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OFFICES AND COMMITTEES

President's Office

HSS BYLAWS, Section III, Article 9 *“The President ... shall be elected by ballot for two calendar years.”*

Section III, Article 9, Paragraph 3 *“The President of the Society shall appoint the Chair of the Nominating Committee from among those elected to that Committee.”*

Section IV, Article 11 *“In case of a vacancy in the office of President, the Vice-President shall immediately become Acting President, and shall become President for a regular two-year term at the next convenient date.”*

Section IV, Article 13, Paragraph 2 *“The President of the Society may conduct a mail poll of Council members on matters that require Council action before the next scheduled meeting.”*

The President is the executive officer of the Society. As such, it is his or her duty to preside over the annual Council and business meetings of the Society and to convene and preside over meetings of the Executive Committee. The President responds appropriately and expeditiously to matters with a potential impact on the Society brought to his/her attention by the Executive Director. He or she also appoints the chair of the Nominating Committee from among those elected to that body. As chief spokesperson the President represents the Society in occasional correspondence with individuals and in formal dealings with institutions and other organizations that make contractual arrangements with HSS. The President is a signatory for the Society on all official contracts.

It has traditionally been the duty of the President to preside at the banquet during the annual meeting and to bestow the awards of the Society. The President has on occasion used the public platform of the office to focus attention on matters affecting the business of the Society, such as scholarly issues that touch on the history of science. As the chief executive, the President chairs the semiannual meetings of the EC. He or she, in concert with the Executive Director, sets the agendas for these meetings. (A large briefing book for each meeting, comprising committee, officer and other reports, follows this agenda.) There is a 2-day spring meeting, which typically takes place over a weekend (Thursday night arrival, Sunday morning departure) in May or June and is usually held in the city where the annual meeting is slated, and another meeting in the fall that convenes the Wednesday right before the annual meeting. The EC meets the Thursday morning of the meeting and then moves to the Council meeting, which is held on that Thursday afternoon. (The President also sets the agenda for the Council meeting.) The President may submit a report for these meetings but this is not required. The President is also expected to attend and chair the HSS business meeting, which has been on the Sunday morning (8-9) of the annual meeting. It can be helpful for the EC to have an overview of what the President sees as the central concerns before the Society.

EC members are reimbursed for the spring meeting but it is hoped that the President's home department will cover costs for the annual meeting. However, it is the Society's intent that no officer be saddled with out-of-pocket expenses. The president has a small budget, usually around \$500. The President serves as the host for the Prize Winners' reception, which is typically held in the President's suite. (The President receives a complimentary suite for each annual meeting.)

Correspondence

The Executive Committee of the HSS carries on a considerable dialogue via e-mail between these meetings. Since the EC strives for consensus on the many issues it must address, the amount of time required for these e-mail exchanges can occupy several hours per week. The President may ask the Vice President to formulate reports on various issues, for example, policy concerns. She or he also receives and responds to correspondence, especially e-mail, from members of the Society and others on a variety of subjects. Much of the business thus generated can be easily dealt with or delegated; some requires consultation with the executive director or the EC.

Development

During various times of the Society's history, the President has taken the lead on fund-raising. This development function was handled most ably by Gerald Holton in the mid 1980s, following the awarding of an NEH Challenge Grant. The President's role as fundraiser was resurrected in 2003 with the Society's second NEH challenge grant. Fund-raising activities can include visiting potential major donors, phone solicitations, and mailings, as well as letters of thanks to donors.

Vice-President's Office

HSS BYLAWS, Section III, Article 9 *“The Vice-President ... shall be elected by ballot for two calendar years, followed by two calendar years as President.”*

Section IV, Article 11 *“In case of a vacancy in the office of Vice-President, the office shall be filled by ballot for the remainder of the regular two-year term, as soon as possible, in accordance with the procedure of Article 9, Paragraph 2.”*

Section IV, Article 19a *“The Vice-President shall be an ex officio member of the Committee on Publications.”*

The two-year term of Vice-President serves as a training period for the presidency. Thus, the Vice-President plays less a directive role in any specific aspect of the Society's operations than he/she does in learning the structure and flow of the decision-making process. At the discretion of the President in office at the time of the election, the Vice-President-Elect may attend the final Executive Committee Meeting in the fall preceding the assumption of office. Once the new officers are in place, the Vice-President serves as a member of the Executive Committee, joining in the discussion and decisions taken by that group. As an *ex officio*, voting member of the Committee on Publications, the Vice-President represents the Executive Committee to that body and reports on publication matters to the Executive Committee. The degree of involvement of the Vice-President as counselor to the President is dependent on the discretion of the latter. The Vice Presidency is a good time for the VP to consider what he or she would like to accomplish as President of the HSS.

Meetings

As a member of the Executive Committee, the VP attends the semiannual meetings of the EC and reads briefing books that outline HSS business. There is a 2-day spring meeting, which typically takes place over a weekend (Thursday night arrival, Sunday morning departure) in May or June and is usually held in the city where the annual meeting is slated, and another meeting in the fall that convenes the Wednesday right before the annual meeting. The EC meets the Thursday morning of the meeting and then moves to the Council meeting, which is held on that Thursday afternoon. The Vice President may submit a report for these meetings but this is not required. EC members are reimbursed for the spring meeting but it is hoped that the VP's department will cover costs for the annual meeting. However, it is the Society's intent that no officer be saddled with out-of-pocket expenses. There is no budget line for the VP's office. The policy of the HSS, as established in 1990 with the adoption of the recommendation of the Ad Hoc Committee on Reimbursement of Travel Expenses, chaired by Spencer Weart, is as follows: "Members of the Executive Committee may be reimbursed for travel and subsistence to attend the Annual Meeting of the Society, to the extent that these expenses are not reimbursed by their own institutions."

As an *ex officio* member of the Committee on Publications, the VP is expected to attend a spring meeting of CoP, although none has been held over the last several years. CoP does meet during the annual meeting, usually from 12 to 3 on the Saturday of the meeting. CoP members are reimbursed for any spring meeting. The VP rotates off of CoP once she becomes president.

The VP is also expected to attend the HSS business meeting, which has been on the Sunday morning (8-9) of the annual meeting.

Correspondence

The Executive Committee of the HSS carries on a considerable dialogue via e-mail between these meetings. Since the EC strives for consensus on the many issues it must address, the amount of time required for these e-mail exchanges can occupy several hours per week; periods right before the semiannual meetings tend to be especially intense. The VP may be asked by the President to formulate reports on various issues, for example, policy concerns.

Secretary's Office

HSS STATUTES, Section III, Article 7. *The officers shall be a President, a Vice-President who is President-elect, a Secretary, a Treasurer, and the Editor of the Society.*

Section III, Article 9, Paragraph 5 “... ballots shall be received by the Secretary and valid ballots shall be tallied by a committee consisting of the Secretary and at least one other person, appointed by the Secretary.”

Section IV, Article 11 “The Council shall elect a ... Secretary for a ... two-year renewable term,”

Section IV, Article 13 “Council shall meet at the time of the annual meeting of the Society. It may meet at other times, at the President’s discretion or upon request made in writing to the Secretary by three or more members of the Council.”

Section IV, Article 15 “In the absence of the President and the Vice-President, the Secretary shall preside at any meeting of the Council or the Society. The Secretary ... shall be responsible to the Council for administration of ...[his/her] office.”

HSS BYLAWS Section II “The chair of each of [the standing] committees is required to prepare a written Annual Report to the Society. This report should be sent to the Secretary not later than thirty (30) days before the Council meets, and submitted by the Secretary to the Council not later than twenty-one (21) days before the Council meets”

Section II, Article D “The [Committee on Honors and Prizes] shall send to the Executive Committee each year at a time to be fixed by the Secretary three or more nominations for the Sarton Medalist. The committee shall also advise the Secretary when policy questions arise regarding the operation of the Standing Subcommittees appointed to select winners of the various prizes established by the Society.”

