

**Board of Directors Guide to NASBR
2022-2023**

E.R. Dumont, September 2007
Updated by M.J. Vonhof and M.C. Kalcounis-Rueppell, November 2008
Updated by Shahroukh Mistry, November 2010
Updated by Allen Kurta, October 2016 and October 2017
Updated by Burton Lim, October 2018-August 2022

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Mission Statement

“The North American Society for Bat Research promotes the study and conservation of bats by facilitating communication and collaboration among scientists, educators, and the general public” (Act 15-13).

Introduction

As you will see from the following summary, the North American Symposium for Bat Research has come a long way since 1970. Starting with a gathering of 42 people, annual attendance in recent years routinely tops the 400 mark. With growth of the organization came the need for a formal administrative and financial structure. This was achieved when the 'North American Symposium on Bat Research' became the North American Society for Bat Research and adopted a Constitution and By-Laws in 1999 and gained tax-exempt, 501(c)3 status in the United States in 2001.

The goal of this document is to provide members of the Board of Directors with basic information concerning how the society is organized, how its committees function, and how it is financed. Like NASBR itself, this is not a static document. It is intended to be improved and amended as the Society evolves.

A Brief History of the First Twenty-five Years of the Annual North American Symposium on Bat Research

By

G. Roy Horst, First Program Director

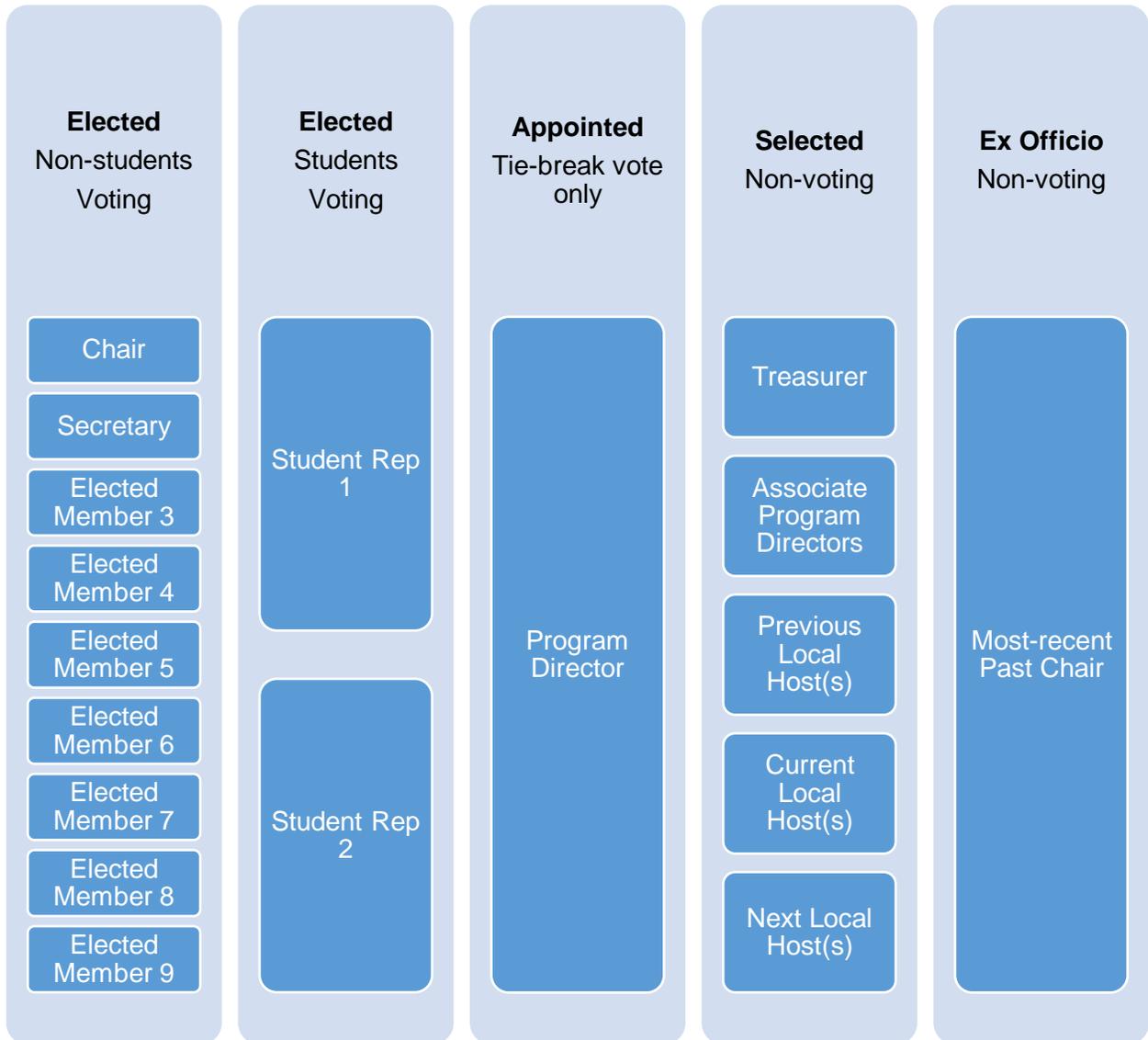
The idea for a symposium dedicated exclusively to the biology of bats originated in a series of conversations with interested bat biologists in late 1969 and early 1970, while I was on the faculty at the University of Arizona School of Medicine in Tucson. The concept was developed further at the American Society of Mammalogists annual meeting in College Station, Texas, in June 1970. Several of us were taking a break in the cocktail lounge from a long afternoon of "mouse papers," when one of us made the irreverent comment that it was too bad we had to sit through all those mouse and rat papers just to hear one paper on bats. At this point, Jim Findley made the casual comment that "somebody" should organize a small, definitely informal, local get-together on some convenient weekend, and we would spend a day discussing our various interests and projects concerning bats. After a few more thoughts and opinions were expressed, we reached the conclusion that this in fact would be a pleasant and worthwhile experience. A meeting was subsequently arranged for November 27–28, 1970, the weekend of Thanksgiving Day, when most of us would have a short break from our teaching responsibilities. We decided to invite all those bat biologists in the southwestern United States and that the meeting would be in Tucson, as it was centrally located in the Southwest. Invitations went to all those individuals working on bats in Arizona, California, Colorado, New Mexico, Nevada, Texas, and Utah. We also extended an invitation to our colleagues in Mexico, as well as anyone else who might be interested and could afford the time and journey to Tucson. The University of Arizona and the Arizona Sonora Desert Museum generously agreed to serve as our host institutions. Philip H. Krutzsch served as our host, and I assumed responsibility for putting some sort of program together.

We anticipated that 15 or 20 individuals might attend this minimally organized gathering but were pleasantly surprised when 42 biologists attended and presented 25 papers. The sessions were very informal and a great deal of very relaxed (most of the time) discussion accompanied each presentation. At the end of the meeting, everyone agreed that this was a very useful experience and "we should do it again next year." Jim Findley agreed to serve as our host but only if someone else would do the paperwork involved with sending out the invitations, assembling the submitted presentations into some sort of program, and handle the correspondence that is inherent in such conferences. All agreed that "since it was your idea in the first place, Roy" and since "you had already done it once," and presumably now an expert at organizing meetings, I should be the "program person." We also decided at that meeting that we should call ourselves the Southwestern Symposium on Bat Research, and agreed that we would meet the following year on the fourth weekend in November (to coincide again with the Thanksgiving holiday weekend), and so ended that first Symposium on Bat Research in the Southwest.

The second Southwestern Symposium on Bat Research was convened on November 26-27, 1971 at the University of New Mexico in Albuquerque, New Mexico, where we were graciously hosted by James Findley. Twenty-nine papers were presented and 57 biologists participated. Some noteworthy observations from that meeting: Lendell Cockrum urged "that we address ourselves with renewed zeal to the problems of bat conservation." The program minutes reported that "Clyde Jones made an excellent and timely report on this topic, which did much to re-awaken our concern in this area, and we are all resolved to quicken our efforts in bat conservation." This was, as far as I can determine, the first organized attempt to address the critical problem of bat conservation, and a special session on conservation was proposed for the next symposium. Clyde Jones agreed to organize this section of the program and did so for the next several years, and there has been a section on conservation at every symposium since that early date. It was also at this meeting that the group decided that since so many attendees were not from the Southwest but included individuals from all over the United States, Canada, and Mexico, this meeting would change its title to the annual North American Symposium on Bat Research.

Text excerpted from www.nasbr.org and *Bat Research News*, 1995, 36(4):129–132.
For a detailed summary of all subsequent meetings see www.nasbr.org.

Administrative Organization



Committees Reporting to Board:

Awards Committee	<ul style="list-style-type: none">• Chair must be Elected Board Member
Bernado Villa Award Subcommittee	<ul style="list-style-type: none">• Chair may be a Board Member; this subcommittee reports to the Awards Committee
Spallanzani Award Committee	<ul style="list-style-type: none">• Chair must be a Board Member
Auction Committee	<ul style="list-style-type: none">• Chair must be a Board Member
Nominating Committee	<ul style="list-style-type: none">• Chair must be a Board Member; other members are the last, two, past Chairs of the Board.
Program Committee	<ul style="list-style-type: none">• Program Director and Associate Program Directors
Sponsorship Committee	<ul style="list-style-type: none">• Chair must be a Board Member
Education & Outreach Committee	<ul style="list-style-type: none">• Chair must be a Board Member
Policy and Public Relations	<ul style="list-style-type: none">• Chair must be a Board member
Finance Committee	<ul style="list-style-type: none">• Chair must be a voting Board member; other members are Chair of the Board and the Program Director

Persons Appointed by the Board (may or may not be Board members):

Ombudsperson	<ul style="list-style-type: none">• Point of communication for members with concern or grievance related to violation of NASBR policies; may not be a voting member of Board
Teachers Workshop Coordinator	<ul style="list-style-type: none">• Plans, organizes, and conducts the workshop
Webmaster	<ul style="list-style-type: none">• Responsible for maintenance and upkeep of www.NASBR.org
Database Manager	<ul style="list-style-type: none">• Responsible for Registration, Abstract Submission and Database management
Historian	

**Current Board Members and Other Officers
2022–2023**

	Specific Role	E-Mail	Term
Voting Members			
Amanda Bevan	Student Rep	amanda.bevan@unco.edu	2022–2024
Leanne Burns	Member	leanneklb@gmail.com	2018–2023
Gerry Carter	Member	carter.1640@osu.edu	2019–2024
Mike Fishman	Secretary	mfishman@edgewoodenviro.com	2022–2027
Nate Fuller	Member	nwfuller@gmail.com	2018–2023
Dana Green	Student Rep	dana.green.eco@gmail.com	2019–2023
Burton Lim	Chair	burtonl@rom.on.ca	2013–2023
Liam McGuire	Member	liam.mcguire@uwaterloo.ca	2017–2027
Maria Sagot	Member	maria.sagot@oswego.edu	2014–2024
Angelo Soto-Centeno	Member	angelo.soto@rutgers.edu	2022–2027
Heather York	Member	heather.a.york@gmail.com	2014–2024
Non-voting Members			
DeeAnn Reeder	Treasurer	dreeder@bucknell.edu	Indeterminate
Riley Bernard	Assoc. Program Director	riley.bernard@gmail.com	Indeterminate
Emma Willcox	Assoc. Program Director	ewillcox@utk.edu	Indeterminate
Luis Viquez	Program Director	luisviquez@gmail.com	Indeterminate
Craig Willis	Current Host	c.willis@uwinnipeg.ca	2022–2023
Jorge Ortega	Next Host	artibeus2@aol.com	2023–2024
Cristina MacSwiney	Next Host	cristina_mac@hotmail.com	2023–2024
Rodrigo Medellin	Next Host	medellin@miranda.ecologia.unam.mx	2023–2024
Tigga Kingston	Past Host	tigga.kingston@ttu.edu	2021–2022
Liam McGuire	Past Host	liam.mcguire@uwaterloo.ca	2021–2022
Matina Kalcounis-Rueppell	Ombudsperson	kalcounis.rueppell@ualberta.ca	2018-2024
Terry Zinn	Ombudsperson	floridawildflower@att.net	2018-2023

Committee Chairs and Other Positions

Committee/ Subcommittee/ Position	Committee Chair	E-Mail (if not above)	Other Members
Awards	Angelo Soto-Centeno		Joy O'Keefe, Heather York, Anna Doty
Auction	Leanne Burns		Mark Brigham, Nate Fuller
Bernardo Villa	Jorge Ortega Reyes		
Diversity, Equity, and Inclusion	Heather York		Maria Sagot, Sharlene Santana, Riley Bernard, Jorge Ortega, Amy Russell, Alyson Brokaw, Alexis Brown, Nate Fuller
Education and Outreach	Heather York		Dave Johnston, Aja Marcato, Gerry Carter, Veronica Brown
Finance	Liam McGuire		Program Director and Chair of the Board (Luis Viquez and Burton Lim)
Gerritt Miller, Jr.	Burton Lim		All past winners
Nominations	Gerry Carter		Last 2 past-chairs (Deanna Byrnes and Allen Kurta)
Program	Luis Viquez		Associate PDs (Emma Willcox, Riley Bernard)
Policy and Public Relations	Liam McGuire		Dana Green, Emma Willcox, Nate Fuller, Gerry Carter
Spallanzani	Maria Sagot		Tigga Kingston, Paul Racey, Craig Willis, Angelo Soto-Centeno, and Mark Brigham
Sponsorship	Nate Fuller		Maria Sagot, Leanne Burns, Mike Fishman
Webmaster	Gerry Carter		
Abstract/Dbase			
Historian	Frank Bonaccorso		
Photographer			
Teachers Workshop Coordinator	Veronica Brown	vabrown@utk.edu	

Newsletter Editor	Erin Gillam	Riley Bernard
Kunz Award	Burton Lim	Awards chair (Angelo Soto-Centeno), Sr. Student rep (Dana Green), Kunz alumnus (Fred Frick), NASBR member (Brock Fenton)
WNS Stakeholder	Nate Fuller	
Social Media Coordinator	Dana Green (Sr. Student rep)	
Student Engagement	Dana Green (Sr. Student rep)	

Responsibilities of Members of the Board

Members of the Board are expected to attend all meetings of the Directors, the Annual Business Meetings, and the Banquet and help conduct the business of the society by chairing and serving on committees, participating in discussions, voting on issues, and performing other duties as requested by the Chair or assigned by the Board. All members of the Board, voting and nonvoting, are required annually to complete a Conflict of Interest Statement (Act 13-7; Appendix 3).

