



Guidelines to the Duties and the Election of Officers and Representatives of the ISSS. June 2005. Amended August 2022.

With respect to the following timing, the period '4 years' is taken as the time between two International Meetings of the ISSS, which are normally no less than 2 years apart.

The Executive Committee (members of this Committee are the Trustees of the Society for the purpose of the Charities Commission of England and Wales)

The Executive Committee is normally composed of 9 members:

- President
- President-elect
- Secretary
- Treasurer
- 1 Elected Trustee
- 4 Appointed Trustees

Because the Society is a Registered Charity with the Charity Commission of England and Wales, in accordance with the requirements of the Commission, the majority of the Executive Committee must be resident within England and Wales. Hence the choice of the Appointed Trustees must be made to achieve this requirement.

The President and President-elect will serve one term of 4 years, and may not be re-elected to these positions.

The Secretary and Treasurer will serve for 4 years and may normally be re-elected up for up to two times, i.e. these officers of the Society may serve up to three terms.

Elected and Appointed Trustees will serve for 4 years and may normally be re-appointed or re-elected for up to two times, i.e. these officers of the Society may serve up to three terms. The Elected Trustee will be nominated and elected to office by the membership of the Society. Four Appointed Trustees will be appointed by the President in consultation with the Executive Committee (to meet the Executive Committee membership criteria above).

Nominations for the President-elect, Secretary, Treasurer and the Elected Trustee will be requested from the membership at large at least 3 months prior to the time of expiry of their term of office. They must be received at least 6 weeks before the date of the Annual General Meeting (AGM) of the Society. The nominees will be made known to the membership no less than one month before the date of the AGM of the Society when held at the biennial International Meeting, in the case of the President-elect and the Elected Trustee, or prior to the appropriate regular AGM in the case of the Secretary and Treasurer. An election will be required only if there is more than one nominee; this will be held by electronic ballot of all members of the Society in advance of the appropriate AGM, at which time the result will be announced. The electronic ballot will be organized by the Secretary, and be held until no later than 10 days prior to the AGM.

Regional, Corporate and Affiliated Society Representatives (see below) are not members of the Executive Committee by nature of their office, but may be invited to be present at Executive Committee meetings, in a non-voting capacity, for discussions of matters relevant to their position. *It is imperative that all members of the Executive Committee, Regional, Corporate and Affiliated Society Representatives maintain their membership subscription to the Society to avoid possible forfeiture of their position.*

Duties of Executive members:

President

The President is the Chief Executive Officer and Representative of the Society and is responsible for its successful operation and management. These responsibilities include:

- i. Communication with members of the Executive Committee, Regional, Corporate and Affiliated Society Representatives with respect to the operation and activities of the Society.
- ii. Monitoring of the Constitution, the Statutes and Rules of the Society, and the Duties of the Officers and Representatives of the Society and updating these as necessary in collaboration with the Executive Committee.
- iii. In consultation with the other members of the Executive Committee, appoint four Appointed Trustees to assure there is a majority of Executive Committee members who are resident in England and Wales.
- iv. Providing guidance to the Executive Committee and Representatives with respect to the development of new initiatives to extend the influence and impact of the Society.
- v. Promotion of the Society to all interested parties, including other societies and groups with interests in seed biology.
- vi. Representation of the Society at appropriate forums.
- vii. Determining the Agenda for the Annual General Meetings and acting as Chair at such meetings.
- viii. Submission of an Annual Report on the activities of the Society to the Charity Commission of England and Wales.

President-elect

The President-elect will:

- i. Assist the President with respect to the above responsibilities and deputize to represent the President when necessary.
- ii. Chair the Meetings Committee and be the liaison between the Local Organizers (and Scientific Program Committee, and Editorial Committee) of the biennial International Meetings and the Executive. Proposals by interested parties to hold the biennial International Meetings will be received by the President-Elect.
- iii. Advance to the office of President when that office is vacated.
- iv. Liaise with CABI (or other publisher) and the local organizers of the biennial meeting with respect to the publication of any book resulting from that meeting. This will include the negotiation and the signing of a contract between the Society (signed by the President-Elect of the Society) and the publisher, and agreement on the Editors of the publication. Progress of production of the publication will be monitored to ensure that it occurs in a timely manner.