Section II, Article H “When necessary, a Special Nominating Committee composed of the President (as chair), Vice-President, and the members of the elected Nominating Committee shall recommend one or more candidates for Secretary, to be elected by the Council.”

The Secretary is charged with recording all official minutes of the Society’s Executive Committee, Council, and Business Meeting. In addition, the Secretary is responsible for official correspondence on behalf of the Society.

The Secretary records all official votes of the Council, including those conducted by e-mail, and adds the results to Council actions decided between meetings.

Meetings

As a member of the Executive Committee, the Secretary attends the semiannual meetings of the EC and reads briefing books that outline HSS business. There is a 2-day spring meeting, which typically takes place over a weekend (Thursday night arrival, Sunday morning departure) in May or June and is usually held in the city where the annual meeting is slated, and another meeting in the fall that convenes the Wednesday right before the annual meeting. The EC meets the Thursday morning of the meeting and then moves to the Council meeting, which is held on that Thursday afternoon. There is also a business meeting held the Sunday morning of the annual meeting. The secretary should prepare an agenda for the meeting that is circulated in advance of the meeting and should distribute the minutes to those attending. EC members are reimbursed for the spring meeting but it is hoped that the Secretary’s department will cover costs for the annual meeting. However, it is the Society’s intent that no officer be saddled with out-of-pocket expenses. (Typically, there is a small budget line of \$500 US for the Secretary’s office.) The policy of the HSS, as established in 1990 with the adoption of the recommendation of the Ad Hoc Committee on Reimbursement of Travel Expenses, chaired by Spencer Weart, is as follows: "Members of the Executive Committee may be reimbursed for travel and subsistence to attend the Annual Meeting of the Society, to the extent that these expenses are not reimbursed by their own institutions."

Correspondence

The Executive Committee of the HSS carries on a considerable dialogue via e-mail between these meetings. Since the EC strives for consensus on the many issues it must address, the amount of time required for these e-mail exchanges can occupy several hours per week; periods right before the semiannual meetings tend to be especially intense.

Executive Director's Office (Executive Office)

HSS BYLAWS Section VIII *“The administrative functions of the society will be the responsibility of the Executive Director. S/he will be appointed, with the approval of Council, to a salaried position by the Society’s Executive Committee, which shall also be responsible for evaluation, retention, and promotion of the Executive Director. The Executive Director shall be an ex officio non-voting member of Council and Executive Committee.”*

Section II, Article C *“Both [program] chairs will coordinate their activities through the Executive Office.”*

The office of the Executive Director (ED), the HSS Executive Office, is the main administrative office of the History of Science Society. As such, it coordinates all day-to-day Society business, all annual HSS functions (annual meetings), and all activities that involve the Society in scholarly pursuits on the national and international level. In short, the ED fosters communication among Society members, the HSS Council, and the HSS Executive Committee; among the various HSS committees, the HSS Council, and the HSS Executive Committee; among the HSS and its associated academic societies (SHOT, PSA, 4S, etc.) and other constituent societies of the ACLS; among the HSS and AAAS, NEH, NSF, and other national and international agencies; and between the HSS and the general public (public relations). The Executive Director is additionally responsible for maintaining the consistency and content of the HSS Newsletter and Web site. As the editor of these media outlets, the ED insures that their evolution continues to reflect the needs and interests of the Society’s membership. The Director is responsible for monitoring the Society’s diverse development projects, and for maintaining contact with the foundations and families that support the Society’s activities and programs.

The Executive Office maintains the Society’s official records, including all records associated with the governance of the Society. Thus, the Executive Office is also charged with maintaining a liaison with the Smithsonian Institution, the repository for the Society’s archives, to ensure that all HSS records are ultimately deposited with the archives. On occasion, the Executive Office may publish “occasional publications” for the Society, but in all cases these publications must be approved by the Society’s Committee on Publication.

An important role of the Executive Office is to ensure efficient communication among Society members and among the various governing structures of the Society. To this end, the office maintains current directory information for HSS members, officers, delegates and committee volunteers. While the official HSS membership list is controlled (by contract terms) by the University of Chicago Press, the Executive Office coordinates the publication of the *Guide* to the History of Science Society and various other directories for use of Society members.

Since the Executive Office is involved in several matters with financial implications, it maintains a parallel budgetary arrangement to the budgetary arrangement of the HSS Treasurer’s office. The Executive Office maintains its own local account, a meeting account, and an account with the “host” institution. Regarding the annual meeting finances, it is expected that the meeting will cover all costs, including those associated with personnel. All costs that do not appear in the approved budget for the office should come from conference revenue. Specifically, all Society expenses for the annual meeting, including, but not limited to, committee expenses, receptions, the business meeting, and workshops, shall be paid out of the income generated by the annual meeting. It is also expected that at least two quarterly PSA payments will come from the joint-meeting account. Reports on the financial transactions of all these accounts are submitted quarterly to the HSS Treasurer. The HSS Treasurer is also a co-signator on all accounts for the Executive Office. Any excess balance at the end of a fiscal year is returned to the Society’s endowment. The Executive Office policies on sexual harassment and other issues are framed by the guidelines set by the Office’s host institution.

The Executive Director is charged with keeping the Society’s President and Executive Committee informed of all activities that come to the attention of the Executive Office and that may have an impact on the Society.

The Executive Director implements the functions charged to the Executive Office. These include coordination of projects with the University of Chicago Press (Journals Division), annual meeting planning, and management of the Executive Office financial accounts.

Office Assistants

The assistants in the Executive Office, which historically have been graduate students, carry out a variety of activities under the supervision of the Executive Director. The assistants maintain the HSS jobs file, provide a liaison between the Society and the academic/commercial presses that participate in the annual meeting’s book exhibit, provide advance copies of books considered for HSS prizes, coordinate the Sponsor-A-Scholar program,

are responsible for the meeting and other registration functions of the Executive Office, nourish the liaison between the Philosophy of Science Association and the Society, and help develop and complete “special projects” within the office. Another assistant is charged with the editorial and layout duties associated with the HSS *Newsletter*.

Isis Editorial Office

HSS STATUTES, Section IV, Article 19b “*The Committee on Publications shall prepare a recommendation to Council for the appointment of the Editor of the Society. The Editor shall be elected by Council for a five-year term, which may be extended for a period of one to five years by mutual agreement of the Council and Editor.*”

HSS BYLAWS, Section II, Article E, The Committee [on Publications] (a) *reviews and makes recommendations on editorial policy and on the appointments of the Editor of the Society and, in consultation with the Society’s Editor, the Editor of the Current Bibliography; (b) approves proposals for the editors of the Society’s occasional publications; (c) annually consults with the Editor of the Society on the selection of members of editorial boards and reviews all appointments to editorial boards*

Section II, Article E, Paragraph 3 “*The Editor of Isis is the Editor of the Society. The Editor of the Society will be responsible for Osiris. He or she may appoint, in consultation with the Committee on Publications and with Council approval, an Associate Editor responsible for Osiris. The Editor of the Society (or the responsible Associate Editor) may appoint (with the approval of the Osiris Editorial Board) guest editors for the individual Osiris volumes.*”

This document summarizes—in general and brief terms—the operations of the HSS Editorial Office. The discussion is organized by reference to the roles played by the various members of the editorial team, but, of course, clear and regular communication within the staff is crucial to an efficient and effective operation.

Most of the energy expended in the HSS Editorial Office is directed toward the preparation of *Isis*, and, thus, the bulk of this document is devoted to *Isis*. But the HSS Editor also has responsibility for the Society’s other major publication, *Osiris*, so some effort will be made to describe the assembly of this annual volume.

