

## **Governing Manual of the FASD Study Group**

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### **I. Overview**

**Background:** The FASDSG is an affiliate of the Research Society on Alcohol (RSA). The FASDSG has a membership of clinicians and researchers. The binding interests of our members are the desire to fully understand the etiology of fetal alcohol spectrum disorders (FASD), identify the characteristics of FASD at multiple levels, and devise ways to improve the lives of children, adolescents, and adults with FASD and other alcohol-related disabilities.

In addition to elected Officers, the FASDSG Bylaws (section 4.01) require an Advisory Board to provide guidance and advice to the officers on issues of governance, policy, and other matters relevant to the operations and mission of the Group. The Advisory Board is composed of the three immediate Past-Presidents and two members elected by the Regular FASDSG membership.

**R13 Grant Support:** NIAAA support has also been essential for promoting interest among young scientists entering the FASD research field through travel awards for the brightest and most promising students/new investigators. This support allows junior investigators, who might otherwise be unable to attend, to participate in the discussions and networking that occur during the meeting. Students and postdoctoral fellows are encouraged to present their data during FASD data sessions, which are 5-minute presentations highlighting new findings. Awards are also presented to an outstanding young investigator to acknowledge their overall contributions to the field and to the top FASD data presentation.

### **II. FASD Study Group Current Bylaws**

**Bylaws of the Fetal Alcohol Spectrum Disorders Study Group (FASDSG)  
Approved June 16, 2018. Last Amended June 15, 2021**

#### **ARTICLE 1 – MEMBERS**

##### **Section 1 – 01. Membership Requirements**

All regular members of the Fetal Alcohol Spectrum Disorders Study Group (Group) shall hold a Ph.D., M.S., M.A., M.D., or equivalent degree and be engaged or interested in research regarding Fetal Alcohol Spectrum Disorders (FASD).

**Section 1 – 02. Membership Categories**

**(A) Regular Members** – Persons holding a Ph.D., M.S., M.A., M.D., or equivalent degree who are engaged or interested in research regarding Fetal Alcohol Spectrum Disorders (FASD). Each regular member will pay annual dues and have the right to hold office and to have one vote on each matter submitted to a vote of the Group.

**(B) Student Members** – Persons enrolled in undergraduate, graduate programs or other postbaccalaureate health-related programs who are engaged or interested in research regarding FASD. They will pay annual dues at a reduced rate and will not have the right to hold executive office or to vote.

**(C) Associate Members** – Persons not eligible for Regular, Student, or Emeritus Membership who are engaged or interested in research regarding FASD. They will pay annual dues at the Student rate and will not have the right to hold executive office or to vote.

**(D) Emeritus Members** - Persons who have held Regular membership and have retired but wish to remain active in the Group. Emeritus members will pay annual dues at a reduced rate and will not have the right to hold office or to vote.

**Section 1 – 03. Membership Application.** Interested individuals must be members of RSA and may apply for membership in FASDSG by sending a request to the Research Society on Alcoholism business manager.

**Section 1 – 04. Termination of Membership.** Membership in the Group may be terminated for non-payment of dues or assessments after failure to pay within one year.

**ARTICLE 2 – MEETING OF MEMBERS**

**Section 2 – 01. Annual Meeting.** An annual meeting of the members shall be held as determined by the executive officers. It will include a business meeting. Notice of the meeting will be given at least 30 days in advance.

**Section 2 – 02. Meeting Registration Fee Waivers.** . The annual meeting registration fee is waived for the executive officers (President, Vice-President, Treasurer, and Secretary), hereafter termed “officers” and the Trainee Representative.

**ARTICLE 3 – VOTE BY THE MEMBERS**

**Section 3 – 01. Quorum.** The presence of twenty percent of the Regular members shall constitute a quorum at a meeting of the members.