Voting Members

Chair: The Chair of the Board presides over the Annual Board Meeting(s), co-presides with the Program Director over the Annual Business Meeting(s) and the Banquet, and conducts the business of the Society between Annual Meetings by e-mail, telephone, and other means. The Chair assumes overall concern for the general affairs of NASBR and is authorized to enter into and sign any contract or execute and deliver any instrument on behalf of NASBR subject to the approval of the Board (NASBR By-Laws). In practice, the position of Chair requires familiarity with all aspects of NASBR's functioning, and the Chair is responsible for ensuring that all deadlines and benchmarks are met. The Chair is also the point person for correspondence from outside the Board (i.e., the membership, other organizations, etc.). The Board Chair is a member of the Finance Committee (Act 16-11). The Chair of the Board acts as the Chair of the Miller Committee, making sure that the Program Director is aware of a potential awardee in advance of the Annual Meeting (Act 18-1). The Chair oversees the activities of the Ombudspersons (Act 18-10). Organization and presentation of memorial tributes will be delegated by the Chair (Act 18-11). The Kunz Award Committee is chaired by the Board Chair (Act 18-14). See Appendix 9 for a more detailed list of tasks commonly performed by the Chair.

Secretary: "The Recording Secretary assumes responsibility for taking minutes of the Annual Board Meeting(s) and the Annual Business Meeting(s) of NASBR, ensuring that the minutes are added to the NASBR archives" (NASBR By-Laws), and maintaining an up-to-date compilation of the Acts of the Board (Acts 14-3 and 15-1). "The Acts of the Board shall be up-dated and the minutes of all Board and all Business meetings shall be assembled by the secretary and sent to the Chair no later than 30 days following the close of the Annual Meeting" (Act 15-1). The Secretary also archives written and electronic communications associated with the business of the Board and assists in maintaining updated copies of the "Local Host Guide for Running a NASBR Meeting" and "Guide to NASBR for the Board of Directors."

Student Members: In addition to fulfilling their duties as voting members of the Board, the student members are charged with talking to other students and bringing student issues to the Board. The student members are also responsible for offering a "roommate finder" service for students for each NASBR meeting, ensuring that the Bernardo Villa Award winner is welcomed at the annual meeting (met at airport/hotel,

introduced to other students, etc.), and organizing a “Breakfast/Lunch with a Scientist” and a student social. Furthermore, the Student Members are expected to maintain an up-to-date “Guide for Student Representatives” (see Appendix 4). The senior student representative is a member of the Kunz Award Committee (Act 18-4) and chairs the ad hoc committee to encourage student engagement (Act 19-8).

Other Elected Members: The 7 other regular elected members participate in the administration of the Society by serving as committee chairs and members.

Non-voting Members

Treasurer: “The Treasurer of NASBR assumes overall responsibility and oversight over the financial affairs of the NASBR” (NASBR By-Laws). The Treasurer’s primary responsibility is to manage the financial affairs of NASBR, including the filing of annual federal income tax forms. Use of an accountant is permissible, pending approval by the Board of Directors. The Treasurer also serves as the gatekeeper for NASBR’s on-line donation and registration systems. The Treasurer is expected to work with the Local Host to establish an account in NASBR’s name for the receipt of funds and payment of bills associated with each year’s annual meeting. In addition to communicating with the Board, the Treasurer will present a report to the members on the financial status of the society each year at an Annual Business Meeting.

Program Director: “The Program Director serves at the will and pleasure of the Board of Directors, and is selected by the Board for an indeterminate, mutually agreed upon period” (NASBR Constitution). “The Program Director is a non-voting member of the Board . . . except in the case of a tie vote, in which case the Program Director may cast the tie-breaking vote. The Program Director is authorized to produce the annual symposium in conjunction with a Local Host and the Local Committee. The Program Director may, without approval of the Board, appoint Associate Program Directors, or other persons to assist in the production of the annual meeting. The Program Director is authorized to enter into contracts on behalf of NASBR with hotels, civic centers, university conference sites, audiovisual equipment suppliers, banquet facilities, printing firms, and all and any other organizations with goods or services necessary to the production of an Annual Meeting” (NASBR By-Laws). The Program Director also convenes the final meeting of the Board at each Annual Meeting and presides “until a Chair is elected from among the members of the Board” (NASBR Constitution). Furthermore, the Program Director is responsible for maintaining an up-to-date “Local Host Guide for Running a NASBR Meeting.”

In 2006, the Board recommended that the Program Director’s primary responsibility is to assemble the abstracts and program for the annual meetings. The purpose of this decision was to allow the person who is “on site” (i.e., the Local Host) latitude in planning meeting details. The Program Director and Chair of the Board, however, remain the only persons with authority to enter into contracts on behalf of NASBR.

Local Host(s): “The Local Host is an individual or individuals selected to host a meeting three years in advance. He/she generally selects a Local Committee to assist in the planning and execution of the symposium. The Local Committee is an ad hoc assembly of persons who undertake to organize a single annual or international meeting. The Local Host becomes a non-voting member of the Board in the year prior to his/her Annual Meeting, and remains a member of the Board until the close of the Annual Meeting the year after his/her Annual Meeting ends. (NASBR By-Laws). Thus, the Local Host serves three years on the Board as Future Local Host, Current Local Host, and Past Local Host. “No more than two local hosts may be associated with any Annual Meeting and be non-voting members of the Board” (NASBR Constitution).

The Local Host(s) assume primary responsibility for all aspects of organizing the annual meeting. Although the Program Director is primarily responsible for assembling the abstracts and program for the annual meetings, he/she is also expected to help the Local Host negotiate with hotels. However, only the Program Director or the Chair of the Board has the authority to enter into contracts on behalf of NASBR and not the Local Host(s). The Local Host is expected to manage the meetings account and generate a financial report, as described in the “Local Host Guide for Running a NASBR Meeting.”

Past Chair: After a person’s term as Chair of the Board is completed, she/he remains on the Board for one additional year only (NASBR By-Laws), serving in the advisory, non-voting position of Past Chair. If a particular individual serves a second or more consecutive term(s) as Chair, the position of Past Chair will be vacant after the first year.

Summary of Committee Responsibilities

Auction Committee: The Auction Committee coordinates the details for the auction, the proceeds of which go to the Spallanzani and Villa funds (Act 15-8). Such coordination includes: 1) identifying an auctioneer to lead the auction, as well as additional volunteers to help with setup and coordination of the auction, 2) soliciting donations from the membership for either the silent or live auction, and 3) working with the Treasurer to coordinate the payment process for items purchased at the auction and for issuing receipts to buyer and seller” (Act 16-7). (Donor should receive a receipt describing the item but not the value of the item; it is up to the donor to establish the value for tax purposes.) Buyers, though, should receive a receipt for the purchase price.) The Auction Coordinator may appoint a committee to assist with these tasks. The auction coordinator should contact the Local Host 1–2 months before the meeting if space to store items prior to the auction is needed.

Awards Committee: This committee has multiple duties. First, this committee is responsible for the Student Awards for platform and poster presentations. The Awards Committee helps solicit funds for student prizes, organizes the committee of judges, and prepares appropriate plaques/certificates to be given to students at the annual banquet. The Awards Committee also oversees the Bernardo Villa Award Subcommittee and ensures that the nominations of candidates and selection of awardees for the Bernardo Villa Award proceed in accordance with the award’s guidelines. In addition, nominations for the G. Roy Horst Distinguished Service Award (Act 13-13) and Life Membership (Act 15-11) are directed to this committee (Life Membership can also be directed to the Board Chair). The chair is a member of the Kunz Award Committee (Act 18-14). (Each award is described in detail later in the Guide).

Bernardo Villa Award Subcommittee: The coordinator is responsible for soliciting applications for the Bernardo Villa award, organizing the judging committee, reporting the results of the competition to the Board, organizing travel arrangements for the award winner, collecting receipts for the award winner’s travel, registration and hotel expenses, and ensuring that the award winner’s expenses are reimbursed by the NASBR Treasurer. This person is also responsible for preparing the plaque to be given to students at the annual banquet (For a detailed summary of duties, see section on the Bernardo Villa Award.) “The Villa Chair needs to be a proficient Spanish speaker and be familiar with award advertising in appropriate Mexican biological societies. The Villa Chair is appointed by the Board for an indeterminate period of time” (Act 16-4).

Diversity, Equity, and Inclusion Committee: Ad hoc committee established by Act 18-13. The DEI Committee organizes the Diversity in Science Breakfast. The Committee also is charged with seeking opportunities to increase involvement in the Society by diverse groups of scientists, educators, and students (Act 16-12).

Education and Outreach Committee: The Education and Outreach Committee serves as a liaison among the Program Directors, Local Hosts, the Annual Teachers Workshop, and special events (Act 16-12). The Committee conducts the post-meeting

survey, which should be started the week after a meeting and completed within a month (Act 18-4).

Finance Committee: The responsibilities of the Finance Committee created by Act 12-2 are to: 1) account for the financial affairs of NASBR, 2) oversee the primary duties of the Treasurer and offer advice on fiscal matters; 3) ensure that all tax forms and tax returns are duly submitted; 4) review the reporting format of annual meetings between Local Host and Treasurer, 5) annually perform an internal audit of the books of NASBR as kept by the Treasurer, and occasionally seek an external audit” (Act 16-10).

“Members of the Finance Committee include the Program Director, Chair of the Board of Directors, and at least one additional voting member of the Board, who will act as Chair of the Finance Committee” (Act 16-11).

Gerritt S. Miller, Jr., Award Committee: This committee is chaired by the Board Chair and reports to the Board (Act 17-15). NASBR contributes the plaque that is awarded to each recipient (Act 18-1). This committee is composed of all past winners of the Miller Award. (For detailed documentation, see section on the Gerritt S. Miller, Jr., Award.)

Nominations Committee: This committee solicits members of the society willing to serve as members of the Board, receives the appropriate nominating form, and provides the Program Director with the candidate’s statement of her/his relevant experience and expertise for inclusion in the annual program. The committee is chaired by a current member of the Board, but the other members are the last two, past-chairs of the Board of Directors (Act 16-8).

Policy and Public Relations Committee: The Policy and Public Relations Committee (Act 12-3) has the responsibilities to: 1) put together and revise/update NASBR resolutions, 2) seek out and provide support for media exposure of NASBR meetings (work with local hosts), 3) keep abreast of needs for new resolutions concerning bat biology, 4) be the contact point (rapid response team) for urgent conservation responses, including dissemination of information and a proposed response to the Board and, after approval, dissemination of the response to members and media, including local sources” (Act 15-7).

Spallanzani Committee: This committee of at least three persons is appointed by the Board and is tasked with identifying recipients of Spallanzani Fellowships and arranging for the production of medals/plaques in their honor. The committee will name one member as Chair. As Fellowships are funded via the annual auction, the number of Spallanzani Fellows will vary from year to year. (See section on the Spallanzani Fellowship.)

Sponsorship Committee: “The responsibilities of the Sponsorship Committee are to: 1) revise, disseminate, and follow up on the Sponsorship Letter and Sponsorship Form, 2) advise and work with Local Hosts to secure local sponsors, 3) seek new sponsors, 4) answer queries from actual/potential sponsors, 5) maintain a database on sponsorships and student awards, 6) work closely with Program Directors and the Treasurer on

matters related to sponsorships, 7) and recognize and thank all Sponsors personally, at the banquet, and via email" (Act 16-9).

Thomas H. Kunz Recognition Award: Established to recognize exemplary contributions by an early or mid-career scientist to the study of bats (Act 17-4) as described in Act 18-8. The composition of the committee is outlined in Act 18-14.

Responsibilities/Oversight of Persons Appointed by the Board

"Unless otherwise provided for in the Constitution or By-laws, all persons performing specific functions (e.g., auctioneer, photographer, editor, web master, Teacher Workshop Coordinator, etc.) for the Society must be approved by a majority vote of the Board of Directors" (Act 16-15). Such persons "serve at the will and pleasure of the Board and can be removed from that position at any time by a majority vote of the Board" (Act 16-16).

Abstract Database Developer/Coordinator: This person will work closely with and be attentive to guidance provided by the Program Director, Chair of the BoD, and webmaster to develop and manage an on-line database for the submission of abstract of paper/posters to be given at the annual meeting.

Database Manager: The database manager's primary job is to maintain the NASBR databases and provide appropriate access to the data contained within. This is mainly done by working with the webmaster to create pages that provide users methods for entering data and to create pages which retrieve the data for later viewing. The database manager is also responsible for ensuring that the data are managed according to NASBR's privacy policy and that the data are not inappropriately accessed. Much of the database manager's responsibility includes providing ways to collect registration data for the annual conference and providing access to the data for those who need the information for executing the conference.

Ombudsperson: The Ombudsperson serves as a neutral and objective source of information and a point of communication for NASBR members who have a concern or grievance related to the possible violation of NASBR by-laws or policies and may not advocate for any individual or group within NASBR. The Ombudsperson serves as an official liaison between the membership and the Board of Directors, works with the Chair of the Board, Chair of the Education and Outreach Committee, and the Senior Student Representative (if applicable) when a grievance is reported, and may be appointed by the Chair to lead investigations into alleged violations of the NASBR Code of Conduct. The Ombudsperson will be appointed for a period of 3 years by the Board of Directors; re-appointment for subsequent terms is allowed. The Ombudsperson may not be a voting member of the Board of Directors but may be a local host or other non-voting member of the Board. The Ombudsperson serves at the will and pleasure of the Board and can be removed from that position at any time by a majority vote of the Board. If a

vacancy of the position of Ombudsperson occurs at any time before the 3-year term has expired, the Board will appoint a replacement for the remainder of that term. Up to two ombudspersons may be appointed by the Board. The Ombudsperson is expected to attend the annual meetings of NASBR and to make himself/herself available in-person and by phone and email to members of NASBR.” (Act 17-5). The Ombudsperson will report to the Chair of the Board (Act 18-10).

Teachers Workshop Coordinator: “The coordinator . . . will plan, organize, and conduct the workshop and provide the membership with an oral report at the annual banquet” (Act 15-12). The Education and Outreach Committee is responsible for the Teachers Workshop Coordinator (Act 16-12). A written report is due within 30 days of the Annual Meeting (Act 17-2).