We should also make clear what will not be addressed in this document: the aspects of *Isis* and *Osiris* operations handled by the Society’s publisher, the University of Chicago Press (UCP). The matters managed by UCP include printing, mailing, maintenance of subscription records, marketing, fulfilling back issue requests, and handling permissions queries. The Managing Editor serves as the primary contact between the HSS Editorial Office and UCP (see below).

The Editor

The Editor has general and ultimate responsibility for the editorial operation of both *Isis* and *Osiris*. The Editor participates in the affairs of the HSS Executive Committee and Council, communicates with the members of the HSS Committee on Publications (CoP), selects staff members, negotiates budgets, and works with the *Isis* advisory editors. To carry out those various duties, the Editor should negotiate at least one-quarter release from his or her home institution.

In accordance with CoP’s recommendations, the Editor is charged with developing for all staff and editorial positions, in consultation with the Treasurer (and others as appropriate), “precise job descriptions ... [that] should clearly and carefully delineate expected workloads and production schedules and, especially, the need for staff and contractors to keep the editorial office regularly informed on the progress of their efforts” (Minutes, November 1999 CoP Meeting, Pittsburgh, PA). To be sure, the Editor may delegate to the Managing Editor the detailed negotiations leading to such job descriptions, and other contracts and letters of agreement. But the Editor must retain the overarching responsibility for such documents.

Most of the Editor’s day-to-day responsibilities center on the selection of major articles for publication to *Isis*. This includes soliciting manuscripts (although most manuscripts arrive “over the transom”), selecting appropriate referees (or advisory editors) to evaluate a given manuscript, reading referee reports, re-reading and judging a manuscript after obtaining referee reports, and communicating an editorial decision with an author. Several elements in this process are repeated in the (frequent) event that an author resubmits a revised manuscript. Although the Editor delegates most book review responsibilities to an associate editor (the “book review editor”), he

or she must, in his/her capacity as editor-in-chief, read all reviews before they appear in print to screen for potential problems (e.g., conflicts of interest, libel, etc.).

The editor of the society may edit *Osiris* him- or herself or may choose someone else to do it. This person is then appointed by the council to a five-year term that coincides with five volumes. This *Osiris* editor, who is also by courtesy an associate editor of *Isis*, solicits proposals from possible guest editor(s) for each volume, presents these to the *Osiris* editorial board, and then guides the guest editor(s) through the roughly three-year cycle of volume production. S/he employs a copy editor, who is paid by the society, and a managing editor, who handles the myriad details of permissions, illustrations, proofs, and contacts with the University of Chicago Press. The goal is to have one volume come out each July, and if that is not possible then within the fiscal year. The editor of *Osiris* also communicates the name of new board members to the committee on publications and then appoints that person him- or herself.

CB Editor

The Editor of the CB officially serves as an *Isis* Associate Editor. The CB Editor officially reports to the HSS Editor, but, in practice, works with great independence. Each fall camera-ready copy is sent directly to UCP. Every year, UCP mails the CB to *Isis* subscribers with the December issue.

Book Review Editor

The Book Review Editor officially serves as an *Isis* Associate Editor. To accomplish his or her tasks, the Book Review Editor should receive release time from his or her home institution to fulfill his/her responsibilities to HSS. Traditionally, HSS has provided a summer honorarium for the Book Review Editor. Responsibilities include selecting books to be ordered for review (although many publishers send books “over the transom”), deciding if a given book (once received) merits review in *Isis*, finding an appropriate reviewer (a process that often requires several attempts), reading reviews upon receipt, and working with the reviewers who have submitted inappropriate (e.g., overly long) reviews. A short policies and procedures manual guides the work.

Managing Editor

The Managing Editor holds a 70% position and is paid by the History of Science Society through the home institution of the HSS Editorial Office. The Managing Editor coordinates the day-to-day operations of *Isis*, serving as a direct supervisor for the two *Isis* Assistants (see below). The Managing Editor also consults with the Editor and Book Review Editor on various matters at their request. In addition, the Managing Editor is responsible for communicating with the Manuscript Editor (see below), routine contact with UCP, and securing the services of local proofreaders. He or she also handles most routine communication with *Isis* authors (and potential authors), referees, and reviewers. The various duties performed by the Managing Editor in the production process are detailed in a manual maintained at the editorial office.

The Managing Editor, with the supervision of the Editor, also carries out a variety of fiscal responsibilities including the drafting of annual budgets, routine communication with the HSS Treasurer, communication with home-institution financial officials, and the coordination of the sale of excess review copies to a local book dealer.

Manuscript Editor

The Manuscript Editor does all of the copyediting of article manuscripts for *Isis*. The Manuscript Editor is an employee of the Society. The Manuscript Editor communicates directly with the authors as necessary and communicates regularly with the Managing Editor to maintain a sense of the journal’s overall production process. The Manuscript Editor sends copyedited article manuscripts, marked for typesetting, directly to the University of Chicago Press and book reviews, when applicable, back to the Editorial Office for sequencing, as detailed in the Managing Editor’s manual mentioned above, before the manuscripts go to UCP. (In 2005, the Manuscript Editor began to edit articles electronically, resulting in a large savings in time and expense.) The Manuscript Editor also reads first and second page proofs, communicating his/her corrections to the managing editor by phone. Finally, he/she prepares an index of each volume for publication in the December issue.

Assistants

The everyday operations of *Isis* rely heavily on the efforts of part-time assistants, which traditionally have been graduate students enrolled at the Editorial Office’s host institution. The student assistants have held 50% appointments, one receiving tuition and a stipend from the home institution and the other receiving the same support

from HSS (via the administrative apparatus of the home institution). Their services are also required during the summer months. One of these assistants is primarily occupied with the routine aspects of the book review operation; the other is mainly concerned with article manuscripts (and referees, etc.). Both assistants work with all the other members of the editorial team, but they report directly to the managing editor. The specific duties performed by these two students are detailed in a large manual maintained in the editorial office.

Meetings

As a member of the Executive Committee, the Editor attends the semiannual meetings of the EC and reads briefing books that outline HSS business. There is a 2-day spring meeting, which typically takes place over a weekend (Thursday night arrival, Sunday morning departure) in May or June and is usually held in the city where the annual meeting is slated, and another meeting in the fall that convenes the Wednesday night before the annual meeting. The EC meets the Thursday morning of the meeting and then moves to the Council meeting, which is held on that Thursday afternoon. There is also a business meeting held the Sunday morning of the annual meeting. EC members are reimbursed for the spring meeting but it is hoped that the Editor's department will cover costs for the annual meeting. However, it is the Society's intent that no officer be saddled with out-of-pocket expenses. The policy of the HSS, as established in 1990 with the adoption of the recommendation of the Ad Hoc Committee on Reimbursement of Travel Expenses, chaired by Spencer Weart, is as follows: "Members of the Executive Committee may be reimbursed for travel and subsistence to attend the Annual Meeting of the Society, to the extent that these expenses are not reimbursed by their own institutions."

Correspondence

The Executive Committee of the HSS carries on a considerable dialogue via e-mail between these meetings. Since the EC strives for consensus on the many issues it must address, the amount of time required for these e-mail exchanges can occupy several hours per week; periods right before the semiannual meetings tend to be especially intense.

