved as presented.
Dec 2022	MSC to approve Financial Statements.
Sep 2022	MSC to approve financial statements
Jun 2022	MSC to approve Financial Statements
Feb 2022	MSC to accept the Executive Committee's recommendation for introducing a formal review and salary increase process for the Executive Director, including a pay increase, effective January 1, 2022.
Feb 2022	MSC to approve 2021 Year-End Financial Report

Oct 2021	MSC to approve the 2022 budget.
Oct 2021	MSC to approve October 2021 financial reports with kudos to the organization for performing well despite the hardships of 2021.
Oct 2021	MSC to approve the external audit report.
Jun 2021	MSC to change to an annual audit cycle to be in compliance with state charitable solicitation registration guidelines and to create an audit committee for oversight. The board authorizes the use of the previous auditor, Chris Clair to audit the 2020 financial statements.
Jun 2021	MSC to approve financial reports.
Feb 2021	MSC to approve 2020 year-end financial reports.
Nov 2020	MSC to approve financial reports
Nov 2020	MSC to conditionally approve 2021 Budget with December email review
Sep 2020	MSC to approve 2021 Dues Rates.
Sep 2020	MSC to approve the Financial report.
May 2020	MSC to approve the Financial report.
Mar 2020	MSC to approve the proposed endowment policy.
Mar 2020	MSC to cancel the SSP 42nd Annual Meeting completely due to the COVID 2019 pandemic, with much appreciation to the AMPC, staff, and all contributors and volunteers.
Feb 2020	MSC to approve a financial review for 2019 (given the 2018 audit due to AMC transition), which will allow the next regularly scheduled audit to happen on schedule with the end of the Treasurer's term in 2022.
Feb 2020	MSC to approve Authorized Financial Procedure Revisions.
Feb 2020	MSC to approve Investment Policy Revisions.
Feb 2020	MSC to approve the charge of the Development Committee to include the recommended fundraising tasks and the name of the Committee shall be changed to the Advancement Committee.
Feb 2020	MSC to approve the Dec 2019 Financial Statements.
Feb 2020	MSC to approve the Gift Acceptance Policy as recommended by Natalie Zundel.

Feb 2020	MSC to name endowment fund "SSP Generations" or "Generations Fund" dependent on feedback from RaiseWell.
Dec 2019	MSC to approve the 2020 Operating Budget.
Oct 2019	MSC to approve tasking the SSP Development Committee with conducting a Major Gifts campaign, with the aim of raising $500,000 over ~24 months, to be placed in a restricted fund for the purpose of supporting the fellowship and mentorship programs; diversity, equity, inclusion, and accessibility initiatives; and global engagement; approval to seed this fund with $100,000 from SSP's reserves; approval to cover the Major Gifts campaign expenses with $69,400 over 2 years; and approval to hire a part-time contract position of Development Manager for approximately 10 2012 hours/week for 12 months, with a likely continuation at a reduced hourly commitment in 2021.
Oct 2019	MSC to approve the Aug 2019 Financial Statements.
Jul 2019	MSC to approve updated Speaker Reimbursement and Compensation Policy as presented by the Program Director.
May 2019	MSC to accept the Raffa Wealth Management proposal for active rebalancing at an annual cost of $5,000 annually.
May 2019	MSC to approve First Quarter 2019 Financials.
May 2019	MSC to approve the 2018 Audit as presented by Christopher Clair, CPA. Aug 2019.
Feb 2019	MSC to approve the Jan SSP financial statements.
Dec 2018	MSC to approve the 2019 Operating Budget with the addition of $5,000 for C4DISC.
Oct 2018	MSC to approve the Aug 2018 financial statements.
May 2018	MSC to adopt the Authorized Financial Procedures document as presented as a procedure.
May 2018	MSC to approve the Apr 2018 financial statements.
Dec 2017	MSC to approve proposed 2018 SSP Budget.
Oct 2017	MSC to approve Aug 2017 financial statements.
May 2017	MSC to approve Apr 2017 financial statements.
Dec 2016	MSC to approve the proposed 2017 SSP Budget.
Oct 2016	MSC to accept the 2015 Financial Review.

