

SSR Membership Committee: Standard Operating Procedures

Bylaws Article XI, Section 4(a): A Membership Committee composed of five or more Members of the Society shall solicit, evaluate, and approve or decline nominations for membership according to guidelines established by the Board of Directors in Article V, Section 1. The Membership Committee may delegate authority for evaluation and approval of membership applications to the office of the Executive Director.

Responsibilities of the Membership Committee:

The primary responsibilities of the SSR Membership Committee are to solicit and receive nominations for membership, and to approve or decline these applications based on guidelines established by the Board of Directors.

The Membership Committee also recommends to the Board of Directors any modifications relevant to membership that it views as potentially advantageous to the Society. These can include modifications to the current guidelines for membership, to the Nomination Form, and to strategies to be implemented for membership solicitation, promotion, nomination, recruitment, application, and application evaluation. The Membership Committee, in collaboration with the office of the Executive Director, is then responsible for the implementation of approved modifications.

The work of the Membership Committee is crucial to maintain the strength of the Society, and some emphasis is placed on recruiting members who will develop innovative ways to encourage membership retention and stimulate recruitment.

Composition and Duties of the Membership Committee:

As defined in the Bylaws of the Society, the Membership Committee is composed of five or more members. Currently, the Membership Committee is composed of the following individuals:

- Chair
- Co-chair
- 8 committee members - 4 of whom are from outside the U.S.
- 1 trainee member

The Chair serves in this capacity for a one-year, renewable term of appointment. The duties specific to the Chair are as follows:

- 1) writes a twice-yearly report to the Board of Directors (January and July)
- 2) works with the assigned Board member who is liaison to the Membership Committee
- 3) presents the yearly report to the Board at the Annual Meeting and addresses their concerns
- 4) reviews the consensus report generated by the Co-Chair and forwards the document to the office of the Executive Director
- 6) contributes articles to each SSR Newsletter
- 7) addresses any minor membership issues, in consultation with the co-chair

The Co-chair serves in this capacity for a term of one year, after which he/she is usually invited to serve a term as Chair. The duties specific to the Co-chair are as follows:

- 1) works with the Chair to address minor membership issues
- 2) organizes a meeting of the Membership Committee during the Annual Meeting in the role of incoming Chair

Procedures:

I. General Operations

Between Annual Meetings, the work of the committee is achieved using e-mail, phone and fax communication. At every Annual Meeting, a meeting of the Membership Committee is held to enable members to discuss relevant committee issues.

It should be noted that the current Membership Committee considers "Senior Author" (as described in the membership guidelines) as referring to the first and last author on a publication.

II. Nomination of New Members

Any Regular Member of the Society can nominate a qualified individual for membership by sending the Executive Secretary an application completed by the nominee and signed by the sponsoring Member.

III. Solicitation of New Members and Membership Promotion

The Membership Committee can solicit applications from prospective members who appear to have the qualifications to join the Society. Solicited applications do not require the signature of a sponsor. In addition, the Membership Committee holds the primary responsibility to identify and implement strategies that will recruit and retain members. These may vary according to the needs of the Society, and as new, more effective strategies are identified,

Current strategies for new member recruitment include;

- 1) membership invitations made to nonmember first and last authors of papers accepted for publication in *Biology of Reproduction*
- 2) complimentary associate memberships (including online journal access. October newsletter), early notice of call for abstracts for next annual meeting) awarded to non-member participants at the annual meeting)
- 3) wallet-sized cards with membership dues structure for circulation at the Annual Meeting
- 4) buttons ("Ask Me About SSR Membership") worn by Board and Membership Committee members during the Annual Meeting
- 5) identification of an annual theme for recruitment and promotion of the theme by:
 - employing the theme in the T-shirts available at the Annual Meeting
 - display of a large banner or appropriate signage over the meeting's registration table
 - formally reminding meeting attendees of the year's theme at the opening ceremony
 - distributing pin-back buttons or stickers with this slogan at the meeting
 - periodic e-mail reminders to the SSR members

- articles in the SSR newsletters
- 0) inclusion of the SSR Trainee Representatives at the Membership Committee meeting at the Annual Meeting
- 1) reminder of the benefits of membership by the Membership Committee Chair at the Minority Affairs Forum at the Annual Meeting

Attachment:

1. Advantages of Membership

Modifications to this SOP require Board approval before they are applicable.

SSR: 5/22/2007

FINAL: 11/10/08

Appendix 1. Advantages of SSR Membership (From SSR Website)

“Why should I join SSR—after all, it costs money? What will I get from being a member of SSR?”

These are the sorts of frequently-asked questions we hear when our fellow colleagues are asked to join SSR.

What is the SSR?

It is an organization of people who share a common interest, e.g., reproductive biology, endocrinology, etc.

What does the SSR do?

- SSR holds annual meetings at which scientists present data, learn the latest information in their field, and meet fellow scientists.
- SSR publishes the journal *Biology of Reproduction* (BOR), the number one journal in this area of research.
- SSR also informs its members of current political issues related to science: research funding, animal use, ethics, etc.
- SSR also speaks for its members at the national level. A voice representing thousands of scientists has more clout than a letter from a single individual.

What will I get from being a member of SSR?

You will join an outstanding group of scientists with whom you share a common interest. You will have the opportunity to make contacts with other scientists. Your voice will be heard when you join thousands of scientists to speak to our congressional leaders and other parties regarding scientific issues.

As a member, your registration fees to attend the national meeting and publication costs will be reduced. The cost of a trainee membership is less than the difference between the annual SSR meeting's registration fees for nonmembers and members. Only trainee members are eligible for travel awards to the annual meeting, provided they have submitted an abstract to the meeting. Likewise the savings on page charges for members will easily pay for itself. Membership also gives access to BOR online, where every issue of *Biology of Reproduction* is readable 24 hours a day.

Other member benefits are the electronic newsletter, announcement of positions, and other newsworthy items.

What is the cost of membership? (Updated 10/5/2010)

2010 annual membership dues are \$225 for US and non-US regular and associate members. A late renewal fee of \$25 is assessed after 30 November 2010. These dues include online access to BOR. A 2011 print subscription to BOR can be purchased for \$1030 (US Members) or \$1080 (Non-US Members). Trainee membership dues are \$65 for postdoctoral fellows and \$50 for graduate students. Dues for non-US trainees are the same as US trainees and also include online access to BOR. For further details, please see the dues table below.

Categories

Regular

Conferred on the basis of scientific productivity and continuing interest in the field of reproduction or related areas. Regular members have a doctoral level degree or equivalent scientific accomplishments.

Associate

Conferred on individuals interested in the science of reproductive biology but who are not actively engaged in research.

Trainee

Conferred on any student in training in fields relevant to the science of reproductive biology.

Sustaining

Conferred on individuals or firms interested in the advancement of fundamental knowledge about human and animal reproductive processes.

Benefits

- Online subscription to the monthly journal, *Biology of Reproduction*.
- Subscription to SSR's Newsletter published in February, June, and October.
- Invitation to the Annual Meeting.
- Eligibility for awards.
- Reduced page charges for articles published in *Biology of Reproduction*.

- Reduced registration rates for SSR's Annual Meeting.
- Regular members may hold office, nominate and elect Directors and Officers of the Board, nominate members, and change the Bylaws.
- Trainee members are eligible for travel awards to attend the Annual Meeting and receive reduced registration fees.

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*Directors can serve as ex officio members on committees, but should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote.**

**As approved by the SSR Board of Directors at the 2012 Summer Board Meeting.*