Treasurer's Office (*See also Committee on Finances, p. 20*)

HSS STATUTES, Section III, Article 7. *The officers shall be a President, a Vice-President who is President-elect, a Secretary, a Treasurer, and the Editor of the Society.*

Section IV, Article 11 *"The Council shall elect a Treasurer for a two-year, renewable term..."*

Section IV, Article 15 *"The Secretary and the Treasurer shall be responsible to the Council for administration of their offices."*

Section IV, Article 18 *"The Society shall maintain crime insurance and liability insurance to cover all officers, employees, and volunteers."*

HSS BYLAWS, Section II, Article F *"The committee on finances shall advise the Treasurer of the Society on all matters pertaining to the finances of the Society."*

Section III, Article B *"The Treasurer of the Society, the chair of the Women's Caucus, and the Washington Representative shall be ex officio voting members of the Committee on Research and the Profession."*

Setting up

Legal Status:

Our tax ID is #52-6050324. The History of Science Society is a tax-exempt organization under section 501(c)(3) and "other than private foundation" described in section 509(a)(2) of the Internal Revenue Code, effective August 1944. This allows donations to be tax-exempt, but it does not exempt us from sales tax--that requires a tax-exempt determination from the relevant state. The Society was incorporated under the laws of the District of Columbia.

Physical Address:

The key organizations in terms of setting up the EO as the official address are the IRS, the state of Florida (for unemployment information) the Commonwealth of Pennsylvania (for unemployment and worker's comp), the payroll company, and US Trust,. The first four need to know sometime during the first pay period after the transition to the new Treasurer is made; the latter two anytime during that first month. It is recommended that the Society have two signatures (EO and Treasurer) for all accounts.

Bank Accounts:

The Treasurer needs two local accounts: a general account for the business of the Society (generally anything listed in the annual budget) and a reserve account for designated funds (grants and special-purpose gifts). The endowment fund is held in a separate account at U.S. Trust. Although the *Osiris* Fund is not truly an endowment--there is no restriction on spending principal--it is treated as one and included in the endowment fund.

The signatories on the local accounts should be the Treasurer and the Executive Director while the Treasurer, Executive Director and the President should be authorized to make withdrawals from the U. S. Trust account. The Treasurer should endeavor where possible to be named as a signatory for all accounts held in the name and tax ID of the History of Science Society (for example by local arrangements committees)--this makes it easier to get the necessary statements from each account for the annual audit.

The Editorial Office and the Executive Office maintain their own local bank accounts for small transactions. Those accounts are maintained by those offices, but the Treasurer should also be listed as a signatory. The Treasurer needs online access to all bank accounts of the Society and should view the accounts either quarterly or annually. All transactions are entered into QuickBooks and the Treasurer should review the QuickBooks accounts as needed.

Funds

The assets, income, and expenses of the Society are separated into three funds that are accounted for separately (the computer program is set up to treat them as separate companies).

General Fund: The general fund is used for all income and expenses included in the Society's budget. It also includes a savings account that can be used for unexpected expenses and some money accumulated from year to year for special purposes such as the Guide (the computer program uses equity accounts to keep track of this --the money saved or expended does show as a surplus or loss in the annual account but when the year is closed out the equity is assigned to or taken from the designated account rather than from the main general fund equity line).

Reserve Fund: The reserve fund is used for grants and other short-term special-purpose funds. The Open Balance Equity portion of this fund is comprised of undesignated funds accumulated in past years and left in this fund for cash flow purposes. Equipment owned by the Society is also traced as part of the reserve fund, but the auditors take care of this designation. As of January 2006, the only active grant is the 4-Society travel grant from the National Science Foundation.

Endowment Fund: The general endowment fund is intended to provide income for the work of the Society. Most of the money comes from donors who were promised that the principal would not be touched except in extraordinary circumstances as might be determined by a special *ad hoc* committee of Society ex-Presidents (Council decision and verbal explanation to donors ca. 1985). The normal policy is to draw 4.5% of the average endowment balance over the past three years (as of June 30 , and excluding all the special purpose funds except the Dibner Fund). This is the result of careful research into what would be a wise amount to take from the endowment to ensure that the endowment principal will be maintained even with normal inflation.

The Endowment Fund includes the general endowment and ten special purpose funds. The Dibner fund is part of the endowment but its income is earmarked for the maintenance and improvement of *Isis*. The normal 4.5% draw from the endowment comes proportionately from this fund, with the understanding that part of the draw will be used for the *Isis* Editorial Office budget. (The money is not handled separately but this would need watching in the unlikely event that the draw from the Dibner Fund ever became larger than the *Isis* Editorial Office Budget.)

The other special purpose funds include prizes and two funds that are kept separate. The Doris Hellman fund (\$22,903 as of 2005) consists of gifts from the Pepper family and \$15,000 transferred from the Reserve Fund by Executive Committee decision. The Boyer Fund (\$21,844 as of 2005) has been used in the past for support of younger scholars. This fund resulted from a \$20,000 gift given by Marjorie Nice Boyer in 1990 or 1991 in memory of her husband (*Isis*, 83:2, p.276) In 2001, the Executive Committee voted to designate that the draw from these two funds (Hellman and Boyer) be used to subsidize rooms for graduate students at the annual meeting. The other special-purpose funds (with 2005 balances) are the *Osiris* Fund (\$65,487) for support of *Osiris*, the Hazen fund to support the annual HSS Lecture (\$33,555), the Hazen Fund to support specific activities overseen by the Committee on Education (\$83,017) and four prize funds: the Derek Price/Rod Webster Award Fund (\$18,522), the Levinson Prize Fund (\$10,000), the Reingold Prize Fund (what used to be the Schuman Prize) (\$14,350) and the Margaret W. Rossiter Women's Prize Fund (\$24,243). Prize funds are used to pay fixed amounts for the prizes, and the current policy is to transfer 4.5% of the *Osiris* fund to the general fund each year to pay part of the expenses of *Osiris* (which is now accounted for in the general fund). In 2005, the HSS Council voted to fold *Osiris* into the membership dues, making it a benefit of membership rather than a separate subscription.

Incomes and Expenses

Quarterly Payments per budget:

The separate offices that have regular annual budgets get quarterly or semiannual checks from the Treasurer (via the endorsement). The *Isis* editorial office and the Current Bibliography office invoice the EO (based on their current contract) as soon as possible after July 1 and then shortly after the beginning of the other three quarters. The checks for the Current Bibliography and *Isis* go directly to administrative offices of the respective universities. The transfer for the Executive Office goes to into the HSS checking account, a portion of which goes to the University of Florida to cover the EO expenses. HSS pays the manuscript editor directly for *Isis* editing via the payroll company, and so the editorial office quarterly payment does not include the amount budgeted for *Isis* editing.

Other payments--Reimbursements, Bills, Prizes, Payroll:

Bills and requests for reimbursement normally come to the Treasurer from the EO (via email) with a notation authorizing them for payment. It is essential that anything to be paid from an NSF grant have written authorization from someone other than the Treasurer. Executive Committee expenses and bills that the Treasurer can personally verify may be paid without outside authorization, but if any question might be raised they should be authorized by another Executive Committee member. Treasurer's office expenses should be authorized by the President or at an Executive Committee meeting. Executive Director reimbursement expenses should be approved by the Treasurer.

Income and bills should be carefully matched to budget items. The income or expense account category should be written on the bill or other paperwork so that it can be entered into QuickBooks when the check is written, and the memo line should give enough information so that it will be clear what the payment was for on the end-of-the-year account.

The crime insurance for the Society prefers that all checks over \$2,000 should have two signatures. This restriction can be incorporated into the bank's handling of checks, but it is not recommended. In practice, this provision is waived by the Society for regular transfers between Society accounts, quarterly payments to the universities, and any checks which have been authorized by someone other than the check signer. Aside from cases of regular payments, the Treasurer should approve all invoices for payment via email. Check stubs should be attached to the invoice and filed by fiscal year and expense category. All payments should have a invoice or explanation in the file along with the check stub, so that there are three separate records of each transaction--in the income and expense account files, in QuickBooks, and in the bank statements.