Apr 2016	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 *SK* Renovation Task Force to work with Windmill Design and SSP staff to implement renovation as defined.
Apr 2016	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.
Feb 2016	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
Feb 2016	SSP investment funds will be moved to Vanguard per recommendation from Raffa Wealth Management.
Sep 2014	MSC to move five (5) percent of 2013 operating surplus to investment account.
Sep 2014	MSC to offset shortage in Travel Grant support due to lack of sponsorship.
Feb 2014	MSC to approve operating budget with additional committee requests.
Sep 2013	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.
Sep 2013	MSC to approve an audit of 2013 financials and earmark $15,000 for this.
Sep 2013	MSC to approve financial review for 2012.
Sep 2013	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.
Sep 2013	MSC to give Finance Committee the authority to make decisions on investments rebalancing, etc.
Sep 2013	MSC to rebalance the investment accounts, moving our bond investments to a nearer-term maturity and lower interest rates, and

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	adding some shorter direction and int'l funds, as well as large cap to mid-cap investments.
May 2013	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.
Feb 2013	MSC to approve a speaker budget of $13,000 for the 2013 Annual Meeting.
Feb 2013	MSC to approve an additional $6,000 for international travel grant support to the Professional Development Committee.
Sep 2012	MSC to accept the CPA review of 2011 financials for filing.
Sep 2012	MSC to approve the sale of Legg Mason Value Trust holdings and place those holdings into the Black Rock Equity Dividend Fund.
Feb 2012	MSC to depreciate the remaining $14k for the existing website pending CPA approval.
Sep 2011	MSC to accept the CPA review of 2010 financials for filing.
Mar 2011	The Finance Committee will develop a policy statement for use of the contingency fund.
Feb 2011	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.
Feb 2011	MSC to increase the amount budgeted for the 2011 contingency fund to $10,000.
May 2009	MSC to move the investments in Legg Mason Global Partners (an account that has been closed) into the Oppenheimer International Bond Fund.
May 2009	MSC to rebalance the investment portfolio per the recommendations of our investment advisors.
Sep 2008	MSC to approve $15,000 for the Course Development Proposal.
May 2008	MSC to accept recommendations from Citi Institutional regarding changes in SSP's portfolio.
May 2008	MSC to accept the CPA review for 2006/2007 for filing.
Jun 2007	MSC to accept the CPA review for 2005/2006 for filing.

Jun 2007	MSC to charge staff to proceed with negotiating a contract to hold the 2009 meeting at the Baltimore Marriott.
Feb 2007	MSC to set the goal of achieving one year's operating surplus within 5 years instead of three, but revisit annually.
Jun 2006	MSC to accept the 2005 CPA review for filing.
May 2003	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.
May 2003	MSC to charge the Finance Committee to review the investment policy annually.
May 2003	MSC to rebalance the SSP investment funds in keeping with the recommendation of our advisor at Legg-Mason.
May 2000	MSC to accept the CPA financial review for 1999 for filing.
Aug 1998	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).
Jun 1998	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 Jun meeting. The dues review task shall be included in the charges to the relevant committees.
Jun 1997	MSC that the Board will not consider investments in companies producing tobacco or tobacco-related products.
Jun 1997	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.
Jun 1997	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.
May 1996	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.

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May 1996	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.
May 1996	The Finance Committee was created, and appointments were subsequently made by the President.

ANNUAL MEETING AND EXHIBITS

May 2023	MSC to approve the contract agreeing to move the 2026 Annual Meeting to Gaylord Pacifica in CA.
Feb 2022	MSC to implement local protocols in place when Annual Meeting registration opens while reserving the right (if necessary) to implement additional measures.
Sep 2020	MSC to approve a survey regarding the 2021 Annual Meeting format and programming.
Mar 2020	MSC to cancel the SSP 42nd Annual Meeting completely due to the COVID 2019 pandemic, with much appreciation to the AMPC, staff, and all contributors and volunteers.
Jul 2019	MSC to approve updated Speaker Reimbursement and Compensation Policy as presented by the Program Director.
Apr 2019	MSC to accept three-year in-kind sponsorship proposal from Cadmore Media to enrich and host recordings from SSP events in partnership with closed captioning firm 3Play Media for the 2019 202021 Annual Meetings.
May 2018	MSC to approve moving forward with the selection of Portland for the 2023 SSP Annual Meeting.
May 2018	MSC to approve signing the contract to reserve space in Baltimore for 2024.
Oct 2017	MSC to approve virtual meeting option at the 2018 SSP Annual Meeting.
Sep 2017	MSC to secure the Chicago Navy Pier Lakeview Terrace room for Wednesday, May 30 in order to host a 40th Anniversary Party at the 2018 Annual Meeting with a minimum cost of $25,000 with specific details and costs to be outlined in a subsequent proposal to the board.