**Section 3 – 02. Manner of Acting.** The Officers hold authority for bringing all matters to vote by the members. A matter for vote may be recommended to the Officers by 1) the Advisory Board, 2) a Standing Committee, or 3) a Regular member in good standing. The Officers may solicit review by the Advisory Board at their discretion. Members will be given 30 days prior notice of motion for vote.

**Section 3 – 03. Adoption.** A simple majority of votes shall be necessary for adoption of a matter

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that is brought to the members for a vote. In case of a tied vote, the President shall cast the deciding vote.

**Section 3 – 04. Means.** Voting may be conducted by hand, paper, or electronic ballot as determined by the officers.

#### **ARTICLE 4 - ADVISORY BOARD**

**Section 4 – 01. Advisory Board.** An Advisory Board (Board) shall be composed of the three immediate Past-Presidents and two members elected by the Regular membership. The current President will serve as a non-voting, ad hoc member. The Chair shall be elected from the Board. The longest serving Past-President shall be replaced upon election of the new President. The two elected members shall be elected in alternate years. In the first year, one member will be elected to serve a single year. The Board shall provide guidance and advice to the officers on issues of governance, policy, and other matters relevant to the operations and mission of the Group. They shall keep complete minutes of their meetings and file these in a timely manner with the Secretary.

#### **ARTICLE 5 – OFFICERS**

**Section 5 – 01. Officers.** The Officers of the Group shall be a President, Vice-President, Treasurer, and a Secretary. All Officers must be Regular Members at the time of their election and during the entirety of their respective terms of office. No person may hold more than one office at the same time.

**Section 5 – 02. Election and Terms of Office.** The Secretary shall be elected to a one-year term at the annual meeting and shall begin his/her term of office immediately upon election. At that time, the immediate Past-Secretary shall become the Treasurer, the immediate Past-Treasurer shall become the Vice President, and the immediate Past-Vice President shall become President. No President shall serve two consecutive terms except when an elected Vice President must assume the Presidency mid-term or when the Annual Meeting is cancelled.

**Section 5 – 03. Vacancies.** A mid-term vacancy in the office of the President shall be filled by the Vice-president. A mid-term vacancy in the office of the Vice President, Treasurer, or Secretary shall be filled temporarily by the Board, until the next annual meeting, when it will be filled via election by the Regular Members.

**Section 5 – 04. President.** The President shall be the principal Executive Officer of the Group and shall have general charge and supervision of its business and affairs. The President shall preside at the annual meeting of the members and will report to the members as required from time to time. The President shall perform all duties of the office and as prescribed by the Board. This shall include setting the annual meeting time, date and location, defining the annual meeting theme, program, and guest speakers, preparation of an annual summary of the scientific meeting, and service as lead liaison with the Research Society on Alcoholism or other groups.

**Section 5 – 05. Vice President.** The Vice President will manage the application and selection

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process for the FASSt Data presentations, the student travel awards, and the merit award, and will assist the President as needed.

**Section 5 – 06. Treasurer.** The Treasurer will serve as a liaison with the Research Society on Alcoholism business manager and will request the budget spreadsheets that detail the Study Group's income and expenditures and the names of individuals who have paid membership dues, registered for the annual meeting, the annual meeting luncheon, and all other member payments. This information will be shared with the Officers. The Treasurer shall also serve as a liaison with the grant awardee, other funding sources and managers, and vendors to arrange ordering, billing, and payment for all Group needs. The Treasurer will be responsible for specifying and ordering all food and beverage, the audiovisual resources, and the meeting room for the annual meeting. S/he will arrange a restaurant for the annual meeting luncheon.

**Section 5 – 07. Secretary.** The Secretary will be responsible for dispersing and receiving all communications between the Officers, Board, and Committees with the Group membership. The Secretary will be responsible for the membership and registration lists, and will provide this information to the other Officers. S/he will be the contact person to initiate website updates. The Secretary will record the minutes of the Group business meeting and all meetings of the Officers, and will prepare minutes in a timely manner for distribution. The Secretary will prepare program materials and signage for the annual meeting, distribute registration packets (including ballots) to meeting attendees, staff the meeting registration table, arrange student helpers to assist with activities the day of the meeting, and will be in charge of tallying ballots. Upon completion of his/her duties, the immediate Past-Secretary will train the incoming Secretary.