Webmaster: The webmaster is appointed by the Board and is responsible for maintaining the NASBR website as per instructions from the Chair of the Board or Program Director. The webmaster offers his/her services as a volunteer, but all fees associated with website hosting will be paid by NASBR. The webmaster looks after the hosting of the website (<http://www.nasbr.org>) and the redirects from the URLs <http://www.nasbr.net> and <http://www.nasbr.com>. She or he chooses a hosting service to do that, and looks after payment for those services, and is reimbursed afterward through the Treasurer.

The webmaster's main job is to keep the information on the NASBR website up to date and organized. To do so, the webmaster stays in close contact with several members of the Board, who provide up-to-date content. In general, the webmaster does not write the content that goes on the site, but rather solicits that information from members of the board, formats it appropriately for the website, then uploads the web pages. The content of the student resources page is mostly created by the student members of the board, the content for the meeting-specific web pages is created by the local host and Program Directors. The content for the registration pages is created by the database manager. Other NASBR members may sometimes provide content (Mark Brigham often sends information for the auction and the golf tournament, for example), and those web pages can be uploaded too. In general, the webmaster can use his/her best judgment to decide what is appropriate for the site, and when in doubt, consult with the Chair of the Board. Many people seldom think about the website, so an important part of the webmaster's job is to nag people who should be providing content. It is essential that the webmaster ensure that all images or other documents on the website are there with the permission of copyright holders, where appropriate.

Historian: This position was first filled in October 2017 and has no specific duties as of yet.

Understanding the Costs of a NASBR Meeting

The annual NASBR Conference is supported entirely by registration fees and generous donations from sponsors. Typically student fees are subsidized so as to make our conference more attractive to students and maintain our student-centric approach.

This document briefly outlines the typical costs associated with a NASBR conference and how sponsorship monies are utilized to reduce costs. By far, the vast majority of the registration fee goes towards the costs of Food and Beverage (breakfasts, breaks and receptions), which is where hotels make their money. Ultimately, these costs are significantly higher than what you would pay for the same items in a restaurant.

For example, below are a couple of estimated costs for the 2016 conference in San Antonio. The hotel charges \$28 per person for a basic continental breakfast that includes muffins, fruit, oatmeal and juice/coffee. With the 24% service fee, this comes out to \$34.72 per registrant. Thus, if we did this basic breakfast each day, over \$100 of the registration fee would go to just breakfast. If we opted for a more expansive breakfast with eggs and meat, it would be significantly higher (\$48 per person).

			Attendees				
			250	300	350	400	
Breakfast							\$ 13,888
Continental Breakfast 2	1	\$ 28.00	\$ 7,000	\$ 8,400	\$ 9,800	\$ 11,200	
Service Charge		0.24	\$ 1,680	\$ 2,016	\$ 2,352	\$ 2,688	
Total Cost			\$ 8,680	\$ 10,416	\$ 12,152	\$ 13,888	
per person			\$ 34.72	\$ 34.72	\$ 34.72	\$ 34.72	

Similarly, a welcome social with just four hors d'oeuvres per person and a cash bar would be \$36 per person. Three such socials (Welcome and 2 Poster Socials) adds another \$100 to the registration fee.

			Attendees				
			250	300	350	400	
Opening Social							\$ 12,719
Bartender Fees	2	\$ 150.00	\$ 300	\$ 300	\$ 300	\$ 300	
Caprese Skewers	1	\$ 7.00	\$ 1,750	\$ 2,100	\$ 2,450	\$ 2,800	
Bruschetta	1	\$ 7.00	\$ 1,750	\$ 2,100	\$ 2,450	\$ 2,800	
Texas White Wings	1	\$ 7.00	\$ 1,750	\$ 2,100	\$ 2,450	\$ 2,800	
Crispy Vegetable Purse	1	\$ 7.00	\$ 1,750	\$ 2,100	\$ 2,450	\$ 2,800	
Lemonade/Iced Teas Gallon	3	\$ 65.00	\$ 195	\$ 195	\$ 195	\$ 195	
Service Fee		0.24	\$ 1,752	\$ 2,088	\$ 2,424	\$ 2,760	
Total			\$ 9,247	\$ 10,983	\$ 12,719	\$ 14,455	
per person			\$ 36.99	\$ 36.61	\$ 36.34	\$ 36.14	

Adding alcoholic drinks would be considerably more:

- Beer is \$9.30 per bottle; Wine is \$11.15 per glass
- A 1 hr open bar would be \$24.80 per person

The entire hotel 2016 Food and Beverage Menu can be see online:

<http://regencysanantoniofall.hyattmenu.com/>

While many registrants and sponsors recognize that the food at the social events is not unlimited, and that the drinks are often very expensive, we do try and provide as much value as possible given the constraints of high costs and the desire to keep registration costs down to a reasonable amount.

In addition to the food costs, it is also quite expensive to rent audio-visual gear from hotels. The typical cost of renting projectors, screens and audio is about \$11,000 to \$14,000.

It is thus crucial that get the much needed support from our sponsors, as this is the only way we can maintain reasonable registration fees.

Communication Protocols

Written Communication: Occasionally, as part of their official duties, Board Members may have to write letters, such as communicating with sponsors or the media or supporting the visa application of a presenter at the annual meeting. In such cases, use an up-to-date version of the letterhead of the Society.

Electronic Communication: There are two types of discussion that occur over e-mail: unofficial communication among some or all Board Members (throwing around ideas or asking questions, like “How many tables should be reserved for awardees at the banquet?”) and official communication among all Board Members (preliminary discussions, motions, discussion of motions, voting, etc.).

Use your best judgment, and consider whether you need to copy all members of the Board on every e-mail. In any event, be sure to provide a clear SUBJECT description. This ensures that those members who might have a substantial contribution can weigh in, while those who are not interested can delete. Unofficial communication among Board Members (regardless of who is involved in discussion) does not need to be archived by the Secretary.

Official communication among Board Members regarding NASBR business should be copied to everyone on the Board and likewise have a clear SUBJECT description. The Secretary should archive both electronic and hard copies of official communication.

“The Chair should allow at least 3–5 days for electronic discussion by all Board Members regarding a motion on a particular topic. If voting is by e-mail, then once the Chair calls for a vote, each voting member should send his/her vote to the Chair only. The Chair will allow at least 3 days for voting on any motion. Following the vote, the Chair will announce the results within 2 days and indicate how each member of the Board voted. Once the Chair ends discussion and calls for a vote, all e-mails concerning the topic should cease; further motions can be entertained after the results of the vote are announced, if desired” (Act 16-13).

Always, pay attention to who is listed in the address line. In general, do not include non-Board members on e-mails that discuss the business of the Society.

Policy on Resolutions

1. A proposed resolution should be signed by at least 10 NASBR members.
2. A proposed resolution should be submitted to the Chair of the Board by the abstract deadline.
3. A proposed resolution must be approved by the Board.
4. A copy of the proposed resolution must be included with registration materials.
5. A proposed resolution should be voted on at the business meeting.

In emergency situations (e.g., when speed is of the essence) a proposed resolution should be sent to the Chair of the Board, who will distribute it to the Directors for discussion and approval. It will then be sent to all NASBR members by email and in one month an email vote will take place.

Student Awards for Platform and Poster Presentations

Recognizing and rewarding excellence in student research is one of NASBR's main goals and the Student Prize competition has become a highlight of the annual meetings. The student prize committee is, therefore, a very important committee. It is also one that requires a great deal of effort on the part of the Committee Chair.

Sample Announcement

The following should be updated with new deadlines/dates and posted on www.nasbr.org to announce each year's student prize competition:

NASBR Guidelines: Student Awards Competitions

Platform and Poster Presentations

- Graduate and undergraduate students are invited to present the results of their research in the platform or poster competitions at the **XXth** Annual Meeting of NASBR at **XXXXXXX**. Students must be the principle investigator on the research and listed as first author. Papers and posters will be judged on their scientific merits and clarity of presentation. To enter the student awards competitions, students must indicate their desire to participate when they register by checking the appropriate box on the registration form.
- Students who are in the competition should attend the post-banquet awards ceremony, during which the winners are announced and prizes awarded. Anyone entering the student competition must agree to this statement: "By entering this competition, I understand that I will attend the post-banquet awards ceremony on Saturday evening. However, if I cannot not be present at the ceremony, I must inform the chair of the NASBR awards committee or the Student Representatives of the Board of Directors by the start of the conference" (Act 16-1).
- A student may enter a platform paper in the student awards competition one time during a given candidacy for a degree program (once as a bachelor's candidate, once as a Master's candidate, and once as Ph.D. candidate). Similarly, a student may enter a poster for student awards competition one time during a given degree candidacy. However, a student may compete once for a platform award *and* once for a poster award, thus potentially receiving two awards while earning one degree (Act 15-3).
- Adherence to the one-time per degree policy is by honor system. Students entering the competition must indicate on the registration form that they have not entered a prior competition under the current degree program.
- Students must enter the competition before the abstract deadline, **XX XXXXXXXX, 20XX**. Late entries will not be accepted.

- Awards will be presented to the winners at the annual banquet (**date**). All students entering the competition are urged to purchase banquet tickets and be present at the banquet.
- The competition is adjudicated by a panel of anonymous judges, and all decisions of the judges are final. The forms used by the judges for evaluating presentations are available on the meetings website. Students entering the competition are encouraged to review the evaluation forms as they prepare their presentations.

Poster Guidelines

Consider posting the following guidelines (or something similar) on-line where students can see them:

Guidelines for Poster Presentations NASBR - 2003

Appearance

Overview: Do not just transfer a written talk to a poster. Compared to a written paper, posters have less text and more figures. Posters also use color and design to communicate. Visual proportion and balance are important.

Flow: Make sure the reader can identify each section in an appropriate sequence

Font: Make fonts large enough to be read from a distance.

Color: Use appropriate colors that match expectations (e.g. blue for male, red for female). Use an attractive, thoughtful background color that is not too loud or distracting.

Caveats: Use a background color does not mask text or figures. Pay attention to details such as square corners if you are doing panels

Components

Abstract (indicate if modified from original submission)

Introduction: Give the big picture of the theoretical framework, context of question you are asking, relevance to other studies, justification, and rationale.

Methods: Include procedures that are necessary and sufficient to enable someone else to replicate your study and obtain comparable data. Include statistical methods and alpha level.

Results

- Include Figures and Tables with appropriate captions (Figures) and titles (Tables)
- Use text that presents trends in the data and refers to figures/tables.
- Include descriptive and test statistics.

Discussion: Present results in context of your introduction.

References: Ensure they are an alphabetical, consistent, and a complete listing of works cited.

Acknowledgments: Include funding sources, animal care permissions, field assistants, statistical consultants, advisors, and contributors of time, data, or other resources.

Miscellaneous

- Handouts can be useful
- A picture of study animal can be useful

Description of Awards for Platform/Poster Presentations

There are eight “traditional” awards given by NASBR for poster or platform presentations by students. Each is available to students from any college/university or country. Note that some awards have restrictions and others have suggested topics. Awards without restrictions can be used to “even out” the distribution of awards between papers and posters and to reward outstanding research not covered by a specific award.

- 1) Avinet—Sponsored by Avinet, for a platform presentation on any subject.
- 2) Luis F. Bacardi Bat Conservation Award—Sponsored by the Lube Bat Conservancy, preferably for work on ecology, behavior, reproductive biology, or conservation of Old World fruit bats, if possible.
- 3) Basically Bats-Wildlife Conservation Society Award—Sponsored by Basically Bats-Wildlife Conservation Society, for posters on any subject.
- 4) Bat Conservation International Award—Sponsored by Bat Conservation International, for a presentation on any aspect of the biology of bats.
- 5) *Bat Research News* Award—Sponsored by *Bat Research News*, for platform papers in any subject area.
- 6) Karl F. Koopman Award—Sponsored by North American Society for Bat Research, for platform papers and in the field of zoogeography or systematics, if possible.
- 7) Speleobooks Award—Sponsored by Speleobooks, for posters on any subject.
- 8) Titley Electronics Award—Sponsored by Titley Electronics, for platform papers on any aspect of the biology of bats, with preference given to research in which technology has helped to provide a new perspective.

Sponsors

The Chair of the Awards Committee is responsible for contacting sponsoring organizations and requesting donations for each year’s student prizes. Sponsoring organizations should be contacted *at least* three months in advance of the meetings (no later than July in years when meetings are held in October). A copy of a typical request letter can be found in Appendix 1. Our award sponsors currently contribute \$500 for each award. The Chair of the Awards Committee should also send a thank-you note to each sponsor shortly after the meetings.

Our sponsors are:

Avinet— Mary Beth Wright, mb@avinet.com

Basically Bats Wildlife Conservation Society—Tamara Romaine,
soulplay111@gmail.com

Bat Conservation International— Mylea Bayless, mbayless@batcon.org
Bat Research News—Margaret Griffiths, margaret.griffiths01@gmail.com

Lubee Bat Conservancy—Allyson Walsh, Director, awalsh@lubee.org .

Speleobooks —Emily Mobley Davis, speleobooks@speleobooks.com.

Titely Electronics—Kim Livengood – km_livengood@yahoo.com.

Judges

The Chair of the Student Prize Committee needs to assemble two separate panels of judges—one for posters and one for papers. It is useful to appoint a Chair for each panel, preferably someone who has judged for NASBR before. Judges may serve no more than 3 years out of any 5-year period by resolution of the Board of Directors. Try to avoid using Judges that currently are on Board of Directors or that serve on other committees or that are on the Local Host Committee during the year of judging; these people have enough to do at meetings. Do not seek judges from the sponsoring organizations. Judges need not have a Ph.D. but should be experienced in giving presentations and conducting research. Samples of the scoring sheets for judges are available in Appendices 2 and 3.

Award Plaques/Certificates

The Awards Chair is responsible for having plaques or certificates (depending on the availability and logistics of having a plaque) made for each award winner. Consider using the NASBR logo on the plaque/certificate. The plaques/certificates are given to the student along with a check at the banquet. If providing a plaque, you may want to work with the Local Host to identify a local trophy shop that can engrave the plaques as this will have to be done in the short time between the judges meeting and the banquet.