Travel Reimbursements:

The History of Science Society requests receipts for airfare, train fare, lodging, and any other items over \$25US (items under \$25 can be reimbursed without receipts). Where full reimbursement is provided it includes all meals and local transportation but not bar bills, entertainment, or telephone (check hotel bills accordingly). Travel and lodging must be at the lowest price available at the time the reservation is made or the traveler must pay the difference. Requests for reimbursement of automobile travel must specify the number of miles traveled and calculate reimbursement at the rate published by the Internal Revenue Service (.50 cents per mile in 2010). See

<http://www.irs.gov/newsroom/article/0,id=176030,00.html>. If the cost of automobile travel is greater than the cost of a discount air ticket only the lower amount will be reimbursed. Payments should normally be authorized by the Executive Director or the committee chair, and reimbursement should not be provided until receipts have been provided. For purchases in foreign currency, the HSS will use the exchange rate in New York as of close of business on the day of the event (or Friday in the case of weekend events). It is important that someone (either the person who provides authorization or the Treasurer) checks arithmetic on reimbursement requests. The Treasurer or his/her designee approves travel expenses incurred by the Executive Director.

The rules are stricter for NSF and other federal grants. Reimbursement to be paid from federal grants must have receipts for every expense, no matter how small (unless the proposal specified a per diem payment for subsistence, in which case only hotel bills are required). Payments to individuals from federal grants must be authorized in writing by the principal investigator or Executive Director and then again by the Treasurer, who has access to the Reserve bank account and the Reserve QuickBooks account. Federal grant policy requires that all travel (including that by foreign nationals) be by U.S. flag carrier, prohibits using government funds to pay for first class tickets, and prohibits the use of government funds to purchase alcoholic beverages. If we pay salary or honorarium from a federal grant we must get an invoice detailing time expended and the nature of the services provided.

Members of the Executive Committee and members of the Committee on Publications are to be reimbursed for travel and subsistence to attend their respective spring meetings. Reimbursement is covered in the Executive Committee Travel and Expenses and Publications Committee Travel budget categories, respectively. Any institutional support that EC or CoP members are able to secure for this meeting is welcome. Since it is expected that any HSS member traveling on Society business will purchase air fare prior to the meeting at the best rate available and it is not expected that members will carry this charge on their credit card until after the meeting, members may be reimbursed prior to the meeting upon sending a receipt to the Executive Office (payment must be authorized by the Treasurer). If after being reimbursed the member is unable to travel and travel insurance through his or her university does not cover the price of the ticket, the member should return to the HSS the price of the ticket. In all cases, members are not expected to shoulder a loss due to conducting HSS business.

Likewise, EC members may be reimbursed for travel and subsistence to attend the annual meeting of the Society, to the extent that these expenses are not reimbursed by their own institutions. The policy for reimbursement for airfare as stated above also applies.

Reimbursement of Committee Expenses:

Each standing committee has \$100 a year available for expenses such as telephone, postage, and xerography. The History of Science Society hopes that most people will be able to get such costs covered by their home institution, but volunteers should not be reluctant to take on a position for the Society because of out-of-pocket costs. Food costs for committee gatherings at the HSS Annual Meeting are taken from the Annual Meeting budget.

The Society pays for travel to a spring meeting of the Publications Committee and one or two meetings of the Executive Committee separate from the annual meeting. In the past, the HSS had a Special Projects Fund that would allow committees to apply for grant funds or for support for mid-year meetings.

Prizes and Annual Meeting:

The Treasurer should bring to the annual meeting prize checks already prepared according to a list furnished by the Executive Director. The Treasurer should also check with the local arrangements committee and the Executive Director about whether any other bills will need to be paid at the time of the meeting. The prizes should look something like the following:

The Watson Davis and Helen Miles Davis Prize is funded by an annual check from Miles Davis (Audrey Davis, his spouse and past HSS Officer who also supported the prize, died in 2006). The prize is paid from the general fund and the fund reimbursed when Miles Davis sends the check. The Executive Director writes a report to Miles Davis after the annual meeting and sends him a copy of the winning book autographed by the author. He typically sends the check in December. When the prize was first set up \$1700 was collected towards an endowment, but those funds are not currently accounted for separately from the rest of the endowment. The Davises pledged \$500 a year for 10 years starting in 1986. In 1999, the award amount was raised to \$1,000 as part of a general increase of all prize amounts. This was done without consulting the Davises and it was expected that the Society would cover the

extra \$500; however, the Davises reimbursed the Society the full \$1,000 in 2000. Michael Sokal has asked Miles and his daughter to consider endowing the prize.

The Reingold Prize of \$500 plus up to \$500 for travel is paid, until the entire pledged endowment has been received, in part from the Reingold fund and in part from the general fund.

Five prizes are paid from the endowment:

The Derek Price/Rod Webster Prize of \$1,000 is paid from the Derek Price/Rod Webster special endowment fund (This prize was renamed in 2002 after a generous donation from Marjorie Webster, in honor of her husband.).

The Margaret W. Rossiter History of Women in Science Prize of \$1,000 is paid from the Women's Prize endowment.

The Joseph H. Hazen Education Prize of \$1,000 is paid from the Hazen Fund (Education).

The History of Science Society Lecturer is paid a \$1000 honorarium (Exec Comm decided in 2009 to raise the honorarium from \$500 and not to pay for travel or registration. The lecturer's Saturday-night dinner is covered by the meeting income). The gift specified that the choice of lecturer be made by the Executive Committee and that a photograph of the lecturer be included in the program--the fund could be charged for related expenses, required for appropriate publicity and dissemination, and other expenses that would help insure that the annual Distinguished Lecture will receive the attention it is due.

The Suzanne J. Levinson Prize of \$1000 is paid every other year. This biennial prize was first awarded in 2006.

These six prizes should be paid with checks from the general checking account, using funds transferred from the endowment. Call or fax U.S. Trust and ask them to transfer the necessary funds from the investment account to the checking account. Make sure that the checks are assigned to the expense account for that particular fund so that the value of the special purpose funds can be updated accordingly (this is normally done just once a year).

The Executive Office must provide the Treasurer with the names of the winners, along with their Social Security numbers (if applicable), so that the Treasurer can bring the checks to the annual meeting. The Treasurer's Office must now fill out 1099 forms.

For many years, the Sarton Medal was provided by the Dibner Institute at MIT. In 2009, after a personal appeal to Brent Dibner, he provided funds to purchase 10 more Sarton medallions. The Executive Office is responsible for ensuring that it is engraved with the winner's name and the date. HSS has reimbursed expenses when asked. Travel expenses for the recipient are paid from the general fund.

The Pfizer award check (\$2,500) and medal are provided directly by Pfizer Co. Again, the Executive Office is responsible for having the medallion engraved with the winner's name and with the date. The Executive Office must also send the winner's name and Social Security number to Pfizer so that the check can be cut. After the meeting, a thank you letter and an autographed copy of the book are sent to the company.

Another prize check is normally written in February--a \$500 honorarium for the Sarton Lecture at AAAS, paid from the general fund. AAAS pays the lecturer's travel. They also pay for the lecturer's registration, and up to two days of hotel costs not covered by the HSS. It is best if the check is sent to the person introducing the lecturer so that it can be handed to the lecturer on the spot.

Meeting Reimbursements:

It is intended that meeting revenue will pay for committee expenses incurred during the annual meeting. These debits are usually for meals and phone connections provided while the committees meet. In the past, the following expenses were reimbursed through the endowment: Isis Editorial Board, Committee on Finance, Committee on Education, Women's Caucus, Osiris Editorial Board, Nominating Committee, Committee on Research and the Profession, Committee on Publications, Committee on Honors and Prizes, Committee on Meetings and Programs, Prize Winners' reception, CoE Workshop, Business Meeting, and Development Committee; should the endowment sufficiently recover, it is hoped that these expenses can be transferred back to the general budget.

Two employees of the Society, the Executive Director and the Isis manuscript editor, are paid through Paychex, a New York City payroll company. Other “employees” are technically employees of the universities where Society offices are located, and the Society reimburses the universities for some or all costs according to the contract provisions.