**Section 5 – 08. Student or Postdoctoral Representative.** The Representative position is open to graduate students and post-doctoral researchers who are members of the FASDSG at the appropriate level. The Representative will provide direct representation of early-stage, emerging FASDSG scientists to the officers. The primary responsibilities will be to assist with the management of the study group's social media and web presence, and assist officers in planning and execution of the annual meeting. The duties of the representative may also include participation in monthly FASDSG officer teleconferences. To avoid potential conflicts, the representative will not directly participate in selection of FASSt Data talks or awardees. Membership dues and fees for the networking lunch will be waived for the representative. The term will begin immediately after the conclusion of the annual meeting in which the selection of the representative is announced. Duration of the term will be one year which is renewable, with a limit of three years unless special permission is requested and granted by the FASDSG officers and advisory board.

## **ARTICLE 6 – ELECTIONS**

**Section 6 – 01. Nominations (Secretary).** Nominations for the position of new Secretary are solicited from the Group membership in advance of the annual meeting. Nominations can be made by the candidate or by another Regular member. The nominee shall agree in advance to the duties and shall have been a Regular Member of the Group in good standing for at least five years. Candidates will provide nomination materials to the present Secretary, including a paragraph describing their interests and qualifications. The Secretary will distribute this

information to the membership in advance of the annual meeting.

**Section 6 – 02. Voting.** Voting for a new Board member, Secretary, and other Officers, if necessary, will take place in association with the annual meeting and may take place electronically within 30 days in advance of the meeting. Voting will be open to all Regular members in good standing. A simple majority of votes of the Regular members at the annual meeting or submitting electronic votes will determine the winner. The result will be announced during the annual meeting.

**Section 6 – 03. Nominations (Representative).** Candidates must be members of the FASDSG and should be a current graduate student or a post-doctoral researcher. Candidates for the representative position must be nominated by a regular or emeritus member of the FASDSG. Letters of nomination will be solicited annually by the FASDSG officers. The candidate's advisor/supervisor must provide a letter of support if the supervisor is not providing the nomination. The representative will be selected by the FASDSG officers and advisory board from the pool of candidates. Announcement of the selected candidate will take place at the annual meeting.

## **ARTICLE 7 – COMMITTEES**

**Section 7 – 01. Standing and Ad Hoc Committees.** The Officers will have the power to establish standing and *ad hoc* committees and assign their duties to facilitate the mission and operations of the Group. Committee actions are subject to the Group Bylaws. Members of standing committees are appointed by the Officers and serve until the next annual meeting or until appointment of a successor, at the discretion of the Officers.

**Section 7 – 02. Henry Rosett Award Selection Committee.** The Selection Committee shall be composed of five members appointed annually by the Officers. Members shall include previous Awardees, Past-Presidents of the Group, and other leaders as determined by the Officers.

## **ARTICLE 8 – AWARDS**

**Section 8 – 01. Henry Rosett Award.** The Henry Rosett Award honors an individual for outstanding long-term contributions to research in the FASD field. Nominations for the Award are solicited by the Officers from the membership. Nomination packets shall include the *curriculum vitae* of the nominee, a primary letter of nomination from a Regular member, and two letters of support from Regular members. The nomination packet shall be submitted to the President, who will facilitate review by the Rosett Award Selection Committee. The Award is presented at the annual meeting with an oral presentation by the Awardee.

**Section 8 – 02. The Kenneth Warren Merit Award.** The Kenneth Warren Merit Award is presented to a graduate student, post-baccalaureate health professions student, or fellow (no more than 4 years past their terminal degree), who is a member of the Group, for outstanding research in the field of FASD. Applications are solicited from the membership. Application packets shall include an application form, the *curriculum vitae* of the applicant, an abstract for FASD Data Presentation, a letter of support from the student advisor who shall be a Regular member, and 2

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additional letters of support. The Awardee is selected from the applicants by the vote of the Officers or a committee designated by the Officers. The Award is presented at the annual meeting with an oral presentation by the Awardee.