Sample wording for student award plaques (replace name of each award as appropriate):

The North American Society for Bat Research
Presents
FirstName LastName
with the
Bat Research News Award
for Research Excellence
October 2016

Here are the official names of the awards:

- 1) *Bat Research News* Award (Marge Griffiths requests that italics be used for the words "Bat Research News" since it is the name of the journal).
- 2) Speleobooks Award

- 3) Karl F. Koopman Award
- 4) Basically Bats–Wildlife Conservation Society Award
- 5) Bat Conservation International Award
- 6) Luis F. Bacardi Bat Conservation Award
- 7) Titley Electronics Award

Student Feedback

The Chair of the Awards Committee should send each student a copy of the judges' comments on his/her paper as soon after the meeting as possible. This may include simply the judging forms (especially in years with unusually high numbers of student papers), but it is preferable to ask the judging subcommittees to prepare short written statements for each student to include with the judging forms. A sample of a letter to students is available in Appendix 4.

Bernardo Villa Award

From Dixie Pierson, who established the Villa Fund:

“... the background for the Villa Award is as follows—I got the idea for the Villa Fund when a very close friend of mine left me a bequest—and I wanted to do something to honor that gift and her memory. She had a deep love for Mexico and a passionate commitment to conservation. So it seemed like a perfect fit to use some of her generous gift to me to honor Bernardo Villa and to recognize through this award the ongoing contribution of the Mexican bat community to bat biology and conservation . . . It was one small way that we could express our gratitude for all the ways the Mexican bat community has shared its knowledge, welcoming and hosting U.S. researchers over the years. It also enriches our lives by increasing the participation of Mexican students in NASBR.”

The Chair of the Bernardo Villa Award Subcommittee is responsible for advertising the award competition and organizing the judging committee. The Chair informs the Board and Local Host of each year’s winner, works with the winner to determine his/her travel schedule and lodging requirements, coordinates with the Treasurer to get the Villa Award winner’s travel, registration, lodging and banquet costs reimbursed, and puts the Student Representatives to the Board in contact with the award winner. The Chair is also responsible for networking with other award Chairs to ensure that the Villa Awardee is not awarded a second award and that candidate for one of the other awards does not get the Villa award as well.

Sample Announcement

The following announcement should be posted no later than March 1st of each year. Note that the deadlines should be the same every year:

The North American Society for Bat Research (NASBR), wishing to encourage dialogue between Mexico and the United States, has established the Bernardo Villa Student Award for a Mexican graduate or undergraduate student who is doing outstanding chiropteran research. The monetary prize associated with the award will help the recipient attend the annual NASBR meeting to present his/her work on some aspect of bat biology. The Bernardo Villa Award includes: transportation, hotel, symposium registration fee, and a banquet ticket.

Requirements (please send these documents to the address below):

- A short description of your work, no more than four pages long, in Spanish. Include: title, author(s), abstract, introduction, methodology, results and discussion (please include tables and figures).
- Applicants must be currently enrolled graduate or undergraduates students in a Mexican university, or must have graduated during the past year (i.e., since the end of the most recent NASBR meeting) from a Mexican university.
- Officially registered at a Mexican institution (send official copy of documentation authorizing student standing or date of graduation).

- Two letters of recommendation (one from the Advisor).

Number of grants per year: one

Deadline for delivery of documents: April 30th

Publication/Notification of results: July 1st

Please send the above requested documents to:
(insert complete contact information here)

Before the Meetings

The Board should be informed of the winner's name and institution no later than July 10th. This allows the winner's name and the title of their talk to be entered into program. It also allows for all travel and housing arrangements to be made efficiently and economically. Please work with the winner to secure convenient and cost-efficient travel to the meetings; these costs will be reimbursed by NASBR.

If the Local Host has a complimentary room available for the Villa Awardee it should be set aside at this time. If not, a hotel reservation should be made immediately. The Local Host will set aside a banquet ticket for the Villa Award Winner. Finally, put the Villa Award winner in contact with the Student Representatives. These students will serve as the "Welcoming Committee" for the visiting student.

During the Meetings

The Chair of the Villa Award Subcommittee should check to be sure that the Villa Award winner's needs are taken care of and that they are not experiencing any problems that NASBR can help to solve.

Award Plaque

The Chair of the Villa Award Committee is responsible for having a plaque made for the winner. If there is a NASBR logo, consider using it on the plaque. The plaque is to be given to the student at the banquet. You may want to work with the Local Host to identify a local trophy shop that can engrave the plaques as this will have to be done ahead of time.

Sample wording for award plaques (replace name of each award as appropriate):

The North American Society for Bat Research
Presents
FirstName LastName
with the
Bernardo Villa Award
for Outstanding Research
October 2016

Spallanzani Award

Guidelines for Selection and Support of Senior Fellows and Fellows

Drafted by F. Bonaccorso, M. Rodríguez-Durán and T. Kingston, 15 March 2007 and submitted to the NASBR Board of Directors for discussion.

- One or more Spallanzani Fellowships may be awarded annually as funds permit to assist persons outside North America (Mexico, Canada and the United States) to attend the North American Symposium on Bat Research. In a single year, no more than one awardee may be appointed from any one of the following regions: Africa, Asia, Caribbean Islands (excluding US affiliated islands), Meso-America, South America, Oceania (excluding US affiliated islands), and Eastern Europe.
- A Selection Committee of at least 3 and not more than 5 NASBR members annually shall receive nominations, screen candidates, and confer Spallanzani Fellowships as funds permit
- There are two types of Spallanzani Fellowships:
 1. Senior Fellows are based on career merit with distinction in research, education, or conservation biology of bats. Senior fellows receive the Spallanzani Medal and partial or entire support for travel, registration and banquet fees, and hotel, depending on available funding in a given year. All other expenses are the responsibility of the Senior Fellow.
 2. Fellows are persons of any age or career stage that show meritorious recent accomplishment impacting research, education, and/or conservation programs devoted to bats. Fellows receive an engraved plaque and financial support primarily for travel (partially or in whole) to the NASBR Annual Meeting. All other expenses are the responsibility of the Fellow.
- Commencing with the awards for 2008, nominations may be submitted to the Selection Committee by any NASBR member (defined in the By-laws of NASBR). The open period for nominations for the following year, start at the NASBR annual meeting and continue for a period of two months from the closing date of the annual meeting. It is the responsibility of the person making a nomination to provide sufficient written information supporting the nomination (e.g., a detailed letter of support, CV, or other documentation). A person may not self-nominate their candidacy.
- A Fellow may receive this award one time only; however, a Fellow may be conferred a Senior Fellow at a future time. Senior Fellows may not later be conferred as Fellows.
- With exceptions granted for age, illness, or visa difficulty, an award will be conferred only if the awardee agrees to attend the NASBR Annual Meeting.
- Senior Fellows are encouraged but not required to present a paper at the NASBR Annual Meeting. Senior Fellows are recognized for career achievement and may be retired or a person no longer producing research products.

- Fellows are expected to present an oral paper or poster at the NASBR Annual Meeting. Fellows by the terms above are active members of the research, education, or conservation community and are expected to be present.
- Funds are generated from items donated by NASBR members for auction at the NASBR Annual Meeting and the entire process is subject to approval by the Board of Directors of NASBR and/or by other donations or means approved by the Board of Directors of NASBR.
- To insure fiscal responsibility, air tickets, registration, banquet, and hotel, should be purchased directly by the NASBR Treasurer or a NASBR member approved by the Treasurer on behalf of an awardee. (If e-tickets are not available in the country of origin, it may be necessary to have the Fellow purchase their ticket and be re-imbursed upon providing receipts—such problems can be handled on a case by case basis).
- The Selection Committee will provide an annual written report to the NASBR Board of Directors.

G. Roy Horst Award for Distinguished Service

“G. Roy Horst Award is given for significant and consistent contributions to the North American Society for Bat Research. Potential candidates may be recommended to the Awards Committee (or appropriate subcommittee) by any member of NASBR, including any member of the Board of Directors, who would be responsible for providing a detailed summary of the candidate's qualifications for the award. The committee/subcommittee would review those qualifications and present appropriate candidates to the full Board. An affirmative vote by at least 75% of the voting members of the Board would be required for approval. The awardee would receive a suitable plaque at the annual meeting” (Act 13-13).

Life Membership

“Lifetime membership is conferred by NASBR in recognition of a long and distinguished career in bat research or education about bats. Lifetime members shall be elected by at least a 75-percent vote of members of the Board at the Annual Meeting. Lifetime Members are entitled to all the benefits of Regular Membership, but shall be exempt from payment of the annual registration fee for all annual meetings thereafter (NASBR Constitution)”

Nomination procedure (Act 15-11):

- 1) A nomination may be submitted to the chair of the Awards Committee or to the chair of the Board of Directors
- 2) A nomination must include a statement describing the contributions of the candidate and how those contributions meet the criteria for lifetime membership, as described in the By-laws
- 3) A nomination must be supported by at least 10 members of NASBR; an e-mail or letter from each supporter that is sent to the chair of the Awards Committee or chair of the Board is sufficient to indicate support
- 4) The person bringing the nomination to the Board must be a member of NASBR
- 5) Self-nomination is not allowed
- 6) A copy of the curriculum vitae of the candidate must accompany the nominating letter; additional supporting information is acceptable but not required
- 7) A nomination must be received two months before the Annual Meeting in the year the distinction is to be conferred, to give the Board adequate time for review
- 8) The Board may make the decision before the Annual Meeting or at the Annual Meeting, but no later than the last Board Meeting at the Annual Meeting following initial submission of the nomination
- 9) A $\frac{3}{4}$ vote of the Board is necessary for approval, as outlined in the constitution of NASBR
- 10) If the Board needs further input, the person submitting the nomination or another proponent may be asked to make a brief presentation to the Board at the Annual Meeting, to describe the strongest points of the potential candidate and to answer questions

Gerritt Miller, Jr., Award

Description submitted by G. Roy Horst,
on behalf of the Gerritt Miller Jr., Award Committee in 2005
Revised 15 November 15 2008

To Members of the NASBR Board of Directors,

At the meeting of the Board of Directors in Salt Lake City in 2004 several members of the board were curious about how candidates were selected for the Gerritt S. Miller, Jr., Award, and expressed the idea that the process should perhaps be a bit more transparent to all the members. This seems a reasonable request since it is the entire symposium membership that makes the award. I responded that there was no definitive system or routine that we followed; we merely have followed a “tradition” which seemed to work well. Betsy Dumont requested that perhaps one of us having been involved in most of the correspondence and past deliberations should prepare a document describing our procedural history and outline what methods we will follow when we select a candidate in the future. A general discussion followed and several of the board members made some good suggestions that we may wish to consider in future.

Past History

The first Gerrit S. Miller, Jr., Award was presented at our Eighth Annual Symposium in Ottawa in 1977, and the awardees were chosen by James Dale Smith in consultations with James Findley, Terry Vaughan, Gene Studier and others. The award honored two individuals—Roy Horst, for his efforts in originating the Symposium and organizing the previous seven symposia and “keeping us all together,” and Karl Koopman. The first Award reads “*In recognition of outstanding service and contribution to the field of chiropteran biology, this award is presented to Dr. G. Roy Horst by his colleagues of the North American Symposium on Bat Research at its eighth annual meeting convened at Carlton University, Ottawa, Canada, on October 15, 1977.*” The text has remained unchanged since that date except for names, dates, etc.

There was very little transparency in the process, but the announcements of the awards were enthusiastically received by the members. Two years later, James Simmons and others organized a movement to present the award to Don Griffin. This process was followed in the nomination of William A. Wimsatt. A few years later, Koopman and Wimsatt nominated Brock Fenton, and again the acceptance of the candidate was unanimous. All candidates since that date (2004) were nominated by previous recipients of the award, and in each case, the previous (surviving) awardees were in unanimous agreement. Each previous awardee was invited to nominate a candidate that they felt deserved this honor. This list of nominees (in some cases there was only a single individual nominated by several members) was circulated to all the previous winners, and invariably we were unanimous in selecting the awardee. We arranged to have the plaque prepared and the presentation was made at the banquet. At the meeting in Salt

Lake City, the awardees agreed that the recipients of the Award shall be referred to as Gerrit S. Miller Fellows.

Selection Procedure

Any of the Gerrit S. Miller Fellows may submit a candidate for the honor of the Gerrit S. Miller, Jr., Award. The Fellows have agreed that they collectively will serve as a “committee of the whole.” Roy Horst will continue to serve as Secretary to the Fellows and receive the nominations. The nominations will be circulated to all the surviving Fellows who would then, as in the past, in confidence select the winner. It is assumed that any nominee would be so well known for her/his contributions to chiropteran biology and contributions to NASBR that any need for resumes or letters of reference would be unnecessary. Each of the previous award winners has been invited to make additional suggestions to our procedure and their responses have been incorporated into this document. In the past the Secretary has served to receive the nominations, to handle the correspondence and assure good communications between the Fellows and the Board of Directors. Dr. Horst is happy to continue doing this, and Tom Kunz is willing to continue presiding over the honors at the banquet unless some other presenter is more appropriate in a given. All the previous awardees have been consulted and are in agreement with this proposal. One of the previous awardees has chosen not to participate.

The Board of Directors and all the Fellows were unanimous in their opinion that the process of selecting new awardees should remain in the hands of the surviving Fellows. They were also united in their opinion that the process be kept confidential. All agreed that the Gerrit S. Miller, Jr., Award should always be held in high esteem and that the significance of the award be preserved by making its presentation an exceptional event that will occur only when an outstanding candidate is selected.

Comment by the Chair of the Board, October 2016

The selection process for this award and to whom the award is given are decided by the Miller Fellows and not the Board or membership of NASBR. The Miller “Committee” is not an official committee of NASBR, because committees must be chaired by current members of the Board and must report to the Board. NASBR, however, does incorporate presentation of the award into the annual banquet and pays for the cost of the plaque. Mark Brigham is the current Chair of the Committee.

On September 20, 2018, the Board approved a new description of the Miller Award to make it officially the most prestigious award of NASBR.

Gerrit S. Miller, Jr., Award

The Miller Award is the highest honor bestowed by the North American Society for Bat Research in recognition of outstanding service and contribution to the field of chiropteran biology. The award is named after Gerrit S. Miller, Jr., an eminent early twentieth century bat biologist at the Smithsonian Institution. Miller's work on the

evolutionary relationships of chiropteran families and genera still strongly influences the taxonomy of bats today.

Committee

All previous winners of the Miller Award are members of the Committee, which is chaired by the Chair of the Board of NASBR who will only vote to break a tie. Members select a Secretary, who acts as the correspondent for the deliberations of the Committee.