May 2017	MSC for the Annual Meeting to return to Boston in 2024.
Jun 2016	MSC to approve the San Diego Marriott Marquis as venue for the 2019 Annual Meeting.
Apr 2016	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.
Mar 2016	MSC to adopt the Code of Conduct for the SSP Annual Meeting.
Feb 2016	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.
Sep 2015	MSC to accept contract with Sheraton Chicago and sign if it can be moved to 2022.
May 2013	MSC to approve non-compete policy.
Sep 2012	MSC to approve an additional $10,000 for the Annual Meeting speaker fund, earmarked for a keynote speaker.
Apr 2012	MSC 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.
Feb 2012	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.
Sep 2011	MSC to change policy regarding registration fees for non-member speakers to provide a complimentary registration only for the day that the speakers presents.
May 2011	MSC to approve license agreements for use of the SSP logo by organizational members and Annual Meeting logo by sponsors and exhibitors.
Mar 2011	MSC 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.
Feb 2007	MSC to adopt the Policy on Co-sponsorship of Programs Offered by Other Organizations.

Feb 2005	MSC to accept the program committee's recommendation of a $100 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.
Sep 2004	MSC 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.
Sep 2003	MSC 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.
Mar 2003	MSC to increase the 2004 annual meeting exhibit booth fee by 5%.
Feb 2003	MSC to offer a discount of $50 off the fee to institutions who register at least three people at the same time.
Feb 2003	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.
Feb 2003	MSC 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.
Feb 2003	MSC 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 exhibits" area. The fee for an extra booth staff representative with full meeting attendance privileges is $300.
Sep 2002	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.
Feb 2002	MSC to authorize staff to proceed with a contract for San Francisco in 2004, preferable with the Sheraton Palace.
Feb 2002	MSC to endorse the concept of offering benefactor recognitions for entities that sponsor SSP activities and events.
Sep 2000	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

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	registration rate and speakers who are not members may attend the full meeting as guests.
Jun 2000	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.
Jun 2000	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.
Sep 1999	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.
Jun 1999	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 Jun.
Jan 1999	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.
Nov 1998	MSC that seminar leaders who give two seminars in the prior 12 months be given a credit of $100 toward attending the Annual Meeting.
Nov 1998	MSC to hold the 2001 Annual Meeting in San Francisco and to pursue a contract with the Hyatt for Jun 5-8.
Nov 1998	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.
Nov 1998	MSC to leave the seminar fees as they are, with a four-week cutoff for early-bird registration.
Sep 1997	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].
Sep 1996	MSC to approve a discount on the booth fee of the 1997 Annual Meeting to 10% for sustaining members and 15% for sponsoring members.

May 1996	MSC to have an active Local Arrangements Committee to help the Annual Meeting Program Committee with local activities, mailing lists, tours, and host activity.
Sep 1995	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.
Nov 1992	MSC to allow staffed exhibit tables/booths at the 1993 SSP Annual Meeting.
Jun 1992	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).
Feb 1992	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.
Feb 1992	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.
Oct 1991	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.
May 1991	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."

MEMBERSHIP AND DEVELOPMENT

May 2023	MSC to rename the Advancement Committee to the Generations Fund Committee and change the committee charge to remove the sales-focused aspects and redirect their work toward the Generations Fund's philanthropic activity.
Sep 2022	MSC to approve a 10% discount on Membership Dues for new members to be used at the discretion of the staff/committees in targeted marketing campaigns. The discounted rate will not be published on the website, and members joining at the discounted rate will renew at the current rates for the following term.
Sep 2022	MSC to approve an increase in 2023 Membership Dues of 10% across all membership types EXCEPT Low, Middle-Income Countries, which will remain the same as the current rates.
Jun 2022	MSC to sunset Core Values Task Force and the Funder Task Force
Feb 2022	MSC to implement recommended core values of Community, Adaptability, Inclusivity, and Integrity
Oct 2021	MSC to create a task force chaired by board members that will establish SSP's values statement
Sep 2020	MSC to approve 2021 Dues Rates.
Feb 2020	MSC to name endowment fund "SSP Generations" or "Generations Fund" dependent on feedback from RaiseWell.
Feb 2020	MSC to sunset PFTF with thanks.
Oct 2019	MSC to approve tasking the SSP Development Committee with conducting a Major Gifts campaign, with the aim of raising $500,000 over ~24 months, to be placed in a restricted fund for the purpose of supporting the fellowship and mentorship programs; diversity, equity, inclusion, and accessibility initiatives; and global engagement; approval to seed this fund with $100,000 from SSP's reserves; approval to cover the Major Gifts campaign expenses with $69,400 over 2 years; and approval to hire a part-time contract position of Development Manager for approximately 10 2012 hours/week for 12 months, with a likely continuation at a reduced hourly commitment in 2021.
Mar 2019	MSC to accept the Philanthropic Fund Task Force's recommendation to engage the services of Consultants in Association Philanthropy for the