**Section 8 – 03. The Tim Cudd Award.** Established in 2013 in memory of Dr. Timothy Cudd, a longtime FASD Study Group member who was internationally recognized for his research on FASD. This award is presented to a graduate student, post-baccalaureate health professions student, or fellow (no more than 4 years past their terminal degree), who is a member of the Group, in recognition of the best submitted research abstract to the FASDSG annual meeting. The Awardee is selected from the applicants by the vote of the Officers or a committee designated by the Officers. The Award is presented at the annual meeting with an oral presentation by the Awardee.

**Section 8 – 04. Other Awards.** Other Awards also may be established by amendment of the Bylaws.

## **ARTICLE 9 - DUES**

**Section 9 – 01. Membership Dues.** The Officers will determine the amount of annual dues or assessments for the various classifications of members. They shall have the power to waive dues and assessments in appropriate cases.

**Section 9 – 02. Payment.** Membership dues shall be payable in advance by the thirty-first day of January in each fiscal year. Annual memberships shall run from January 1 to December 31. The Officers will establish the method of dues collection to facilitate operation of the Group.

## **ARTICLE 10 - AMENDMENTS TO THE BYLAWS**

**Section 10 – 01. Amendments to the Bylaws.** Any proposal for alteration, amendment, or repeal of these Bylaws will be submitted to the Officers. The proposal will be reviewed by the Board and the Officers. It will be distributed to the membership with the recommendation of the Board and Officers thirty days prior to the vote which will be held in association with the annual meeting or may take place electronically in advance of the annual meeting. A simple majority of votes of the Regular members at the annual meeting or submitting electronic votes is required to make any change to the Bylaws.

### **III. Annual Meeting Planning Timeline FASD Study Group**

August: Plan for FASD Awareness Day (September 9). Remind membership of the annual event and encourage them to plan FASD awareness activities at their local institutions.

MidSep: Decide membership dues rate for following year. Coordinate with RSA/ to announce membership dues payment. Inform of FASDSG website link. Remind that only members are eligible for travel awards. (*Email #1*)

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Nov: Conference Call: Discuss meeting program theme and speakers. Discuss organizational Timeline for meeting. Set deadline dates for Rosett and travel awards, abstracts, registration for meeting and lunch.

Early Nov: Submit RSA Satellite Meeting request form (online), due by Dec 1, but best to submit it early so that planning for catering and lunch can begin (President).

Early Nov: Email members: Announce meeting date and location. Remind of deadline to submit Symposium proposals for RSA Meeting (early Dec). (*Email #2*)

Dec: Email members: Membership dues reminder timed to also notify members of early-January deadline for RSA membership application. Reminder to submit abstracts. (*Email #3*)

Mid-Jan: Conference call: President initiates conference call to define program and keynote speakers. Discuss lunch location and cost of lunch for registration form (Treasurer).

Feb 1: Email members: Announce meeting program theme. Request Rosett Award nominations and provide instructions: submit CV, letter of nomination and 2 letters of support to President by March deadline by email or via website. Officers set composition of Rosett Committee (5 members, past recipients & officers) (*Email #4*)

Mid Feb: Email members: Secretary sends email to request Merit award nominations, travel awards applications, and FASt Data abstract submissions. Include instructions and forms in email. Upload to website using form by mid-March (Vice-President). (*Email #5*)

Mid Feb : Conference call: Discuss status of activities and meeting organization.

Mid-Feb: provide RSA with confirmed FASD-SG meeting registration rates, and \*luncheon cost (early bird and late fee deadline coincide with RSA schedule. Also, provide RSA with flyer; including link to our website containing information on the Satellite conference. \*Arrange with RSA staff payment of any deposits necessary for luncheon.