Nomination Procedure

At the beginning of April each year, a call for potential Miller Award candidates will be posted on the NASBR website indicating that suggestions can be discussed with any Miller Committee member on why the candidate is meritorious in the context of outstanding lifetime service and contribution to the field of bat biology. But note that the Miller Award does not have to be given every year. The call for candidate consideration will close at the end of May when Miller Committee members will forward their suggestions to the Secretary.

In June, the Secretary will circulate the names of candidates with the supporting documents to the Committee members for discussion. If there are candidates, the voting process begins in July with members submitting to the Secretary their votes for a preferred candidate or if they choose that there will be no award given that year. A winner is declared when one candidate or no award receives at least 50% of the votes. If there is no majority winner, the candidate with the least number of votes is dropped from the next round of voting. This process continues until there is a winner or no awardee.

Award

If there is a winner, the awardee's name remains a secret within the Committee until the annual Awards Banquet. The Chair will coordinate the commissioning and cost of the award plaque on behalf of the Society, and inform the Program Directors to schedule the Miller Award presentation for the Awards Banquet. A brief summary report on the deliberations of the Committee will be submitted by the Chair to the NASBR Board within a month of the Annual Meeting.

Appendix 1. Constitution

Constitution of the North American Society for Bat Research (NASBR)
(adopted 30 October 1999 at the 29th Annual NASBR business meeting)
(amended 11 October 2003 at the 33rd Annual NASBR business meeting)
(amended 25 October 2008 at the 38th Annual NASBR business meeting and approved
by mail-in ballot 19 April 2009)
(amended 26 October 2012 at the 42nd Annual NASBR business meeting)
(amended 30 October 2015 at the 45th Annual NASBR business meeting)
(amended 18 October 2017 at the 47th Annual NASBR business meeting)

ARTICLE I. Name and Object

Section 1. The name of the organization is the North American Society for Bat Research (abbreviated name: NASBR).

Section 2. The objectives of NASBR shall be exclusively educational and charitable and in furtherance of those objectives:

- A. To promote and develop the scientific study of bats in all its branches, including conservation and public education,
- B. To disseminate the results of bat research to interested persons,
- C. To facilitate an Annual Meeting of professional bat researchers from throughout North America, and
- D. To be involved in international meetings every few years.

Section 3. The organization shall not be organized or operated for profit. No part of the net earnings or other funds of NASBR shall inure to the benefit of or be distributable to its members, officers or other private persons except that NASBR shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 4. Notwithstanding any other provision of this Constitution, NASBR shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Law).

Section 5. No substantial part of NASBR's activities will consist of carrying on propaganda or otherwise attempting to influence legislation, and NASBR shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE II. *Membership*

Section 1. Membership is open to all persons interested in the scientific study of bats (Chiroptera) including scientists, candidates for an academic degree, and/or persons involved in bat research or education about bats, including their conservation. Categories of membership are defined in the By-Laws of NASBR.

ARTICLE III. *Administrative Organization*

Section 1. The officers of NASBR shall be the Program Director, the immediate past year's Local Host(s), the Local Host(s) for the present year, the next year's Local Host(s), and an 11-person Board of Directors (hereafter Board). The Board shall consist of nine non-student members, who are elected by members in any category, and two student members who are elected only by the Student Members of NASBR.

Section 2. The Program Director serves at the will and pleasure of the Board, and is selected by the Board for an indeterminate, mutually agreed upon period.

Section 3. The Board shall be elected from a slate of at least three candidates compiled and presented by the incumbent Board at the Annual Business Meeting of NASBR. Additional candidates may be added to the slate by a nomination and a second from the floor of the Annual Business Meeting. Directors will serve for a five-year term beginning with the close of the Annual Meeting in which they were elected. The Board will be convened annually by the Program Director who will preside until a Chair is elected from among the members of the Board. The Chair will then preside over the election of a Recording Secretary to take minutes of the Annual Board meeting(s) and the regular business meeting(s). Following the first term of service, Directors may be re-elected to serve a second five-year term. No Director may be elected to a term beyond the second term without first having been off the board for at least one year. In the event that a Director does not complete his or her term on the Board, a new Director may be elected during the next Annual Business Meeting to fill out the unexpired term and then that Director is eligible to be nominated for one or more full terms.

Section 4. The Treasurer serves at the will and pleasure of the Board, and is selected by the Board for an indeterminate, mutually agreed upon period.

Section 5. The Local Host is an individual or individuals selected to host an Annual Meeting three years in advance. He/she generally selects a Local Committee to assist in the planning and execution of the symposium. The Local Committee is an ad hoc assembly of persons who undertake to organize a single annual or international meeting. The Local Host becomes a non-voting member of the Board in the year prior to his/her Annual Meeting, and remains a member of the Board until the close of the Annual Meeting the year after his/her Annual Meeting ends. The Local Host is a non-voting member of the Board, unless he/she is also serving as a regular (elected) Board

member. No more than two local hosts may be associated with any Annual Meeting and be non-voting members of the Board.

Section 6. One Student Board Member (Student Director) will be elected each year. Student Board Members shall be elected from a slate of candidates compiled and presented by the incumbent Board at the Annual Business Meeting of NASBR. Additional candidates may be added to the slate by a nomination and a second by student members (as defined in the By-Laws) from the floor of the Annual Business Meeting. A student Board Member will serve as voting member of the Board for a two-year term beginning with the close of the Annual Meeting in which he/she is elected. A Student Director may not be elected to a second term without first having been off the board for at least one year. However, in the event that a Student Director does not complete his or her term on the Board, a new Student Director may be elected during the next Annual Business Meeting to fill out the unexpired term and then that Director is eligible to be nominated by the Student Members for one additional full term.

Section 7. An officer of NASBR shall perform his or her duties, including those associated with service on the Local or other committees established from time to time, in good faith, in a manner he or she reasonably believes to be in the best interests of NASBR, and with such judgment as an ordinarily prudent person in a like position would use under similar circumstances.

Section 8. Any Member of the Board, as defined in Article III, Section 1, may be removed from the Board for absenteeism, poor performance of duties, or for violating the NASBR Code of Conduct, by a 2/3 vote of the Board.

ARTICLE IV. *Meetings*

Section 1. NASBR conducts an Annual Meeting, the venue for which is normally decided by the NASBR Board in consultation with the Program Director at an Annual Meeting three years in advance. In the event of no decision, or in case of emergency, the Board is empowered to select the time and place of an Annual Meeting. When an international meeting of bat researchers is held in North America, NASBR may be responsible for planning and administering the meeting and its own annual event may be suspended or held in concert with the Annual Meeting. An Annual Board Meeting or series of meetings will take place in conjunction with the Annual Meeting to carry out normal Board duties. An Annual Business Meeting or series of meetings will be held in conjunction with the Annual Meeting, for the purpose of carrying out the normal affairs of NASBR. Between Annual Meetings of NASBR, the Board may conduct business on behalf of NASBR by electronic mail, telephone, or any other means of communication.

Section 2. A special meeting of the Board may be called at any time by the Program Director, by the Chair of the Board, or by the Treasurer. A special meeting of NASBR may be called at any time by a majority of the Board, provided that notice of the purpose, place, and date of the meeting is given to the membership at least thirty (30) days in advance.

Section 3. Fifty voting members shall constitute a quorum of NASBR at the Annual Business Meeting of NASBR. Action by a majority of the voting members present at an Annual Meeting or Special Meeting at which a quorum is present shall constitute action by NASBR. Six elected members of the Board shall constitute a quorum of that body. The act of a majority of the voting members of the Board present at an Annual Board Meeting (s) at which a quorum is present shall be the act of the Board, unless a larger vote is required by law or is specified elsewhere in these By-laws. Directors may not vote by proxy. Between Annual Meetings, actions of the Board by electronic mail or other means have the same restrictions in that participation by six members indicates a quorum, a majority vote is sufficient unless required by law or is specified elsewhere in the By-Laws, and Directors may not vote by proxy.

ARTICLE V. *Amendments to the Constitution*

Section 1. Proposed amendments to the Constitution may be initiated by a majority vote of the Board or by a signed, written petition to the Board by any ten (10) individual members of NASBR. To be adopted, an amendment requires approval of two thirds of the members of NASBR. Voting may occur at an annual Business Meeting, by electronic mail, or by any other means of communication approved by the Board.

ARTICLE VI. *Dissolution of NASBR*

Section 1. Upon dissolution of NASBR, the Board shall, after paying or making provisions for the payment of all of the liabilities of NASBR, dispose of all assets of NASBR exclusively for the purposes of NASBR in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of NASBR is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Appendix 2. By-Laws of the North American Society for Bat Research (NASBR)

(adopted October 30, 1999 at the 29th Annual NASBR business meeting)

(amended October 25, 2008 at the 38th Annual NASBR business meeting)

(amended October 25, 2008 at the 38th Annual NASBR business meeting and approved by mail-in ballot April 19, 2009)

(amended 26 October 2012 at the 42nd Annual NASBR business meeting)

(amended 18 October 2017 at the 47th Annual NASBR business meeting)

ARTICLE I. Membership

Section 1. Membership is open to all persons interested in the scientific study of bats (Chiroptera) including scientists, candidates for an academic degree, and/or persons involved in bat research or education about bats, including their conservation. Categories of membership shall include Regular Members, Student Members, Institutional Members, and Lifetime (Emeritus) Members as defined below.

Section 2. Regular Member. Regular Members are eligible to vote and may be elected to office in NASBR. Any person may become a Regular Member upon registering for the Annual Meeting or by applying for membership to NASBR and paying a fee, the amount of which is determined by the Board. Membership shall continue until the start of the next Annual Meeting. Cancellation of registration for the Annual Meeting results in cancellation of membership, unless the membership fee is paid instead.

Section 3. Student Member. A Student Member must be a candidate in good standing for an academic degree. Evidence for such standing may be provided by endorsement of the student's research advisor or departmental chair, or by official documents asserting student status. Student Members are eligible to vote, but may not be elected to office other than Student Board Member. Any person may become a Student Member upon registering for and attending the annual meeting of NASBR at the student registration rate or by applying for membership to NASBR and paying a fee, the amount of which is determined by the Board. Student membership shall continue until the start of the next Annual Meeting. Cancellation of registration for the Annual Meeting results in cancellation of membership, unless the membership fee is paid instead.

Section 4. Institutional Member. An association, organization, corporation, or institution desiring to support bat research conservation, or education may apply as an Institutional Member. Institutional membership does not, however, include voting privileges or eligibility for office. Institutional memberships shall continue until the start of the next Annual Meeting.

Section 5. Lifetime (Emeritus) Member. Lifetime membership is conferred by NASBR in recognition of a long and distinguished career in bat research or education about bats. Lifetime members shall be elected by at least a 75-percent vote of members of the Board at the Annual Meeting. Lifetime Members are entitled to all the benefits of

Regular Membership, but shall be exempt from payment of the annual registration fee for all annual meetings thereafter.

Section 6. The Board may impose penalties on a member of NASBR or a participant in NASBR-sponsored activities in response to a violation of the NASBR Code of Conduct. Penalties will be determined on a case-by-case basis and may include a verbal or written warning, dismissal from an annual meeting, revocation of membership, and/or prohibiting attendance at future meetings and activities. Imposition of any penalty requires approval of 2/3 of the voting members of the Board.

ARTICLE II. *Duties of the Board of Directors*

Section 1. The Board shall serve as the governing board of NASBR and shall review and establish policies and procedures of NASBR in line with the provisions of the Constitution and By-Laws. The Board shall meet at the time of each regular Annual Meeting of NASBR to conduct such business as may properly come before it. In particular, the Board oversees the actions of the Program Director and Local Host as they function to produce the Annual Meeting.

Section 2. The Program Director is a non-voting member of the Board, nominally without voting privileges except in the case of a tie vote, in which case the Program Director may cast the tie-breaking vote. Upon selection, the Program Director is authorized to produce the annual symposium in conjunction with a Local Host and the Local Committee. The Program Director may, without approval of the Board, appoint Associate Program Directors, or other persons to assist in the production of the annual meeting. The Program Director is authorized to enter into contracts on behalf of NASBR with hotels, civic centers, university conference sites, audiovisual equipment suppliers, banquet facilities, printing firms, and all and any other organizations with goods or services necessary to the production of an Annual Meeting.

Section 3. The Chair of the Board presides over the Annual Board Meeting(s) and copresides with the Program Director over the Annual Business Meeting(s) of NASBR. The Chair assumes overall concerns for the general affairs of NASBR and is authorized to enter into and sign any contract or execute and deliver any instrument on behalf of NASBR subject to the approval of the Board. The Chair will be elected annually by members of the Board from within their ranks, and will serve from the time of election until either re-elected or a successor is elected during a Board meeting at the next annual meeting of NASBR. Neither the Program Director nor a Local Host may serve as Chair of the Board. A Chair may be re-elected and serve an unlimited number of years, provided he/she continues to be a bona fide elected member of the Board. Once a Chair's term is over, he/she will sit as a non-voting member of the Board for a term of one year in an advisory capacity as Past Chair.

Section 4. The Recording Secretary assumes responsibility for taking minutes of the Annual Board Meeting(s) and the Annual Business Meeting(s) of NASBR, and for ensuring that the minutes are added to the NASBR archives. The Secretary will be

elected annually by members of the Board from within their ranks and will serve until either re-elected or a successor is elected during a Board meeting at the next annual meeting of NASBR. Any member of the Board, including non-voting members, may serve as Recording Secretary.

Section 5. The Treasurer of NASBR assumes overall responsibility and oversight over the financial affairs of NASBR. Neither the Program Director nor a Local Host may serve as Treasurer of NASBR. The Treasurer shall have charge of and custody of and be responsible for all funds and securities of NASBR; receive and give receipts for moneys due and payable to NASBR from any source whatsoever, deposit all moneys in the name of NASBR, and file annual tax returns on behalf of NASBR; and in general, perform all the duties incident to the office of Treasurer, and such other duties as from time to time may be assigned to him or her by the Board. The Treasurer serves at the will and pleasure of the Board of Directors and is selected by the Board of Directors for an indeterminate, mutually agreed upon period. The Treasurer shall serve as a non-voting member of the Board. The Treasurer is authorized to enter into and sign any contract or execute and deliver any instrument on behalf of NASBR subject to the approval of the Board.

ARTICLE III. *Awards*

Section 1. Subject to the availability of funds, NASBR may, from time to time, make awards to undergraduate and graduate students at the Annual Meeting, in recognition of an outstanding platform or poster presentation of their research. Winners of student awards are selected by an ad hoc committee of members selected by the Board each year prior to the start of the annual meeting.