	purposes of establishing and funding an investment fund at a cost of $25,500.
Aug 2018	MSC to approve org membership rates by 15% in 2019.
Feb 2018	MSC – All SSP founding board members will be given a lifetime membership and offered free registration for the 2018 Annual Meeting in Chicago.
Oct 2017	MSC to approve the new member and member renewal rate increases as proposed. One opposed.
Oct 2017	MSC to approve the reduced early career dues rate to $40 in 2018 only for all new and renewing members eligible for the Early Career category. One opposed.
May 2017	MSC to add alternative benefits package for Organizational Members and a price increase for the sustaining member level.
Dec 2016	MSC to define and early career professional as less than 4 years in the industry for the purposes of membership and the Fellowship Program.
Oct 2016	MSC to approve the 2017 Membership Dues as recommended by the Finance and Membership Committees.
Oct 2016	MSC to approved membership dues increase for 2017 as proposed by the Finance committee and endorsed by the Membership Committee.
Feb 2015	Development Committee to informally poll exhibitors on their intention to exhibit in Vancouver.
Sep 2014	MSC to increase dues as follows: New Members: $160; 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: $1,750.
May 2014	Charge Membership Committee to develop options for member referral program.
Feb 2014	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 $1,000 for incentives for this activity.
May 2012	MSC to approve a membership fee structure for members from any country not classified as high income by The World Bank List of Economies.

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Feb 2012	MSC to recommend a membership fee structure for international individuals in economically disadvantaged countries based on economic standing.
May 2011	MSC to approve license agreements for use of the SSP logo by organizational members and Annual Meeting logo by sponsors and exhibitors.
Mar 2011	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.
Mar 2011	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.
Sep 2009	MSC to approve the recommendation for 3 percent dues increase in all categories excluding Early Career, Student & Librarian.
Feb 2009	MSC to charge the Membership Committee to explore expanding the SSP presence in LinkedIn & Facebook and report at Sep BOD meeting including a recommendation about opening the opportunity to members and nonmembers.
Feb 2009	MSC to defer small organizational outreach for later discussion.
Feb 2009	MSC to remove restriction that dues rate for librarians is equal to 50 percent of individual dues.
Sep 2008	MSC to amend the Strategic plan to not pursue a display and to look at alternatives to the organizational member plaques.
Sep 2008	MSC to approve the purchase of ten (10) $50 Amazon Gift Certificates for the membership survey drawing.
Sep 2008	MSC to increase organizational dues as follows: Supporting to $1,300; Sustaining: $3,175; Benefactor: $2,500. Individual memberships: Leave Early Career, Librarian & Student at $75, $75, and $30, respectively. Individual dues increased to $130, with the advisement to move toward a 50 percent difference between Individuals and Early Career & Librarian.
May 2008	MSC to accept the proposal for a survey and the incentive.
Feb 2008	MSC to discontinue the journal program effective in 2009.

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Sep 2007	MSC to eliminate the "Independent Professional" and "Friend of SSP" categories of membership.
Sep 2007	MSC to increase dues in all member categories by 5 percent.
Feb 2007	MSC 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.
Jun 2006	MSC to approve $850 for exhibit participation at the ALA meeting in New Orleans.
Jun 2006	MSC 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.
Feb 2006	MSC 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.
Sep 2005	MSC to increase the dues for individual members by $5 for 2006.
Sep 2004	MSC to increase dues for sustaining and supporting members for 2005 by 10%.
Sep 2003	MSC 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.
May 2003	MSC 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.
Sep 2002	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.
Feb 2002	MSC to have the Membership Committee make minority recruitment an explicit goal of this committee's charge.

Feb 2002	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.
Jun 2001	MSC to add the Seybold Report as a member subscription benefit.
Jun 2001	MSC to adopt the following dues mailing policy: Corporate mailing be done by Sep 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 Dec 1 and a third by Jan 10. E-mail will be used to urge renewal as well.
Jun 2001	MSC unanimously to increase dues in 2002 for individual members to $99 and a corresponding amount for other membership categories.
Sep 2000	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.
Sep 2000	MSC to approve the creation of three special membership categories: student, librarian and early career (applicable for the first two years in scholarly publishing).
Sep 2000	MSC to increase the dues for 2001 from $85 to $95.
Sep 2000	MSC to set the dues for the special membership categories at half the regular rate.
Jan 2000	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.
Sep 1999	MSC to offer subscription to Scholarly Communication Report as a member benefit at the rate of $200.
Jun 1999	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.