Mar 1: Email members: (check anticipated date of this with RSA). Secretary notifies members that registration for meeting and lunch is posted on RSA website. Include forms in the email and state that forms and payments can be submitted online or sent to RSA. Notify regarding early and on-site registration deadlines. No on-site registration for lunch. Registration is open to both members and non-members. Remind to print receipt as email receipt is not provided. (*Email #6*) All forms and payments are to be submitted online.

Mar 1: Email members: Secretary sends email to announce Preliminary Program posted on website. Remind of Rosett nomination deadline Mar 12. Reminder of Merit award nominations, travel award applications, and FASt Data abstract submission deadline Mar 15 (sent to VP). Remind of RSA/FASDSG membership deadline. (*Email #7*)

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Mid Mar: Deadline for Rosett Award nominations. President forwards nominations to selection committee. Deadline for selection by committee Apr 16.

Mid 12: Deadline for Merit award nominations, travel award applications, and FASt Data abstract submission. Vice President will organize applications for rapid review and forward them to officers for review and scoring.

Late Mar: Conference Call (VP lead): Select Travel Awards. Select Merit Award.

Mar 31: End of R13 grant budget year

Apr 1: Conference Call (VP lead): Select FASt Data abstracts for presentation.

Apr 8 or before: Vice President: Notify Merit award and travel award recipients. Notify FASt Data presenters. Set deadline for upload of ppts. Notify non-recipients. Notify R13 grant administrator of award recipients. Order engraved Merit award plaque from award.com (Note, this is not awards.com). The login is the vp email address and pw is FASDSG!.

Mid Apr: Email members: Request nominations for new officer/Secretary. Provide instructions to submit CV, photo, and ½ page description of candidate to Secretary by deadline June 1. (*Email #8*)

Apr 15: Deadline for Rosett Award selection by committee. President will notify winner and nominator and arrange for their PPT presentations, request check from R13 grant, and order engraved award. Confirm agency speakers (President).

April 26: President shall send RSA and SDSU the letter listing award winners and speakers, indicating if both FASD-SG and RSA registrations are covered or just FASD-SG. RSA will invoice SDSU for these registrations. Other expenses (e.g., travel, honoraria) are handled through the SDSU, by FASD-SG contact.

May 1: Treasurer: Deadline for requisitions to be sent to the RSA office: room, A/V additions (e.g., Zoom), tables, chairs. Catering request for coffee breaks (RSA) and restaurant (lunch) is finalized (Treasurer). Organize who will bring banner.

May 1: Begin weekly conference calls.

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May 2: Email members: Remind about deadline for officer nominations. (*Email #9*)

May 15: Deadline for new officer nominations. Notify nominees. Post to website and send email notice of posting. Request business meeting agenda items. (*Email #10*)

Late May: Email members: Announce final program posting on website. Remind about membership dues payment, on-site meeting registration cost for members, and non-member registration cost. Remind there is no on-site registration for lunch and that on-site payments can

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be cash, check or credit card. Identify last registration date. **Pull together list of all FASD-related activities at RSA and distribute it to FASDSG membership.** (*Email #11*)

~June 10: Final date to adjust catering order & attendee count. Ask RSA to close on-line registrations. Confirm with RSA final numbers for coffee breaks & luncheon (5% buffer).

June 7: Final Conference Call: Discuss final preparations and activities the day of the meeting. Contact SDSU/Jen Thomas to organize travel reimbursement packets.

June 8: Deadline for presentation uploads. All FASt data presentations and speaker presentations should be uploaded. VP will coordinate FASt data presentations. President will coordinate speaker presentations.

June 15: Final Email members: Reminder of meeting date and time, hotel and room location, note light breakfast items, web link to officer nominations, final program, on-site registration and dues payment. (*Email #12*)

June 21: Officers meet at hotel ~3pm to review final details, evaluate conference site; Officers have dinner with Keynote speakers.