ARTICLE IV. *Committees*

Section 1. The Board, by resolution adopted by a majority of the voting members as from time to time constituted, may designate one or more committees, each of which shall consist of one or more voting members of the Board (plus any non-board members that the Board sees fit to appoint), which committees to the extent provided in such resolution shall have and exercise the authority of the Board in the management of NASBR. Designation of such committees and the delegation thereto of authority shall not operate to relieve the Board or any individual member thereof of any responsibility imposed on it, him, or her by law.

Section 2. Other committees not having and exercising the authority of the Board in the management of the corporation may be designated by a resolution adopted by a majority of the voting members.

Section 3. Except as otherwise provided herein, one member of the Board shall be appointed Chair of such committees by the Chair of the Board. The Chair of the Board and the Program Director shall sit as non-voting members of all committees. The Chair of the committee shall appoint other members of such committees, except as otherwise

provided in the resolution designating such committees.

Section 4. All committees shall keep minutes of their proceedings, and shall report all actions taken by it to the Board at the Annual Board Meeting thereof held next after the taking of such action. All action taken by such committees shall be subject to revision or alteration by the Board; provided, however that such revision or alteration shall not affect any action taken by any officer or employee of the corporation, or by a third party, or any rights of third parties that have vested, in reliance upon any action or direction of such committee.

Section 5. Each member of a committee shall serve from the time at which he/she is appointed until the Annual Board Meeting of the following year, unless the committee shall be sooner terminated, or unless a member is removed from such committee. Members of committees may be removed by the Chair of the committee, or by a majority vote of the Board, whenever in their judgment the best interests of NASBR shall be served by such removal. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Unless otherwise provided herein or in the resolution of the Board designating a Committee, a majority of the voting members of the whole committee shall constitute a quorum and the act of a majority of the voting members present at which a quorum is present shall be the act of the committee.

Section 7. Each committee may adopt rules for its own governance not inconsistent with these By-Laws or with rules adopted by the Board.

ARTICLE IV. *Amendments to the Bylaws*

Section 1. Proposed amendments to these Bylaws may be initiated by majority vote of the Board or by individual members of NASBR at an Annual Business Meeting. Amendments from the floor require a second to be considered valid. To be adopted, an amendment requires approval of two thirds of the members of NASBR. Voting may occur at an annual Business Meeting, by electronic mail, or by any other means of communication approved by the Board.

Appendix 3. Annual Conflict of Interest Statement

I, the undersigned director, principal officer, or member of a committee with board-delegated financial powers, hereby state that, except as described below:

- (a) I am familiar with the Society's Conflict of Interest Policy;
- (b) I do not have a business relationship with any organization that does business with the Society;
- (c) I do not individually transact any business, directly or indirectly, with the Society; and
- (d) No family member of mine is employed by the Society or has a business relationship with the Society or any organization that does business with the Society.

Describe any exceptions here or state that there are none:

If any situation arises that makes the above statement incomplete or incorrect, I will notify the Chair of the Board of Directors immediately. I confirm that I will serve as a member of the Board of Directors of the North American Society for Bat Research only in accordance with the letter and spirit of its Conflict of Interest Policy.

_____ (Signature of Member of Board of Directors)

Name: _____
Date: _____

Appendix 4. Local Host Guide for Running a NASBR Meeting

Revised June 2014

Responsibilities of the Local Host

“The Local Host is an individual selected to host a meeting three years in advance. He/she generally selects a Local Committee to assist in the planning and execution of the symposium. The Local Committee is an ad hoc assembly of persons who undertake to organize a single annual or international meeting. The Local Host becomes a non-voting member of the Board of Directors in the year prior to his/her Annual Meeting, and remains a member of the Board until the close of the Annual Meeting the year after his/her Annual Meeting ends. The Local Host is a non-voting member of the Board, unless he/she is also serving as a regular (elected) Board member.” (NASBR Constitution Article II Section 5)

Responsibilities of the Program Director

“The Program Director serves at the will and pleasure of the Board and is selected by the Board for an indeterminate, mutually-agreed upon period. (NASBR By Laws Article II Section 2) “The Program Director is a non-voting member of the Board, nominally without voting privileges except in the case of a tie vote in which case the Program Director may cast the tie-breaking vote. Upon selection the Program Director is authorized to produce the annual symposium in conjunction with a Local Host and the Local Committee. The Program Director may, without approval of the Board, appoint Associate or Assistant Program Directors, or other persons to assist in the production of the annual meeting. The Program Director is authorized to enter into contracts on behalf of NASBR with hotels, civic centers, university conference sites, audiovisual equipment suppliers, banquet facilities, printing firms, and all and any other organizations with goods or services necessary to the production of an Annual Meeting”. (NASBR Constitution Article II Section 2)

Gary Kwiecinski is currently the Program Director of NASBR. Shahroukh Mistry and Frank Bonaccorso serve as Associate Program Directors. Hereafter each is referred to for brevity as a Program Director.

Preparing a bid to host a NASBR Meeting

Individuals interested in serving as hosts to a future meeting of NASBR should consult with a Program Director for information about which sections of North America are appropriate for the year in question. NASBR meetings are held from Wednesday evening through Saturday evening, usually during October or early November.

In 2013 the BoD approved a geographic rotation system of two regions: The West and The East. A map of the two regions is given below. Exceptions to the geographic rotation may occur periodically when opportunity to meet with international societies are available (e.g. joint NASBR/IBRC meeting in Costa Rica in 2013) or if no bid is forthcoming from the region due for rotation. As the 2016 meeting has been awarded to San Antonio in The West, in 2017 The

East, at a site to be determined, shall host the meeting with rotation between the two regions thereafter.



An excellent online database of hotels in most major cities is available via the NASBR webmaster. Prospective Local Hosts should contact the Webmaster to avail of this facility. If the Program Directors, feels that a venue is appropriate, the prospective Local Host needs to gather information in preparation for making a bid which should be submitted to The Chair of the NASBR Board of Directors (BOD) and if approved by the BOD to the General Business meeting during the NASBR conference 3 years prior to the conference for which the bid is prepared. ***The prospective Local Host should not sign any agreements with the hotel and make certain that the hotel understands that all inquiries are tentative and serve only as a basis for our consideration of their facilities.*** The following information should be collected when preparing a bid:

- Determine with assistance from the Program Directors approximately how many hotel rooms should be guaranteed each night from Wednesday to Sunday for the week of the annual meeting.

- Make preliminary contact with host hotel and host institution. Attempt to arrive at approximate costs for hotel use.
- Determine from the list below what items NASBR must pay for and what items the hotel will provide at no charge, as a benefit for room rental.
 - Large auditorium that can accommodate at least 350 people arranged theatre style, for the opening session on Thursday morning. Ideally this room can be broken into two rooms each seating at least 175 people arranged theatre style as needed from Thursday through Saturday or two other rooms with seating capacity of 175 must be available for dual concurrent sessions. The amount of time spent in one “plenary” session with the entire group versus concurrent sessions needing two separate rooms will not be determined for certain until after the closure of the registration deadline (usually late August or early September). Additionally, a room is required on Saturday for up to 50 people for a Teachers Workshop. These rooms require a podium, lectern, projection screen, PA system, and PowerPoint projection system. An AV technician should be present at all times.
 - A smaller room (300-400 square feet) with conference table and chairs for board of directors meetings of up to 20 people, and other small groups to hold meetings is required throughout the conference.
 - A large space (such as a second floor foyer) where registration of attendees can take place, local committee services will be available, message boards erected, etc. must be available the entire meeting. This space might also accommodate exhibitors (see below).
 - Space and stands adequate for the display of at least 60 posters that can remain set up between Wednesday afternoon and Saturday afternoon. The poster space should allow adequate space for people to move along the aisles between posters while there are small crowds at posters, and should have lighting that will allow ease of viewing posters. Poor lighting and cramped spacing has often led to complaints about Poster Sessions.
 - Adequate space for exhibitors including locked storage. Local host should determine in advance how much space each vendor will need.
 - Dining room for conference banquet on Saturday evening. Approximately 200 people will attend. The dining areas should have WiFi microphone amplification and AV hookups for Power Point Projection for the purpose of Awards and Auction.
 - A reception room for a social with a bar and two bartenders on Wednesday evening until 11:00 PM. The pre banquet social could also be held in this space. One of the smaller meeting rooms may also be adequate for this purpose. Approximately 200 people will attend.

- Adequate space for 30 minute coffee breaks at approximately 10:00 AM and again at 3:00 PM. It is vital that this area be in close proximity to the meeting rooms.

- Most hotels offer a small number of “Complimentary Rooms” determined by how many room registrants are at the hotel for the conference. If possible, one complimentary room each should be made available with the following priority order 1) Local Host, 2) Program Directors (who may be willing in some years to share a room or suite), and 3) Teachers Workshop Coordinator. If Comp Rooms are not adequate to cover these needs, NASBR will pay for the rooms and these should then be budgeted into registration costs.

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If the prospective Local Host and Program Director are satisfied that one or two hotels can provide the above facilities they are encouraged to present an invitation to host NASBR to the Membership at an annual meeting three years in advance of the proposed date. Other information that an invitation should include is:

- Cost of rooms per night, single or double occupancy (if additional people can occupy the room at no charge or an additional charge)
- Hotel website
- Hotel amenities and costs such as wi-fi, fitness center, parking details and costs.
- Airlines or rail services to the host city.
- Estimated cost of shuttle service to/from airport
- Travel directions for arrival by car, airplane, bus, local transportation.
- Estimate of the level of support expected from local institutions, agencies, or organizations.
- General overview of the climate in October, local attractions, and restaurants.

If a bid is officially accepted by NASBR, at least one Program Director will visit the hotel with the Local Host at the earliest convenient date and assist the hotel in preparing a contract. The Program Director after careful review will sign the contract on behalf of NASBR. At this point agreements and arrangements become binding on both parties. Some hotels will not be prepared to enter into detailed specifications of meeting rooms or services such as menus but prefer to wait until one year prior to the beginning of the conference. Nonetheless, the Local Host in conjunction with the Program Directors should start to work on the following:

- Approximate costs of audiovisual requirements and banquet meal.
- Approximate costs of morning and afternoon breaks, and receptions (opening, poster session, pre-banquet).
- Approximate costs of program and abstract printing, and name tags.
- Approximate costs of registration.
- Work with the Sponsorship Committee of NASBR to solicit donations (sponsorships) to cover costs of opening and poster session receptions, and a student social.

-

How NASBR Meetings Are Financed

NASBR meetings are financed through the registration charges collected for that meeting. Upon request, NASBR can provide an advance loan of up to \$5,000 to the Local Host to be used for expenses incurred prior to the beginning of the registration period.

NASBR does have an emergency fund to cover unforeseen catastrophic losses. However, it is imperative that each year's meeting at least break even and, hopefully, generate a small excess that can be added to the emergency fund (recommended target is 10%).

In consultation with the NASBR Treasurer, the Local Host will open a bank account under NASBR's tax ID number to receive funds from on-line registration and pay bills associated with the annual meeting not paid during the meeting directly by the Treasurer. The Treasurer should be a co-signatory to this account. Access to registration data will be available to the Local hosts via the Cvent (registration) coordinator.

A History of NASBR Registration Fees and Attendance

Plan for 35-40% of registrants will be students who should receive a lower price of registration than general members who are professionals representing academic, private companies, government agencies, conservation organizations.

Registration Numbers

Location	Year	Total	Regular	Students	% Student
Kalamazoo	2019	380	237	143	38
Albany	2014				
San Juan	2012	264	168	96	36
Toronto	2011	322	184	138	43
Denver	2010	354	216	138	39
Portland	2009	334	217	117	35
Scranton	2008	371	240	131	35

Registration Fees

Location	Year	Early			Late		
		Students	Regular	Exhibitor	Students	Regular	Exhibitor
Albany	2014	150	230	330	200	280	380
San Juan	2012	180	270	315	230	320	365
Toronto	2011		285*				
Denver	2010		255				
Portland	2009						
Scranton	2008	150	200		175	240	

*C\$ - was approx. the same as US\$

Special Registration Issues

- **Exhibitors:** Hotel policy on exhibitors vary by hotel, thus the Local Host needs to discuss costs and requirements. For example some hotels require a liability waiver or insurance. Hotels generally charge for table space and phone/electrical outlets used by exhibitors, so it is critical to determine these charges prior to developing a price for exhibitor registration. At least one representative from an exhibitor enterprise must register. Registration materials given to the Webmaster (Shahroukh Mistry) should describe clearly what the exhibitor will receive for the baseline registration price. Exhibitors who request items not included in the baseline registration (e.g., extra

tables, phone lines, electrical outlets) should be charged accordingly and specific extra needs are made between the exhibitor and the hotel. NASBR will not absorb the cost of additional items requested by exhibitors, but will be referred to negotiate with the hotel.

- Spallanzani Fellows and Villa Award Winners: Spallanzani and Villa Award Funds cover all expenses including registration, hotel, banquet ticket, airfare to the host city, and a per diem for the awardees. The appropriate committees will inform the Local Host of Spallanzani and Villa awardees (if any) as soon as they are identified. The Local Host should offer early registration rates to the Spallanzani and Villa awardees regardless of the timing of their registration. The Local Host should insure that banquet tickets for the Spallanzani and Villa Award winners are included in their registration packets. The cost of registration and banquet tickets will be reimbursed by NASBR.
- Lifetime Members: Lifetime members are NOT to be charged a registration fee but will be registered on the Cvent site through a code provided by the Program Directors. NABSR has six living lifetime members at the time of this writing: Tom Kunz, Margaret Griffiths, Tom Griffiths, Roy Horst, Merlin Tuttle, and John Winkelmann.

The Meeting Web Page

Web pages for annual NASBR meetings are hosted on the main NASBR website (www.nasbr.org) and the Registration site at Cvent. The Local Host should work directly with the webmaster (Shahroukh Mistry) to develop text to be inserted into the meetings web pages. The Local Host shall provide Shahroukh will information about the local aspects of the conference including information about the conference hotel, transportation, restaurants and bars, local sites of interest, and field trips.

On-line Registration and Registration Database

On-line registration currently is organized by Shahroukh Mistry through Cvent, a company with an excellent record of conference registration. Registrants may pay by credit card in a secure manner for the meeting registration, banquet tickets, T-shirts, and field trips. Periodic updates on registrations will be provided to the Local Hosts. Also, registrants will be referred by an online link to the official conference hotel for their reservations for hotel rooms.