Jun 1999	MSC to charge the Development Committee to prepare a list of development opportunities and identify non-cash contributions.
Nov 1998	MSC to approve a discount for University of Chicago Publishing programs and other such programs.
Nov 1998	MSC to approve a discount of $10 per member to apply for those who join during membership drives.
Nov 1998	MSC to approve a new student member category at half the regular individual dues rate.
Nov 1998	MSC to approve distribution of the membership survey.
Nov 1998	MSC to charge the Membership Committee to create a hardship category (including disabled and unemployed). All regular membership benefits would apply.
Nov 1998	MSC to create a retired member status.
Nov 1998	MSC to pass a dues increase to $75 for individual members for 1999.
Jun 1998	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 Jun meeting. The dues review task shall be included in the charges to the relevant committees.
Sep 1997	MSC by the Executive Committee that the Membership Committee will be the group to define the corporate membership dues, renewal, and benefits.
Sep 1996	MSC to approve a discount on the booth fee of the 1997 Annual Meeting to 10% for sustaining members and 15% for sponsoring members.
Sep 1996	The Board approved the concept for the "Friend" category ($150 dues annually) for membership but suggested that it needed to be integrated into the new model when presented in more detail at the next Board meeting.
May 1996	MSC that there be a Development Committee which would handle the sponsorship and fundraising for SSP.

May 1996	The sense of the Board was to increase rather than decrease the journal program, because this constitutes fringe benefits of membership.
Sep 1995	MSC to adopt the corporate membership proposal in principle [three levels: $1500, $1000, $500 with varying benefits] and to give the committee flexibility in developing the corporate benefit package.
Sep 1995	MSC to increase dues $5 to fund Web site research and development for SSP.
Sep 1994	MSC 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.
Jun 1992	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).
Oct 1991	MSC that SSP will offer selected publications options to members at discounted rates with the fall 1991 dues renewal.
Oct 1991	MSC 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.
Oct 1991	MSC to adopt three new levels of dues for the donor classes of membership — sponsoring at $1500, sustaining at $500, and contributing at $250.
Oct 1991	MSC to establish the basic individual member dues at $50 effective Jan 1, 1992 with an additional line for voluntary suggested minimum contribution to SSP for $5.
Oct 1991	MSC to include the following publications in the member discount program for 1992: Scholarly Publishing, Publishing Research Quarterly, Editorial Eye, Chronicle of Higher Education, CD ROM Librarian, Document Image Automation, Small press, College and Research and Library News, LOGOS

| Jan 1991 | MSC 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. |

SEMINARS, WEBINARS, AND PROGRAMING

May 2020	MSC to move forward with the OnDemand Subscription Library.
Jul 2019	MSC to approve updated Speaker Reimbursement and Compensation Policy as presented by the Program Director.
Feb 2019	MSC to approve the revisions to Reimbursement and Compensation Policy.
Oct 2016	MSC to decline the offer for sponsorship of UKSG.
Dec 2015	MSC to approve the recommendation to hire a program director.
Feb 2015	Consensus was to move forward with development of Scholarly Kitchen webinars in coordination with the Education Committee and the Kitchen Cabinet.
Feb 2015	Education Committee Chairs and Program Director will work with staff to develop refund policy for seminars and other education events.
Sep 2014	MSC to hold a second LFG in 2015 with the provision that the Executive Committee confirms a positive financial outcome for the program.
May 2013	MSC to approve amended budget for Fall Seminars and increase in registration fees.
May 2013	MSC to hire consultant to perform a programming gap analysis and to budget up to $25k.
Feb 2013	Appoint Task Force to explore monetizing webinars after a 30-45 day embargo period.
Feb 2013	MSC to drop the IN Conference for 2013.
Feb 2006	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.
Sep 2003	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.
Sep 2003	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.
May 2003	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.
May 2003	MSC to drop the spring seminars and to charge the Education Committee to explore alternative offerings.
Feb 2003	MSC to adopt the revised sponsorship policy. See attachment B.
Sep 2002	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.
Jun 2000	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.
Jun 2000	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.
Sep 1999	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.
Sep 1999	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.
Sep 1999	MSC to offer a 20% registration fee discount to non US registrants as an incentive for international members/non-members to attend.
Jun 1999	MSC to add $20 to pre Annual meeting seminars.
Jun 1999	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.