Contributions:

Contributions made through the University of Chicago Press are acknowledged with a form letter from the Executive Director’s office. The Treasurer should obtain from the Executive Office a total of those contributions to insure that the press transfers those funds to the HSS. Contributions that arrive in the Executive Office are promptly acknowledged by the Executive Director and then forwarded to the Treasurer. The Treasurer acknowledges donations that come directly to his or her office. In the case of contributions of \$100 or more, the donor is to receive a letter from the President, as well. The Executive Director’s acknowledgment letter must specify the amount of the contribution and in the case of contributions of \$250 or more the letter should state that the donor received nothing in return for the contribution (this is an IRS regulation--if the donor did receive something in return and the contribution was over \$75 a description and value must be provided along with a statement that the donor can only deduct the different in value between the contribution and what was received in return).

All donations go into the appropriate donation category and were recorded in the FileMaker database. That database ceased to work in mid 2009.

Indirect Costs and Administrative Costs of Grants:

The cost of administering federal grants may be substantial--not just writing extra checks and keeping up with NSF paperwork but also an extra audit. The History of Science Society negotiated indirect cost rates with NSF for the years 1989-1993, and the process is not difficult (it was handled by the Executive Secretary in those years). However, recently we have been under pressure to submit grant proposals without indirect costs, so it may be better to charge direct administrative costs instead. These should at least include the extra audit.

The Society also charges the Hazen Education Fund an overhead rate of 18.1% to cover the costs of administering the Committee on Education’s activities.

Budgeting

Process for Preparing Budgets:

The Treasurer should request that those offices and committees that have line items in the budget provide requests by Feb. 15 for the year to begin 17 months later. These are compiled into a draft budget and sent to the finance committee by April 15, so that committee’s comments can be incorporated into a draft budget to be considered at the Executive Committee meeting usually held in late May or early June. The discussions of the Executive Committee should result in a workable draft, which should be approved by the finance committee and then sent out to the Council at least 30 days before the annual meeting. The Treasurer needs to watch this last point (which is a requirement of the District of Columbia, in which HSS is incorporated)--if the rest of the briefing book is not ready the Executive Director may have to send out the budget and Treasurer’s report separately.

Make sure that salaries are specified in the budgets provided by those offices that pay salaries from HSS funds. Various offices employ graduate students at rates set by their institutions--the only problem here is last-minute raises mandated by the institution. More problematic are the salaries set by officers of the Society. The supervisor of the office will normally set the salary, but salary increases cannot be considered automatic justification for increases in the budget of that office. Raises that require budget increases should be proposed in the first draft of the budget--15 months before the start of that fiscal year and should be justified with a salary history for that employee, information on raises at the relevant institution, and an evaluation of the employee’s performance. (This procedure is simplified from a document entitled “Procedures for Developing the HSS Annual Budget,” approved by the Executive Committee May 5-6, 1990.)

Any changes in the budget for the fiscal year about to start are reviewed on the same schedule as the next year’s budget. Small changes may be approved by the Executive Committee but changes over \$1500 should be submitted to Council.

It is hoped that the budget will be fairly well set at the May/June Executive Committee meeting. It should be reviewed before the annual meeting because it is at that point that the Council gives formal approval for the following year's budget (and any changes in the current year).

Budget:

All budgets must be submitted in balanced form--any surplus should be identified. Beginning in January 2010, HSS will budget for each year to end with \$70,000 (Operating Fund) in the bank. HSS will draw on the Operating Fund when it exceeds \$70,000 to reduce the draw on the Endowment. When HSS expenses come in under budget, the Operating Fund will be greater than \$70,000 and when HSS expenses are over budget, the Endowment draw for the following year will be increased.

The line items in the budget should correspond to the income and expense accounts so the Treasurer can easily compare actual to budgeted expenses. The Treasurer should try to avoid proliferating income and expense accounts in order to keep the budget simple. However, transition costs should be kept in separate items so that the costs of the Society's offices can more easily be compared from year to year.

For multi-year projects in which all or most of the expenses appear in one fiscal year, each annual budget should include an item for amortized costs of the project. Those funds are retained as a designated portion of the general fund until the project is completed.

Mid-Year Budget Changes:

In fall 1990, a policy was approved that allowed the Treasurer to authorize increases in the budget up to \$500 in any line item and the Executive Committee to approve increases up to \$1500. Any larger increase must be approved by Council. The Executive Committee has permitted the Treasurer to recommend reprogramming of funds from one line item to another as long as the total expenditures remain unchanged.

Accounting

Bank Statements

1. Reconcile Bank Statements with books (computer records) each month.
2. Record interest and dividends earned as of the end of the statement period date and not the actual posting date.
3. Record Bank fees and charges as of the end of the statement period date.
4. Ensure that all returned checks bear the HSS assigned A/C code on the Memo line. If it does not enter the A/C code.
5. File reconciliation report, returned checks by date, and bank statements.
6. File all Voided checks. If a check is signed, issued, sent out and then voided while in someone else's custody, it should be returned intact to the Treasurer and filed.

Deposits

1. Mark all deposit checks "For deposit only to the History of Science Society A/C no." on the back of the check on the endorsement line.
2. Fill out the deposit slip in duplicate and write the HSS income A/C code relating to the deposit.
3. Record the deposit on the computer as of the posting date and not the date of the check.
4. The Treasurer should take the deposit to the Bank as soon as possible. To avoid having to mail dozens of endorsed checks to U.S. Trust from the NEH/CB campaign, these checks are deposited in the general checking account as a liability "Due to Endowment," with the specific endowment fund identified. One consolidated check is sent to U.S. Trust. Write a letter requesting deposit in the Endowment Fund A/C. Include all check details (#, date, amount) in the letter.
5. Photocopy the contribution checks if other documentation is lacking and the letter requesting deposit for file.
6. Deposits not made by the end of the business day should be stored in a secure place.

Writing Checks

1. Reconcile the authorized amount with the request for payment (invoice or reimbursement)
2. Write the check in duplicate. Enter the HSS assigned Expense A/C code and a brief description on the Memo line.
3. The Treasurer should mail the check as soon as it is signed.
4. Staple together the copy of the check, authorization, and the payment request. File by A/C code number.
5. Maintain a separate record of the recipients of awards, prizes and honoraria. The record should include the name of the recipient, address and Social Security No.

Reports

Internal reports

1. Prepare quarterly reports for the three quarters ending 9/30, 12/31 and 3/31 for each of the three funds. The quarterly reports should include:
 - a Balance Sheet as of the end of the quarter,
 - an Income and Expense Summary Statement,
 - an Income and Expense detail statement by A/C codes and categories
 - an Income and Expense report by special projects if there has been substantial activity in that project category. For example, income and expense reports for the NSF Travel Grant and a
 - Budget Report for the General Fund.
2. Review the reports thoroughly. Pay particular attention to the income and expense reports and confirm that the disbursements and deposits have been assigned the correct account codes.
3. Make necessary corrections on the computer as well as the file documents.
4. Print corrected reports.

NSF reports

1. Each quarter a FCTR (Federal Cash Transaction Report) has to be submitted to the NSF. The FCTR reports on the cash transactions the quarter of the NSF grant money.
2. Match the amount shown for “Cash on Hand” on the FCTR as of the previous quarter with our records.
3. Enter the activity pertaining to the current quarter.
4. All reports to the NSF should be submitted electronically

Executive Committee and Membership reports

The Treasurer’s report is due to the Council 30 days before the annual meeting (see under the section Budget). At minimum it should consist of balances and summary income and expense reports for the General, Reserve, and Endowment funds for the previous fiscal year and budgets for the current and upcoming years.