Abstract Submission and Abstract Database

Abstract submission is an on-line process on the Cvent registration site. Periodic updates on abstracts are provided to the Program Directors. The Program Directors will create a schedule of presentations, both oral and poster, following the closure of the abstract deadline for submissions.

Other Meeting Events That Require Help from the Local Host

- Student Prize Competitions: The Student Honors Competition is organized by the Chair of the Student Honors Awards Committee and may need the Local Host to

contact a local business for the purpose of having award plaques created and engraved and/or certificates printed.

- Auction: Since 2006 NASBR has held an auction to raise funds for the Spallanzani Fellowship. The auction usually is held the night of the banquet (usually a Saturday) at the same location as the banquet. The details of the auction are arranged by a BoD member (Chair of Auction Committee). The Local Host should arrange to provide space to store donated auction items prior to the auction.
- In 2007, the BoD supported developing Breakfast or Lunch with A Scientist and this activity has been strongly supported each year since that time. Mentors will be invited by the Student Representatives to the BOD to be available for breakfast/lunch with students. Everyone will pay for their own meal if a lunch.

Meetings Logo and T-shirts

The Local Host should develop a meeting logo, the cost of which should be rolled into the registration fees. Most Local Hosts offer t-shirts emblazoned with their conference logo or another work of a local artist. Many people purchase a new NASBR t-shirt every year! All proceeds from the sale of such items should be returned to the NASBR Treasurer for deposit in the general operating fund or in a special fund designated by the Board of Directors for a particular year.

Publishing NASBR Abstracts

All abstracts will be published by *Bat Research News*. Following the meeting, the on-line abstracts will be edited by the Program Directors to accommodate program changes that occurred during the meeting. Then abstracts will be sent to the Editor of *Bat Research News* in electronic form for publication in the Fall issue for that year.

Post-Meeting Reports

The Local Host is responsible for producing two post-meeting reports by December 31 of the year in which the meetings are held. The first report is a written narrative of the attendance and summary of the main events of the meeting to be conveyed to the chair of the BoD who, after consultation with the Program Directors will forward it to the webmaster for posting on www.nasbr.org. Examples of previous year's summaries can be found on the www.nasbr.org.

The second report is a detailed financial report of the meetings. Minimally, the report must include a summary of all inflows and outflows from the account established for the meeting, and a tally of the registration numbers and prices (as per the tables summarizing attendance and registration fees on Page 5 of this document). This report should be submitted to the Treasurer for tax preparation purposes. Questions about this financial document should be directed to the NASBR Treasurer.

Appendix 5. NASBR Student Representative Guide

Marianne Moore—November 2010
Lynne Burns & Angelo Soto-Centeno—edited November 2012
Angelo Soto-Centeno & Riley Bernard—edited August 2013 (IBRC)
Angelo Soto-Centeno—revised March 2014
Ashley K. Wilson (née Rolfe)—revised October, 2016

Board and Business Meetings:

As of October 2015, the two student representatives for NASBR are among the 11 voting members of the board (constitutional change proposed by Luis Viquez-R and Ashley Wilson). Responsibilities include:

- Attendance at all board meetings.
 - Read all emails sent to the board.
 - Actively participate in discussions and voting at the board meetings and via email.
- Attendance at all business meetings.
 - Round-up members of NASBR to attend the business meetings, especially when voting on future meetings, changes to the constitution, *etc.* are about to take place.
 - Also try to persuade (outgoing, enthusiastic, and NASBR-involved) students to run for the upcoming student representative position, and also encourage as many students as possible to attend the second business meeting to vote for their next student rep.
 - Help distribute slips of paper for voting on motions, faculty board members, student representatives, *etc.*
 - Both student reps should tally the votes with the assistance of an additional board member, who will verbally read the ballots aloud. We have found this to be an efficient *and consistent* way to count the votes.
 - Give all ballots and the final results of the voting to the NASBR chair or one of the program directors of NASBR.

Roostmate Finder:

The NASBR 'Roostmate Finder' is a service provided by the NASBR student representatives to make connections among the conference attendants willing to divide their expenses by sharing a room at the conference hotel or alternative venue.

- A simple, free, and effective way to facilitate connections among potential roommates can be found at the website: www.padlet.com.
 - padlet.com provides a simple wall where people can post and/or reply to posts and make connections to share a room.
- Ideally, this should be set up shortly after registration for the conference begins and a link to the roostmate finder wall posted in the conference website.
- Ask for the email list of registered members soon after registration closes. The Chair of the BoD should have this information.

- Write a short email to advertise the roostmate service and send shortly after registration closes to allow time enough time for people to find roommates.
- Manage the roostmate wall and help facilitate connections.

Student Social:

NASBR student representatives hold a social event for students attending the conference. The goal of the social is to facilitate connections and help build a community among students attending NASBR. *This is perhaps the most difficult activity to organize.*

- Contact the conference program coordinators to set up a day for the student social. *This is important because the social will be included in the conference program.*
- Contact the sponsoring committee to request one or more sponsors to fund the student social. *Do this early to allow enough time to find funding.*
- A few weeks before the conference, search online for appropriate places near the conference hotel.
- Appropriate venues for the student social should be walking distance. Ideally the venue should be no more than 1.6km (1mi) away from the conference hotel.
- You should call any potential venues in advance to obtain basic information about the place and set up a time to visit it when you arrive for the conference. It is a good idea check out more than one place to compare prices, menus, space, etc.
- Ideally, one or both student representatives should visit the potential venues before the conference begins to make sure it is appropriate and make final arrangements.
- Previous student socials in NASBR have hosted between 70-100 students. The list of participants is not always accurate in terms of the number of students registered for the conference. Budget accordingly so you won't have too much or too little food. Some venues may be able to provide a discounted rate for their services. Just don't be afraid to ask!
- NASBR only provides funds for food in the student social. *Funds for drinks are not allowed.*
- Coordinate with NASBR treasurer to make a payment to the venue hosting the social.
- Always keep in mind the safety of all members when choosing the final venue.

Instructions for organizing 'Lunch with a Bat Biologist' at NASBR:

The student program 'Lunch with a Bat Biologist' should be organized shortly after early registration and abstract submission are closed.

- As of 2015 the post-conference survey will include a question to the non-student registrants, with respect to whether they would like to participate as a mentor for future "Lunch with a Bat Biologist" events. Obtain a list of interested registrants from the program directors, and try to ask faculty that have not acted as a mentor in previous years.

- *A. Wilson comment:* Dr. Liliana Davalos brought to my attention at a coffee break this year (2015) that there are *many* faculty that have never been asked to participate as mentors, but have been interested for a long while. Because of this, I think we should try to invite novel faculty to participate in future lunches, focusing on those who state their interest in the post-conference survey.
- Look up the “hit list” of potential mentors before the early registration deadline (Table 1) and familiarize yourself with previous mentor participants. *It is good to do this early.*
- Obtain a list of registered senior members and students (the Chair of the BoD should have this information).
- Ask the Spallanzani Committee who is being nominated so that you can send a request to the Spallanzani fellow(s) to participate in the program.
- It may be useful to visit the websites of potential mentors to choose a group of mentors with experience in multiple fields (e.g. not all ecologists or all phylogeneticists).
- Create two lists of potential mentors: 1) your top choices and 2) your secondary choices. This will help you move down the list in case someone from your top choices cannot participate.
- Lists of potential mentors for previous conferences have been around 10-12 people. Depending on the level of participation and time availability due to other activities at the conference you can arrange for 2 or 3 days of lunches with 3 to 4 mentors each.
- Compose an email asking for mentor participants send email to your top choices list. **IMPORTANT:** Mentors that are willing to participate should also provide a short description of their research/careers when they respond. An example letter can be found in the NASBR *wiggio* page (see: NASBR student luncheon letter to mentors 2010.doc)
- Confirm participation with mentors that have volunteered.
- Once your list of mentors with descriptions is ready, prepare a printed list for posting on NASBR website (see: mentor.list.descriptions.2010 for example). Check if Shahroukh Mistry or the current webmaster can help upload the information onto the NASBR website.
- Prepare and send letter/email to students telling them about the program and how to sign up (see: NASBR 2010 student luncheon letter to students.doc for example).
- Monitor registrations. There should be no more than 5 students signed up per mentor.
- A couple weeks before the conference, send another email to students if there are still spots available.
 - *A. Wilson comment:* Many students wanted to sign up for more than one lunch; however, to make sure there was room for all interested students, I limited each student to only one lunch. However, after all students had ~2 weeks to sign-up for a mentor, I then allowed students to sign up for more than one lunch, primarily to ensure that all mentors had a reasonable number of students at their lunch (3 – 5 students).
- About one week before the conference, send an email to the participating mentors with a list of students that are signed up to meet with them, where to convene,

suggestions for places to eat, etc. *NOTE:* print a few copies of this and bring them with you in case there is a mentor that did not get the email.

- Print and post a couple reference lists of the lunch groups. It is highly advised to post these early in the conference. Make the lists obvious so that participants can find them. If there are open spots, these lists can have a label stating it. That way you could get a few 'late sign ups'.
- Set up a 'meeting area' for the groups to meet up and monitor this area to match up groups as participants come by. Additionally, you could print out signs with the mentor's name so that they can hold them up. This should make it easy for groups to get together even if they have not seen each other before.

Additional tips:

- Set up an online method for students to sign up with specific mentors.
 - *M. Moore comment:* I used signmeup.com but using this site was not super efficient. I had to download registrations and send confirmation emails myself, plus I had to keep track of how many students were signed up for each mentor and send an email asking for an alternate choice if a student signed up for someone who's group was already full – the trick is that *you should not have more than 5 students* sign up for any mentor, so the website should ideally be able to automatically cut off registration after 5 students have signed up for one mentor and send automatic conformation emails.
 - *L. Burns comment:* in 2012 I just ran the program through having students email me directly as I couldn't find a website that seemed user friendly and free. I initially sent out a letter via mass email to all registered students informing them of the lunches deadline (Shahroukh gave us this info). To reply back to me I had them make sure the subject line said "Student lunches 2012" so that they we easy to keep track of in my email. I sent the mass email list to the students on a Friday afternoon so that I had a lot of responses accrue over the weekend when I had more time to deal with them. To keep track of them, I just made an excel file that would only allow a maximum of 5 students per mentor and would manually enter names in so that I could keep track of who was with who.
 - *A. Soto-Centeno comment:* For NASBR 2014, I think that this could be set up through www.doodle.com.
 - *Ashley K. Wilson comment:* I used "signup.com" for the luncheons in 2016, which was very easy to set-up, user friendly, and is free! It also automatically sends out email reminders to those signed-up and there is space to include each mentor's bio directly on the sign-up sheet. After 24 hours, 64% of the spots were filled and after about one week 91% of the positions were taken.
- Choose a variety of mentors representing various types of careers, areas of research and career stages (e.g. postdocs, new professors, established professors, government, non-profit, etc.).
 - The last two years (2014/2015) we have also asked experienced graduate students to participate as mentors (Nate Fuller & Erin Baerwald). This has gone over very well, and provides NASBR students the opportunity to ask

questions about bats, graduate schools, and careers, which they may be too embarrassed to ask a professor/established agency employee.

- Cross reference you mentor list with the student judges list because I had a least one person who did both and so was rather swamped.
- Plan on making announcements at the break previous to the lunch during the meeting to remind people of where to meet. It worked better when we made the announcement ourselves as then people could recognize us at the desk as the student reps who could help find their mentors.
- Personally thank each mentor before his or her scheduled lunch. This also serves as a reminder to them.
- Send a post-lunch thank-you email to each participating mentor.

Table 1: 'Hit list' of potential mentors that have participated by year. Updated from 2017-2022 by Burton Lim.

	2008	2009	2010	2011	2012
1	Nancy Simmons	Rodrigo Medellin	Loren Ammerman	David Bleher	Rick Adams
2	Merlin Tuttle	Sharon Swartz	Paul Cryan	Elizabeth Clare	Liliana Dávalos
3	Amy Russell	Eric Britzke	Brock Fenton	Paul Cryan	Betsy Dumont
4	Erin Gillam	Kevin Olival	Matina Kalcounis-Rueppell	Ed Arnett	Winifred Frick
5	Mark Brigham	Toni Piaggio	Scott Pedersen	Tigga Kingston	Dave Johnston
6	Sybill Amelon	Nick Hristov	Paul Racey	Marm Kilpatrick	Joy O'Keefe
7	Gary McCracken	Dave Johnston	Jonathan Reichard	Gary McCracken	Rodrigo Medellin
8	Tom Kunz	Robert Barclay	Tony Schountz	Marianne Moore	Mark Brigham
9	Burton Lim	Betsy Dumont	Bill Schutt	Rachel Page	Luis Aguirre
10		Susan Loeb	Tom Tomasi	Heather York	Burton Lim
11		Liliana Dávalos	Allyson Walsh		Merlin Tuttle
12		Maarten Vonhof	Craig Willis		Eric Britzke

	2013	2014	2015	2016	2017
1	Robert Barclay	Rodrigo Medellin	1 Rick Adams	1 Riley Bernard	Lisa Beltz
2	Bruce Patterson	Heather York	2 Gerry Carter	2 Justin Boyles	Maria Brown
3	Sybill Amelon	Maria Sagot	3 Betsy Dumont	3 Victoria Campbell	Heather Fotherby
4	Deanna Byrnes	Veronica Brown	4 Nate Fuller	4 Winifred Frick	Burton Lim
5	Richard LaVal	Liam McGuire	5 Gareth Jones	5 Susan Loeb	Lori Pruitt
6	Carol Chambers	Amy Russell	6 Ruben Barquez (Spallanzani Awardee)	6 Rob Mies	Frank Bonaccorso
7	Brian McNab	Mark Brigham	7 Liliana Dávalos	7 Paul Moosman	Gerald Carter
8		Gloriana Chaverri	8 Cullen Geiselman	8 Joy O'Keefe	Rodrigo Medellin
9		Nate Fuller	9 Tigga Kingston	9 Jonathan Reichard	Mike van den Tillaart
10		Craig Willis	10 Erin Baerwald	10 Amy Russel	Luis Viquez
11		Nancy Simmons	11 Robert Barclay	11 Maria Sagot	Amanda Adams
12		Gary McCracken	12 Mark Brigham	12 Bill Schutt	Han Li
13		Tigga Kingston	13 Rodrigo Medellin	13 Joe Szewczak	Tammy Mildenstein
14			14 Nancy Simmons	14 Craig Willis	Merlin Tuttle
15					Liam McGuire
16					Piper Roby
17					Jodi Sedlock
18					Susan Tsang
19					Dave Waldien
20					Pat Brown
21					Cori Lausen
22					Kelly Rochelle
23					Sharlene Santana