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Jun 1999	MSC to increase seminar rates by $40.
Nov 1998	MSC to hold the 1999 TMR in Philadelphia, Sep 21-25.
Sep 1997	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.
Jun 1997	MSC to provide scholarships to minority students to attend seminars (assigned to the Ad Hoc Committee on Mentorship and Diversity).
Sep 1996	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.
Sep 1995	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.
Sep 1994	MSC that [TMR] speakers who are members will pay the registration fee and speakers who are nonmembers will have registration fees waived.
Sep 1994	MSC that SSP does not pay honoraria to seminar presenters, with the exception of TMR.
Sep 1994	MSC the [TMR] chair will be required to pay a registration fee.
Sep 1994	MSC the SSP President will be required to pay a registration fee [when attending TMR].
Sep 1994	MSC 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.
Sep 1994	MSC 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.
Sep 1994	MSC to waive the seminar registration fee of the SSP President.
Jun 1992	The Board agreed that responsibility for seminars in conjunction with the Annual Meeting lies with the Education Committee chair in

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	cooperation with the Annual Meeting chair (to be coordinated by staff).
Oct 1991	MSC 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.
Oct 1991	MSC the Education Committee can solicit sponsorship for certain aspects of SSP seminars beginning with the Feb 1992 seminar for a period of one year. The Board agreed to evaluate the sponsorship program in Jan 1993.
Oct 1991	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.

COMMUNICATIONS AND WEBSITE

Jun 2022	MSC to approve renewing David Crotty's contract for another 3 year term as The Scholarly Kitchen Editor and increase the annual honoria to $15,000 annually starting June 1.
Jun 2022	MSC to approve an extension of the North American editor appointment through January 2023 MSC to create a Learned Publishing North American Editor Search Task Force, chaired by Lisa Hinchliffe, with Angela Cochran, Lillian Wang Selonic, and Lettie Conrad.
Apr 2022	MSC to amend the TSK chair requirements to "Two co-chairs; at least one of which must have previously served on the Board of Directors. Any co-chair that is not a previous board member must have previously served on the Kitchen Cabinet for at least one year."
Oct 2021	MSC to approve TSK DEIA Associate Editor position description and stipend of up to $6000 plus free SSP event registration.
Sep 2020	MSC to approve the TSK reader survey and the voting member expansion.

May 2019	MSC to extend another 3 year term to Lettie Conrad as Learned Publishing North American Editor.
Jan 2019	MSC to approve the Kitchen Cabinet's recommendation to renew David Crotty's appointment as TSK Executive Editor.
May 2017	MSC to move forward with IMIS/Kellen solution for AM content; authorize Executive Director to further negotiate the proposal.
Apr 2017	MSC to accept the new logo designs and variations as recommended by the Branding Task Force.
Feb 2017	MSC to accept proposal to do a website refresh as proposed by Windmill for an estimated cost between $7,500 and $15,000.
Dec 2016	MSC to appoint Lettie Conrad as the North American Editor for Learned Publishing.
Dec 2016	MSC to reappoint David Crotty to another term as Editor-in-Chief of The Scholarly Kitchen effective Jun 1, 2016.
Oct 2016	MSC to accept the following proposals: · Move responsibility for pre-meeting seminar development from Education Committee to Annual Meeting Program Committee. · Change name of Professional Development Committee to Career Development Committee. · Merge Marketing and Communications Committees and retain all four chairs. Monitor Organizational Collaboration Committee and make decision to continue or sunset Committee in Jun.
Sep 2016	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.
Sep 2016	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.
Sep 2016	MSC to approve the Advertising Policy proposed by the Kitchen Cabinet for all SSP products that contain advertising.
Jun 2016	MSC to accept Social Media Policy as written.
Jun 2016	MSC to approve RE:member Editorial Guidelines as written.