Auditor reports

1. After the year end (June 30, 20xx) prepare annual financial reports similar to those described in IV A 1 above except that these will reflect activity through the whole fiscal year.
2. Send a copy of the financial reports to the Auditors.
3. Prepare a list of all Bank accounts that were active at any time during the year and held in the name of HSS in all the three funds. The list should include the name of the Bank or financial institute, A/C No. given by the institute and mailing address. Send one copy of the list to the Auditors.

Tax reports

The auditors handle our federal income tax report (we must file information even though we pay no taxes).

Each January we are required to provide a report to the IRS and forms for the individuals for anyone who we have paid more than \$600. The \$600 includes prizes and honoraria as well as payment for services but does not include reimbursements. The necessary 1099 forms can be obtained at large stationery stores or on the IRS Web site at irs.gov.

Insurance

The HSS carries liability insurance to cover its officers and to protect the endowment. The Insurer is Executive Risk Indemnity Insurance and the agent is Joyce Schwartz, Account Manager, Arthur J. Gallagher & Co., 8200 NW 41st St., Suite 200, Miami, FL 33166 305-592-6080. We have \$1 million in coverage, with a \$2,500 deductible and a premium of \$1,680 per year. It covers "Wrongful Acts" committed by officers and directors, volunteers and employees. These include plagiarism, slander, infringement of copyright, wrongful entry, and violations of employment practices. The liability insurance also covers committee members and employees. The term "employee" includes both paid workers and volunteers. It does not include independent contractors. Because of the high cost of theft insurance premiums, the HSS self insures

The Society also has crime insurance which it took out in lieu of bonding officers. This has a \$2,000 deductible. (Note: the HSS changed Statute IV, 18 (which formerly required the Treasurer and ED to be bonded) to reflect this change in 2006)

Income and Expense Accounts

The following accounts are the active ones used by the computer program to track income and expense. There are numerous other inactive accounts which might be restored if the activities they cover are restored. QuickBooks maintains and can print out a list of these accounts with titles; the list below is intended to provide more information in cases where it is not clear what account to use. Normally the Treasurer marks the appropriate account on the bill before giving it to the Treasurer's assistant or accountant.

General Fund

400.00 Interest income: from general fund bank accounts

400.01 Dividend income: from general fund accounts--you would use this if you chose to put the general fund savings account into an investment account or in a money market account which technically pays dividends rather than interest

405.00 UCP Journal income: the regular quarterly payment from University of Chicago Press

420.00 Other *Isis* Income: this would be used for royalties on the *Isis* readers and other *Isis*-related income either received by the Treasurer or reported as other revenue by Univ. of Chicago Press. Many sources of other *Isis* income, such as permissions, are part of our agreement with University of Chicago Press

430.00 *Isis* Misc. Office Income: all income to the *Isis* Editorial Office's local account goes in this category. Be careful of transfers from the Treasurer's general fund checking account to the Editorial Office local account--they should not be assigned to any income or expense account because they do not represent actual income or expense from the general fund.

435.00 Donations: all donations to the general fund are listed here. Unspecified donations go to the endowment, and in most cases checks can be sent directly to U.S. Trust. However, University of Chicago Press includes donations in a check for other revenue. That check should be deposited in the general fund, with the funds itemized as donations assigned to #xxx Due to Endowment.

440.00 Grant Overhead: funds transferred from the Reserve Fund for indirect costs payable to the Society from our various grants go in this account. We also place the overhead income derived from the Hazen Education Fund here

445.00 Exec. Office Misc. Income: all income to the Executive Office's local bank account is listed here. Those funds are not listed under other income and expense accounts unless they are

transferred to the Treasurer's general fund checking account. There are two reasons for handling it this way--it simplifies the budget if we don't try to itemize the business that the Executive Director handles (that office keeps its own itemized records), and the funds in the local account are not really available for use for other purposes of the Society until they are transferred to the Treasurer's account (yet it is certainly the Society's money and part of the general fund so it has to be included in some way).

450.00 Annual Meeting Income: this is used for excess from the annual meeting that is transferred from the Executive Office's annual meeting bank account to the Treasurer's General Fund checking account. Day to day annual meeting income reflected in the bank statement of the Executive Office's local bank account should be listed under #445.00 Exec. Dir. Misc. Income.

455.00 CoE Project Income: this is used for income from the sale of the syllabus sampler and other Committee on Education projects that is transferred from the Executive Office's local bank account to the Treasurer's General Fund checking account.

495.00 Miscellaneous Income: Includes all over income not applicable to any of the other categories.

600.00 Bank Charges: used for bank fees, service charges, and the cost of checks for General Fund bank accounts.

605.00 *Isis* Editorial Office: this includes the entire budget of the *Isis* Editorial Office except Joan Vandegrift's salary.

606.00 *Isis* Transition Costs: this will be used for transition costs whenever *Isis* moves to a new editor and institution. It is important to keep transition costs separate so that the Editorial Office Budget can be compared from year to year.

610.00 *Isis* Editing: this includes any special costs paid by the Treasurer on behalf of the journal, such as special copyediting or free-lance proofreading.

610.10 Joan Vandegrift's salary: There is no compelling reason why this needs to be separate from 610.00, except that it is easier to track separately.

620.00 Newsletter: the costs for printing, mailing, and handling the newsletter are listed here.

625.00 HSS Guide: this is used both for expenses related to the production of an actual guide and for budgeting funds to be set aside in off years to help pay for such production. Try to keep all guide-related expenses in this item so that we can get a better idea of what are the actual costs to produce a guide.

630.00 Current Bibliography: includes the entire budget of the Current Bibliography project.

636.00 *Osiris*: used for copyediting and proofreading costs, as well as referee honorarium and editor's travel expenses.

640.00 Publications Committee: used for travel by members of the Publications Committee and other expenses relating to their spring meeting.

645.00 CoRP: used for projects of the Committee on Research and the Profession that are included in the general budget. For example, before we received the NSF grant for travel to the annual meeting the Society budgeted \$3000 from the General Fund for travel by independent scholars and graduate students.

650.00 CoE: used for projects of the Committee on Education that are included in the general budget. For example, self supporting projects might use this line for expenses and 455.00 CoE Project Income for income.

655.00 CoMP: expenses of the Committee on Meetings and Programs. **660.00** Executive Office: this is used for the quarterly payment to the EO, as budgeted, as well as any other expenses reimbursed by the Treasurer.

661.00 EO transition: Used when the EO relocates

665.00 Secretary Misc. Expense: this is used for all reimbursable expenses of that officer..

670.00 Treasurer's Office: all expenses of the Treasurer's office, including supplies but not bank fees and check costs.

675.00 Audit Expense: payment to our auditors for the Society's regular audit. Costs of the special audit for NSF funds are itemized but charged here.

680.00 President's Office: this budget item is available for expenses the President may incur that cannot be reimbursed by his or her institution. These may include stationery, telephone, Xeroxing, travel, and food for meetings of Society members hosted by the President.

685.00 Executive Committee Travel: this is used for travel expenses for members of the Executive Committee to meetings of that committee outside the annual meeting. Current policy is that

Executive Committee members may pay for travel to the annual meeting, if not covered by their institution, from their own budgets (e.g. #660.00 Secretary's Office, #670.00 Treasurer's Office) if they have surplus funds available.

690.00 Honors and Prizes: for prizes (and expenses, where that is part of the prize) .

695.00 Dues to Organizations: dues paid by the Society to organizations such as ACLS.

696.00 Annual Meeting Expense: This is currently used for annual meeting expenses paid directly by the Treasurer or as reimbursement to the EO.

Reserve Fund

100.01 Interest Income: all interest income from reserve fund bank accounts (or investment accounts)

100.02 Dividend Income: this would be used if part of the reserve fund was kept in an investment account

130.xx NSF income: reimbursements from the NSF to the HSS for the four-society travel grant are placed here. the xx usually stands for the fiscal year.