	2018	2019	2020	2021	2022
1	Romeo Saldana-Vazquez	Riley Bernard			Gerry Carter
2	Gerald Carter	Carol Chambers			Dina Dechmann
3	Emma Gomez-Ruiz	Christina Davy			Amanda Adams
4	Mylea Bayless	Betsy Dumont			Fred Frick
5	Charles Francis	Paul Faure			Matina Kalcounis-Rueppell
6	Elizabeth Dumont	Brock Fenton			Kristen Lear
7	Justin Boyles	Joseph Hoyt			Burton Lim
8	Matina Kalcounis-Rueppell	Susan Loeb			Susan Loeb
9	Rodrigo Medellin	Piper Roby			Rodrigo Medellin
10	Tigga Kingston	Anouk Simard			Luis Viquez
11	Tessa McBurney	Merlin Tuttle			Joy O'Keefe
12	Loren Ammerman	Luis Viquez			Paul Faure
13	Maria Ramirez Martinez	Loren Ammerman			Nancy Simmons
14	Richard Carter	Maria Brown			Susan Tsang
15	Sarah Hooper	Gerald Carter			Christian Voigt
16	Bill Schutt	Nate Fuller			Lisa Worledge
17	Susan Tsang	Matina Kalcounis-Ruppell			DeeAnn Reeder
18	Anneka Lamb	Tigga Kingston			
19	Vikram Misra	Rodrigo Medellin			
20	Amanda Adams	Bruce Patterson			
21	David Boerma	DeeAnn Reeder			
22	Mark Brigham	Bill Schutt			
23	Winifred Frick	Nancy Simmons			
24		Sharon Swartz			
25		Ryan Zimmerling			
26		Justin Boyles			
27		Mark Brigham			
28		Aaron Corcoran			
29		Winifred Frick			
30		Yocelyn Gutierrez			
31		Kate Langwig			
32		Paul Moosman			
33		Jeremy Sheets			
34		Tom Tomasi			
35		Susan Tsang			
36		Daniel Urban			
37		Craig Willis			

Appendix 6: Sample Student Award Donation Letter

[Change names and dates as appropriate]

Dr. Allyson Walsh, Director
Lubee Bat Conservancy
Gainesville, FL

2 October 2006

Dear Allyson:

On behalf of the Board of Directors, North American Society for Bat Research, I want to thank you for the support that the Lubee Bat Conservancy has offered to our student awards program. I hope that once again you are able to support a student award for our 2006 annual meeting to be held in Wilmington, North Carolina, October 18-21. Registration to date promises that we will have a large contingent of attendees this year and Mary Kay Clark, our Local Host and Program Director, has arranged a very pleasant venue and festivities at the Hilton Wilmington Riverside.

Our banquet will be held on Saturday, 21 October 2006, and we will present our students awards at the banquet as is customary. We continue to limit the total number of student awards to six in order to maintain the high level of excellence in research represented by our very best student presenters. NASBR will present engraved plaques with the name of the student and the name of the award rather than a paper certificate. We believe that a plaque is likely to be displayed in the awardee's office and thus gives our donor organizations and NASBR increased exposure in the scientific community.

Please confirm at your earliest convenience if you wish to continue your organizational support for a student award at the 2006 NASBR. We again request that all awards be of equal value (\$250) and we consider all six awards equally prestigious. Your designated representatives and organization will be recognized at the banquet as a student award donor so please let us know who will be present for acknowledgement. Also, I will work with you on the wording for the plaque for your award. If you have questions, suggestions, or comments, I will be happy to hear from you. My office phone in Hawaii is 808 985 6126 and my cell phone is 808 640 7928. There is a six hour difference in time from the Eastern US to Hawaii. I am working night hours on our Hawaiian bat field research frequently, thus it is best to phone me during your late afternoon or early evening; however email works fine anytime and I will respond as soon as I am able.

Again on behalf of the NASBR Board of Directors and the many students recognized over the years, thank you very much. I look forward to seeing you in Wilmington.

Sincerely yours,

Frank J. Bonaccorso, NASBR Chair of Student Awards and Board of Directors

Appendix 7: Judging Form for Platform Presentations

Student Name:

Title:

Please rate the paper from 1 (poor) to 5 (excellent). These scores are intended to facilitate a discussion of each paper at the judges meeting and to permit the panel chair to summarize feedback for the presenter and NOT intended to be the sole criteria for evaluation and determination of awards.

I. Organization and Presentation (1 = poor; 5 = excellent)

1. [1 2 3 4 5] Did the Introduction provide a theoretical framework, rationale, and cite relevant studies? Comments:

2. [1 2 3 4 5] Were the Methods explained adequately?

3. [1 2 3 4 5] Were the Results succinct and include informative statistics, figures and tables?

4. [1 2 3 4 5] Did the Discussion present results in the context of the Introduction?

5. [1 2 3 4 5] Was the projected text readable and the vocal presentation clear?

6. [1 2 3 4 5] Were graphs/illustrations easily interpreted and appropriate?

7. [1 2 3 4 5] Did the demeanor reflect a professional attitude?

2. Research Merit. CONTENT (1 = Poor; 5 = Excellent)

1. [1 2 3 4 5] Were adequate data collected to support or reject the hypothesis/rational

2. [1 2 3 4 5] Does the research represent a significant contribution to new knowledge?

ADDITIONAL COMMENTS (use back of sheet if necessary):

Appendix 8: Judging Form for Poster Presentations

Poster #:

Student Name:

Title:

PARTS LIST

Y N

1. TITLE/AUTHOR
2. ABSTRACT
3. INTRODUCTION
4. MATERIALS & METHODS
5. RESULTS
6. DISCUSSION
7. BIBLIOGRAPHY
8. ACKNOWLEDGMENTS

CONSTRUCTION

Y N

1. CORRECT POSTER SIZE
2. BACKGROUND COLOR
3. USE OF GRAPHIC COLORS
4. APPROPRIATE FONT SIZE
5. GRAPH AXIS LABELS
6. FIGURE & TABLE LEGENDS
7. TAB/FIG'S REF'D IN TEXT
8. CORRECT
GRAMMAR/SPELLING

Part 1. Quality of Presentation CONTENT (1 = Poor; 5 = Excellent)

1. [1 2 3 4 5] Was the Abstract well written and concise?
Comments:
2. [1 2 3 4 5] Were rationale/hypotheses for the project clearly stated?
Comments:
3. [1 2 3 4 5] Was the basic premise supported by adequate citation?
Comments:
4. [1 2 3 4 5] Was the balance between text/data appropriate?
Comments:
5. [1 2 3 4 5] Did the Methods section contain enough information to replicate the study and mention controls?
Comments:
6. [1 2 3 4 5] Did the Results section contain adequate figures and tables?
Comments:
7. [1 2 3 4 5] Did the Results section contain appropriate sample statistics and trends in the data?
Comments:
8. [1 2 3 4 5] Did the Discussion summarize results in the context of the Introduction?
Comments:
9. [1 2 3 4 5] Were the References in alphabetical order and a consistent format?
Comments:

Part 2. Research Merit. CONTENT (1 = Poor; 5 = Excellent)

10. [1 2 3 4 5] Were adequate data collected to support or reject the hypothesis/rationale?
Comments:
11. [1 2 3 4 5] Does the research represent a significant contribution to new knowledge?
Comments:

Interaction with student

1. No Yes [1 2 3 4 5] Rate the student's ability to explain their project?
2. No Yes [1 2 3 4 5] Rate the student's ability to explain their general topic?

COMMENTS FROM INTERVIEW:

Appendix 9: Sample Judging Feedback Letter to Student

Dear _____,

Enclosed please find a summary of the judge's comments on your poster/oral presentation at the 33rd North American Symposium on Bat Research this past October. Our goal with these comments is to offer you positive feedback as well as constructive criticism of your work. We hope that you find these comments useful. If you have any questions about the comments or the judging process, please feel free to contact me. I would be happy to talk with you.

On behalf of all the judges, I would like to extend our thanks to you for presenting your research at NASBR. We wish you all the best in your future scientific endeavors and look forward to seeing you at future NASBR meetings.

Sincerely,

Elizabeth R. Dumont, Ph.D.
Chair, NASBR Student Competition Committee
Email: bdumont@bio.umass.edu

Appendix 10: Suggestions for the New Chair of the Board

A. On the Day that You Are Elected Chair

1. Immediately after you are elected, you now preside over election of the Secretary and appointment of the Treasurer, and any other position that is vacant. You will then make sure that everyone agrees to remain on his/her committees and then provide committee assignments for new members of the Board.
2. There often is unfinished business from the 1st Board Meeting
3. As Chair, you will be in charge of the banquet proceedings (technically, you co-preside with the PD) in just a few hours. The outgoing chair can provide you with a past agenda.
4. Arrange who will present which award at the banquet.
5. At the end of the Board Meeting, be sure to get the conflict of interest statements signed by each member of the Board, voting and nonvoting. It is easiest to have them sign paper statements, and these can then be scanned, turned into a pdf, and stored on Sharepoint. Alternatively, you can have them agree to the policy by e-mail or some other electronic means afterwards, but it is tedious to hound them once they have returned home.

B. Within the 1st month after the Meeting

1. Update the BoD guide (especially contact info, committee assignments, etc.) and distribute to members, especially the new ones as soon as possible.
2. Make sure the Secretary completes the minutes and updates the Acts of the Board within 30 days of the meeting (Act 15-1). Distribute to Board.
3. Arrange vote on approval of minutes. New members should abstain if they were not present. Follow the electronic voting procedures (Act 16-13).
4. Arrange/delete access to Sharepoint for new/old members.
5. Update letterhead with names of new Board members
6. Ask webmaster to update website with names of new Board members.
7. Update the insurance website with the contact information for the new Chair and Treasurer (<http://secure.insurancefornonprofits.org/login.cfm>). The past chair will have to give you the username and password.
8. Obtain a written report from the Coordinator of the Teachers Workshop. It is due within 30 days of the meeting (Act 17-1).
9. Read the Constitution, By-laws, and Acts of the Board. You probably should familiarize yourself with the insurance policies, especially what is and is not covered, and how to file a claim.

C. Later between Meetings

1. As business comes up between the meetings, send out motions with a call for a second, after which solicit discussion. Cut off discussion as appropriate and call for a vote, with an explicit deadline for receipt of the votes. Once all votes are in or the deadline reached, announce the results and how each member voted. Follow Act 16-13 in terms of how much time to allow for each step. Explicitly label e-mails as Motion, Discussion, Vote, or Results so that Board members easily can determine when the process has moved on to the next step.
2. Work with the Treasurer to make sure in January that the insurance bill is paid. The bills sometimes do not get to the Treasurer, because the company may put your name on the bill and mail it to the Society (currently the Treasurer's institutional address). You should go onto the insurance website and verify.
3. Solicit interim reports (each Committee, Treasurer, Secretary, and PD) in advance of the 1 April deadline (Act 15-2). Make sure that all are received by the deadline. Make sure they are organized into an appropriately labeled folder on Sharepoint so that you or another chair can find them in the future.
4. Participate in the internal audit (as Chair, you are a member of the Finance Committee—Act 16-10). Remind the Chair of the Finance Committee if he/she forgets to initiate the audit.
5. Make sure the Nominations Committee is seeking candidates in a timely manner. Inquire in mid-summer. Make recommendations/nominate someone yourself.
6. Keep a continuously updated list of items to include on the agenda for the next meeting so that you don't have to remember everything in October.
7. Keep a continuously updated list of items to include in the Chair's Report for the next meeting so that you don't have to remember everything in October.
8. Expect to be involved in multiple discussions with the PDs and Local Hosts concerning future meetings. These will increase considerably in September and October, so be prepared.
9. Distribute proposals for the annual meeting three years into the future and conduct a vote. This vote is simply for the Board to approve the presentation of the bids to the membership at the Business Meeting. Proposals are sent to you, usually in mid-summer; work with the PDs to make sure that you have all the proposals.
10. If any activity other than golf (e.g., curling) is planned for the next meeting, you should check with the insurance company to see what it will cost to get that covered and work with the Treasurer to make it happen.

D. Leading up to the Next Annual Meeting

1. By early September, inform the Board Members as to the time of the upcoming 1st Board Meeting so that they can make flight reservations that will allow them to get to the meeting on time.
2. Similarly, send e-mail to persons running for the Board indicating that they will be expected to attend the 1st and 2nd Business Meeting and, if elected, the 2nd Board Meeting and banquet
3. Notify those who are bidding on the meeting 3 years into the future that they should present their bid at the Business Meeting
4. Notify Local Hosts for the meetings 1 and 2 years into the future to give updates at the Business Meeting.
5. Notify Local Host of next year's meeting that he/she becomes a member of the Board at the 2nd Board Meeting, and he/she should attend.
6. If you are having lunch as part of the Board Meeting, you probably will have to poll the Members of the Board for their menu selections before the annual meeting. Work with the PDs or Local Host on this.
7. Create a preliminary agenda for at least the 1st Board Meeting and 1st Business Meeting, distribute, and ask whether anything else should be included. Do this at least a week ahead of time.
8. Distribute the final agenda a day or two ahead of the meeting. Be sure to specify the time and place of the meeting.
9. Finalize your report on the Activities of the Chair during the preceding year. Establish a folder on Sharepoint for the annual reports, place yours there, and solicit similar reports from the Board.

E. At the Annual Meeting

1. Check out the location of the Board Meeting in advance so that you can alert the rest of the Board if it is difficult to find.
2. You will preside over the 1st Board Meeting. You co-preside with the PD over the Business Meetings.
3. After the 1st Board Meeting, finalize and distribute the agenda for the 1st Business Meeting. Bring a digital version for projection.
4. Make sure that ballots are ready to go for voting on new Board Members at the Business Meeting and that a counting procedure is in place. The student reps usually handle this but should be reminded.
5. Remember that the Constitution requires that you also take nominations from the floor before voting.
6. Prepare agendas for the 2nd Board and Business meetings.