Jun 2016	MSC to approve recommendation change to the Kitchen Cabinet charter.
Apr 2016	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.
Feb 2016	MSC to approve the Spotlight in Scholarly Publishing Editorial Policy with suggested revision.
Feb 2016	MSC to approve TSK Editor-in-Chief Appointment and Terms of Service with suggested changes.
Sep 2015	Appoint Task Force develop & distribute an RFP, analyze proposals, and make a recommendation to the Board for approval for redesign of the Scholarly Kitchen.
Sep 2015	Consensus was that a printed career brochure is essential. Need to determine number of copies; should get several bids.
May 2014	Charge Marketing and Communications Committees to develop clearer definition of their roles.
Feb 2013	MSC to restrict event listings to those offered by Organizational Members for unrestricted audiences (that is, excluding user group and similar limited-attendance events).
Feb 2012	Consensus to takeover development of "Recruiting to the Profession" as an on-line brochure.
Feb 2012	MSC to accept the content recommendations and overall approach for the redesign essentially as presented by the website Task Force.
Mar 2011	MSC to approve Guidelines for Use of SSP LinkedIn and Facebook accounts as revised by the Communications Committee.
Sep 2010	MSC to approve $1,500 to $2,000 from the 2010 operating budget to move The Scholarly Kitchen to a hosted implementation with WordPress.
May 2009	MSC to approve the editorial structure for Scholarly Kitchen as presented.
May 2009	MSC to charge for job postings as follows: non-members $100 immediately, members $50 on Jan 1, 2010.

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Sep 2008	MSC to accept tagline recommendation from MarCom.
May 2008	MSC to ratify Janet Fisher as the North American Editor for Learned Publishing.
Sep 2007	MSC to approve the SSP List Serv Guidelines and Best Practice as amended.
Sep 2007	MSC to retire the Communications Council.
Jun 2006	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.
Jun 2006	MSC to disband the Publications Committee.
Sep 2004	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.
Sep 2004	MSC to create a Marketing Council effective in Jan 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.
Sep 2004	MSC to proceed with implementation of a bi-monthly e-newsletter with a target of Jan 2005 for the first issue and budget to be determined. The Board is to approve the editor.
Sep 2003	MSC to budget the following five publications as of the next dues renewal: Information Today, E Content, Online, Computers in Libraries, and Searcher.
Sep 2002	MSC to produce a Directory of Professional Services. See attachment C.

Feb 2002	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.
Jun 2001	It was agreed to print the membership directory after the Annual Meeting.
Jun 2001	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.
Sep 2000	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.
Sep 2000	MSC to consider ads on the Web site. The Committee was asked to make a recommendation as to placement, size, fees and navigation.
Jun 2000	Any use of SSP's name in a mailing list rental is subject to approval of the Executive Director.
Jun 2000	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.
Jun 2000	It was agreed to change the name of the Electronic Services Committee to Communications. The charge also needs to be revised. Fran Marbank was asked to rewrite the committee charge.
May 2000	MSC unanimously to continue a printed version of the Directory.
Sep 1999	It was agreed to place the organizational manual on the Web in a site available to the Board and Committee Chairs via a password.
Sep 1999	MSC to charge $50 for a classified ad on the Web site for a 60 day period.
Sep 1999	MSC to drop the print version of the Bulletin effective immediately and to replace the newsletter with email SSP Alerts.

Jun 1999	MSC 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.
Aug 1998	MSC to pursue an agreement for Web site hosting and maintenance with the Terry's to be executed as soon as possible.
Jun 1998	MSC 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 201999. The 15% discount to corporate members is applicable.
Jun 1998	MSC, 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.
Jun 1998	MSC, 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 re sponsorship possibilities, and then bring a Web directory proposal to the Executive Committee by the end of Aug 1998.
Jun 1998	MSC, 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.
Sep 1997	MSC 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.
Sep 1997	MSC to charge the SSP Electronic Services Committee to create the SSP Bulletin, a bimonthly printed newsletter of four pages, to begin in Feb 1998.
Sep 1996	MSC 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.
May 1996	There was consensus to phase out the print version of the newsletter and implement an electronic version. MSC 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.

Jun 1992	MSC a transfer of copyright will be requested from authors who submit articles to the SSP Letter.
Jun 1992	MSC permission to reprint Letter articles is given to those authors who transfer copyright to SSP.
May 1991	MSC 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.
May 1991	MSC to proceed with implementation of an enhanced newsletter for SSP.
Jan 1991	MSC 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.

OTHER PROGRAMS, MISC

May 2020	MSC to move forward with the Buyer's Guide/Directory.
May 2020	MSC to move forward with the Micro-Mentoring program.
May 2020	MSC to formalize MOU with George Washington University.
Feb 2020	MSC to approve C4DISC Organizational Guide and SSP technical support
Feb 2020	MSC to approve Virtual Networking Groups pilot.
May 2019	MSC to transition the D&I Task Force to a standing committee named: Diversity, Equity, Inclusion, and Accessibility Committee.
Dec 2018	MSC to approve the 2019 Operating Budget with the addition of $5,000 for C4DISC.
May 2018	MSC to approve the Diversity and Inclusion Task Force charge as submitted.
May 2018	MSC to discontinue the Publications Task Force at this time based on resource constraints and the current needs of the SSP.