Secretary

The Secretary will:

- i. Maintain a current list of members and communicate with the membership on the operations of the Society and the activities of the Executive Committee.
- ii. Maintain and update the Society website.
- iii. Communicate to the membership the Agenda of the AGM.
- iv. Take the minutes of the AGM and communicate these to the membership.
- v. At the appropriate times, solicit nominations for vacant positions on the Executive Committee (President-elect, Secretary, Treasurer and Elected Trustee) and convey these to the membership. Arrange, distribute and count an electronic ballot when required. Nominations will be sought from the membership 3 months in advance of the AGM, with a closing date for nominations being 6 weeks before the AGM. Ballots will be available for voting at least one month ahead of the AGM, with voting occurring until no later than the 10th day before the AGM. The results will be communicated to the Executive Committee.
- vi. Distribute the Society Newsletter biannually to all members.
- vii. Update information and advertising material produced by the Society.
- viii. In collaboration with the Treasurer, update and distribute a Membership Directory on an annual basis and remind members who are delinquent in their payment of membership dues.
- ix. Maintain a list of the Executive Committee members and Regional, Corporate Representatives and Representatives from Affiliate Societies, with respect to their appointment and termination dates.

Treasurer

The Treasurer will:

- i. Be responsible for the finances of the Society and for preparing an annual report on these for the Executive and for the Charities Commission.
- ii. Advise the Executive on any changes necessary in the operation of the finances to the benefit of the Society.
- iii. Receive all subscriptions for membership from the members at large, provide receipts for subscription, and in collaboration with the Secretary remind members who are delinquent in their payment.
- iv. Provide an annual report at the AGM to the Executive on the paid membership in the form of a list of members, with addresses and e-mail contact. Provide a list of lapsed members for follow-up by Regional Representatives.
- v. In collaboration with the Secretary, update and distribute a Membership Directory on an annual basis.
- vi. Make payments from the Society's funds as are authorized by the Executive Committee.



Elected and Appointed Trustees

Trustees will provide help and advice to the above Executive members, serve on Society committees, and be active in the promotion and evolution of the Society. Trustees also hold fiduciary responsibilities for the Society with the Charity Commission of England and Wales.

Regional Representatives

Regional Representatives will be appointed by the President, in consultation with the Executive Committee, from Society members in the following regions or countries (these regions may change subject to the number of members represented):

Africa

Australia/New Zealand

Central and South America

Far Eastern Asia

Central/Western Asia

Middle East

North America

Central and Eastern Europe/Russia

Western (continental) Europe/Scandinavia

United Kingdom/Eire

A Regional Representative may be re-appointed and may serve a maximum of two 4-year terms. These Representatives will:

- i. Promote the Society in their region to all interested parties, and actively recruit members into the Society.
- ii. Promote Regional meetings of the Society that bring members together to present their research, particularly as a forum for students and post-doctoral fellows.
- iii. Communicate information about the Society and its activities to members in their region and encourage them to attend Society meetings.
- iv. Communicate activities in their region to the Editor of the Newsletter so that these may be included in the Society Newsletter.
- v. Where possible and appropriate, coordinate the payment of memberships to the Society to reduce banking charges when local currency is converted to sterling.
- vi. Provide feedback to the Executive Committee of actions that will encourage and facilitate the participation of local members in the Society.

Corporate Representative

This position will be filled by a member from a Corporation. The President, in consultation with the Executive Committee will appoint the Representative for a 4-year term, with the possibility of re-appointment for normally one further term.



The Corporate Representative will:

- i. Represent the interests of the corporate sector to the Society, and vice-versa, via the Executive Committee, and will recruit industries and researchers therein to become members.
- ii. Communicate relevant activities in industry to the Editor of the Newsletter so that these may be included in the Society Newsletter.

Representatives from Affiliated Societies

A member of a society of like interest may send a nomination to the Secretary for a Representative to the Society. If appropriate, the President in consultation with the Executive Committee will make an appointment from each society for a 4-year term, with the possibility of re-appointment for normally one further term. This Representative will foster interactions between the society represented and the International Society for Seed Science, and seek to expand these with other societies.