June 22: Day of FASDSG meeting. Set-up begins at 7 am, registration opens at 7:30 am, conference begins 8 am. Take photos of: past officers, incoming officers, Rosett awardee and nominator, Student Merit winner & mentor, travel awardees. Pass the gavel.

***Meeting-related content to be posted on the website:***

List of officers

Steering committee members

Rosett award: criteria, past awardees, and selection committee members

Program theme, preliminary program, and final program

Meeting and lunch registration forms (RSA collects \$; we request updated spreadsheets)

Rosett Award nomination instructions

FASt Data abstracts, Merit award, travel awards: submission instructions and forms

New Secretary - officer nominations

**\*\*Note:** All emails should be sent to all officers for editing before sending to the membership.

**IV. Specific Annual Duties of FASDG Officers**

***President:***

Organize meeting organization timeline for officers.

Organize Steering Committee objectives and activities

Organize meeting theme, preliminary program, and final detailed program schedule.

Organize Rosett Award: request nominations, organize Rosett Award Selection Committee, arrange honorary presentation by nominator, collect PPT files, present award at meeting.

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Organize keynote speakers: invite, travel arrangements, collect PPT files, honoraria payment, introduce at meeting.

Organize federal agency speakers: invite, collect PPT files, printed material to distribute, introduce at meeting.

Organize business meeting agenda (present officers, committee members, and new Secretary; leave time for discussion and voting).

Arrange room, A/V, etc. with RSA

Preside over meeting itself (begin w/ introduction of officers; introduce officer nominees before a.m. break; conclude with change to new President).

Primary responsibility for preparing manuscript of meeting proceedings for publication in *Alcohol*; this is a requirement of the R13 that supports the conference.

Provide back-up computer for meeting with meeting template and PPTs loaded

***Vice President:***

Maintain domains and website via annual renewal of Jumpline and Weebly accounts

Travel Awards and FAST Data Abstracts: request, organize submission, organize review by officers, notify awardees, order award checks, collect all FAST Data PPT files, introduce FAST Data sessions and speakers during meeting.

Primary responsibility for organizing the presentations and computer at the podium

Prepare meeting template with PPT files linked. Finalize all links with PPT files from all speakers.

Provide computer for use on the podium at the meeting with meeting template and PPTs loaded.

Copy template onto flash drive for transfer to back-up computer.

Order and transport Rosett award

Order and transport: Merit award and outgoing President ☺ plaque/certificate.

Prepare FAST Data summaries for inclusion in published proceedings manuscript.

Arrange photography of speakers, networking, lunch, registration, audience, etc. at meeting

***Treasurer:***

Prepare working meeting budget and keep RSA and R13 budgets current

Handle all aspects of R13 grant budget and expenditures

Order food with RSA

Responsible for food logistics the day of the meeting

Provide secretary with list of conference registrants

Organize food (catering and lunch) at meeting. Identify student helpers to collect meal tickets for luncheon.

Prepare Treasurer's report on all funds (account bottom line \$+/-; membership payment; meeting attendance/income/expense; website expenses, thanks to NIAAA for R13 budget) and present at meeting

Organize and close post-meeting finances with RSA, vendors, officers, awardees, and R13 grant

Order and transport signage for meeting room

Audio/Video record entire meeting

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***Secretary:***

Maintain current membership database  
Take minutes at monthly business meetings  
Write and send all emails to members  
Prepare printed program and deliver 200 copies to meeting  
Recruit and organize student helpers for meeting  
Prepare meeting registration materials: envelopes with badges, lunch ticket, receipts, officer ballots, and other voting ballots  
Assist Treasurer as needed at the meeting  
Collect new officer ballots and count results during a.m. coffee break

***Student Representative:***

Update website materials throughout meeting planning process  
Maintain social media presence (twitter and facebook) throughout year  
Advise Officers on student needs and meeting feedback  
Assist Secretary during meeting registration