Jan 2018	MSC to approve the proposal from the Career Development Committee to make the Mentorship Program a recurring SSP program to be funded by sponsorship and/or the SSP operating budget.
Oct 2017	MSC that the subgroup on Diversity and Inclusion will become a task force with specific tasks and outcomes. The task force is directed to write a charge and define its tasks. The task force will be evaluated for consideration as a standing committee in the future.
Oct 2017	MSC to accept the diversity and inclusion recommendation as part of the strategic plan.
May 2017	MSC to approve the Peer Network Pilot Program as proposed by Peer Groups task force.
May 2017	MSC to join the Charleston Briefings initiative for one year at basic membership level ($800).
May 2017	MSC 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.
May 2017	MSC to withdraw from Chicago Collaborative and charge the Program Director with assessing their resources to see what might be of value.
Apr 2017	MSC 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.
Feb 2017	MSC to approve the Volunteer Recognition proposal presented by the Executive Director.
Oct 2016	MSC to replace Lyris, OneHub and My Committee with Higher Logic as part of the overall database migration.
Sep 2016	MSC 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.
Jun 2016	MSC to submit a letter of interest in exchanging a non-profit membership to the IDPF Board for consideration.
Feb 2016	MSC to approve new Collaboration Policy as corrected.
Sep 2015	A Task Force will be appointed to move the branding initiative forward.

Sep 2015	A Task Force will be appointed to move the branding initiative forward.
Sep 2015	MSC to support the IDPF collaboration as defined in the proposal.
May 2015	MSC 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.
Sep 2013	MSC to prepare a proposal of intent for our activities for 2014 2015, 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.
May 2013	MSC to approve paying Chicago Collaborative dues up to $2,000.
May 2012	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.
Feb 2012	MSC to charge the Organizational Collaboration Committee to move forward with the CRDF grant application.
Jun 2010	MSC to approve extension of the agreement with Conference Archives to record sessions at the SSP Annual Meeting for an additional two years.
Sep 2009	MSC to approve the recommendations from the Task Force on Reimbursement and Compensation.
May 2009	MSC to accept as amended.
Feb 2009	MSC to accept the report and to discharge the Task Force with thanks for their excellent report.
Feb 2009	MSC to charge Web Development Committee to explore new technologies to improve the SSP Web site and report back to the Board in May.
Sep 2008	MSC not to proceed with this effort and consider the spirit of this effort in other activities.
Sep 2008	MSC to accept NASIG proposal.

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Sep 2008	MSC to adopt the policy & procedures provisionally, with development of additional detail in the procedures section for involving impacted committees in deciding whether to approve recommended initiatives.
Sep 2008	MSC to approve the Research Procedures, Guidelines for Considering Proposals and Research Proposal Template as amended.
Sep 2007	MSC to adopt SSP Strategic Plan.
Sep 2007	MSC to approve the SSP Research Program.
Sep 2006	MSC to approve $1,500 for a planning session for the Best Practices Project on Oct 10
Jun 2006	It was agreed to name a Society Relationships Task Force to explore ways in which we can collaborate with ALPSP and other organizations.
Jun 2006	MSC 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.
Jun 2006	MSC 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.
Sep 2004	MSC to set up a collaborative special agreement with AMPA for the period of one year commencing in Sep 2004 to offer reciprocal registration fees for meetings and educational programs.
May 2003	MSC 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 Oct Ivins and Lois Smith for their work on SSP seminars.
Feb 2003	MSC to add the responsibility of an Awards and Recognition Committee to the Charge of the Nominating Committee with the Past-President as Chair.
May 2002	MSC to explore holding an "Issues" Conference in Washington, D.C. following PSP.
Jun 1999	It was agreed to dissolve the International Opportunities task force.

Jun 1999	It was agreed to dissolve the Mentorship and Diversity task force.
Jun 1997	MSC to provide scholarships to minority students to attend seminars (assigned to the Ad Hoc Committee on Mentorship and Diversity).
Sep 1996	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.
Jan 1991	MSC to request staff to provide a marketing plan by the end of Jan 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.

SSP
SOCIETY for SCHOLARLY PUBLISHING