300.00 Bank service charges, including all account fees and the cost of checks

350.xx: NSF travel reimbursements for the annual meetings.

370.xx: NSF reimbursements for the international congresses. The funds may or may not come from the same grant.

Meetings

As a member of the Executive Committee, the Treasurer attends the semiannual meetings of the EC and reads briefing books that outline HSS business. There is a 2-day spring meeting, which typically takes place over a weekend (Thursday night arrival, Sunday morning departure) in May or June and is usually held in the city where the annual meeting is slated, and another meeting in the fall that convenes the Wednesday right before the annual meeting. The EC meets the Thursday morning of the meeting and then moves to the Council meeting, which is held on that Thursday afternoon. There is also a business meeting held the Sunday morning of the annual meeting. EC members are reimbursed for the spring meeting but it is hoped that the Treasurer's department will cover costs for the annual meeting. However, it is the Society's intent that no officer be saddled with out-of-pocket expenses. The policy of the HSS, as established in 1990 with the adoption of the recommendation of the Ad Hoc Committee on Reimbursement of Travel Expenses, chaired by Spencer Weart, is as follows: "Members of the Executive Committee may be reimbursed for travel and subsistence to attend the Annual Meeting of the Society, to the extent that these expenses are not reimbursed by their own institutions."

Correspondence

The Executive Committee of the HSS carries on a considerable dialogue via e-mail between these meetings. Since the EC strives for consensus on the many issues it must address, the amount of time required for these e-mail exchanges can occupy several hours per week; periods right before the semiannual meetings tend to be especially intense.

NOTE ON COMMITTEE ASSIGNMENTS:

Process for appointing committee members

The Executive Committee, at its mid-year meeting, appoints members of the various committees. We ask that standing committees provide recommendations but the EC is not compelled to accept those recommendations. The EC strives for balance: gender, specialty, institutional affiliation, etc.

1. Once the individuals are identified, along with backup names, the Exec Dir. contacts each person, providing a list of the duties associated with the position (taken from the Operations Manual), who is on the committee, the years of service (3 years for prize committees and CoHP, 2 years for Finance, and 5 years for the remaining standing committees).
2. If the person has not responded in a week, he or she is contacted again.
3. If the person accepts, then the ED contacts the chair of the committee, providing the name and contact information.

4. For prize committees, the ED gives the new member's information to the prize coordinator, typically a graduate student who is responsible for orchestrating the prize nominations
5. The ED gives the names of the new members to the Web master, who updates the web site and the new names are entered into the roster of committee members and officers – it's best to do this toward the end of the year.

Committee on Education

HSS BYLAWS, Section II, Article A *“This committee shall concern itself with the role of the history of science in education at all levels, from elementary school to graduate and postdoctoral training in the field; with textbooks and other materials for teaching the subject; and with the public understanding of science.”*

Section III, Article A *“The Committee on Education shall consist of five members appointed by the Executive Committee of the Council, to serve staggered terms of five years. Membership shall include at least one member of the Council and at least two members from the Society at large. Each of these members shall serve as chair during his or her fifth year. The Secretary of the Society shall be an ex officio voting member of the Committee on Education.”*

The HSS Committee on Education is concerned with the role of history of science at all educational levels—from elementary school to graduate and post-doctoral training in the field. Enhancing public understanding of the intellectual, cultural, and social significance of the history of science is also an important CoE mission. The CoE maintains contacts with other professional societies whose interests relate to the history of science and its place in education (e.g., the Society for the History of Technology and the British Society for the History of Science).

At the K-12 levels of education, the CoE is particularly interested in the place of the history of science in science, history, and social studies curricula. It consults with national, state, and local organizations that design and implement curriculum standards.

The CoE devotes much attention to undergraduate education in the history of science, including its relation to instruction in the histories of medicine and technology. As well, the committee monitors the development and needs of history of science education in diverse institutional contexts including, but not limited to, universities, liberal arts colleges, engineering schools, and history of science programs at colleges and universities prominent in the field.

To help increase public knowledge and appreciation of the history of science, the CoE communicates with museum and library organizations. In this, the committee also helps to acquaint the public with local resources that may be unique and valuable for both formal education and adult enlightenment.

Along with its consultations and communications with other organizations, the CoE performs regular functions to satisfy its varied agenda. It conducts a workshop session at the annual meeting of the HSS. It prepares HSS publications of materials including syllabus samplers, topical essays for college and high school teachers, and student guides. The Committee gathers and prepares for publication information about using audio-visual aids to teach the history of science.

In addition to these activities, the Committee is charged with carrying out the bequest of Cynthia Hazen Polsky, who gave the HSS \$100,000 in honor of her father, Joseph Hazen. Three stipulations were listed in the gift: “Funds from the Joseph H. Hazen Foundation will be used for the following purposes: (a) to endow an annual or biennial award, named to honor the memory of Joseph H. Hazen, to recognize outstanding teaching in the history of science [this is an annual award]; (b) to endow a triennial educational project (including, but not restricted to, projects focusing on K-12 education) undertaken for the History of Science Society; and (c) to endow a biennial or triennial public lecture, sponsored jointly by the History of Science Society and the New York Academy of Science, focusing on the relationship between the sciences and the humanities (broadly conceived).” Each year the Committee on Education is allotted the income from the Hazen Education Fund in the endowment. That income is calculated at 5% of the endowment rounded down to the nearest \$10,000. We use the average of the prior three years to calculate the worth of the Hazen Fund. For FY06 the value was approximately \$100,000 (the value had dropped to below \$85K following the downturn in the stock market). If we use \$100,000 as our benchmark, a 5% draw comes to \$5,000. The first \$1,000 must go to the Hazen Prize. Any other funds spent are subject to an overhead charge of 18%. This means that if we value the Hazen fund at \$100K, the CoE has a budget allocation of \$3,280 (\$4,000) - (.18 x \$4,000) for programs, including the Hazen Lecturer at NYAS. Please note that CoE doesn't

get to spend that amount automatically. A budget has to be submitted for approval by the EC and Council. If you don't have a proposal to spend the income, it remains in the endowment.

If you want to have funds for a large expenditure, like a teacher's workshop, there are two ways to do this. The first is to earmark funds in earlier years for expenditure in a later year--to bank funds- thus the need to plan budgets several years out. The second is to spread expenditures over two fiscal years. For example, the supplies and books for a summer teachers' workshop could be bought in June and the stipends and other expenses paid in July.

The CoE shares vital responsibilities with other HSS committees. The CoE and the Committee on Research and the Profession are mutually concerned with teaching, employment, and with graduate and post-doctoral training in the history of science. All publications originating from the CoE must gain approval of the HSS Committee on Publications. The CoE reports annually to the HSS Council those services the CoE can render to the profession. In cooperation with the HSS executives and Council, the CoE also stands ready to consult with and advise the various branches of the media about any aspect of the history of science.

Committee on Finances

HSS STATUTES, Section IV, Article 18 *“A Committee on Finances shall comprise the Treasurer (as Chair) and at least three other members of the Society, appointed by the Executive Committee for two-year, renewable terms. It shall oversee the financial affairs of the Society in consultation with the Executive Committee and shall review on an advisory basis the budget proposal prepared by the Executive Committee prior to its submission to the Council at its annual meeting.”*

HSS BYLAWS, Section I *“The Executive Committee shall meet at the Society’s annual meeting and at least once during the interval between annual meetings, in order to ... approve an annual budget recommendation, which it shall submit subsequently to the Committee on Finances for review and to the Council for final action at the annual meeting of the Council.”*

Section II, Article F *“This committee shall advise the Treasurer of the Society on all matters pertaining to the finances of the Society. It shall review, on an advisory basis, the annual budget proposed by the Executive Committee prior to the submission of the budget to the Council. The committee shall concern itself with the management of the funds of the Society and with means for the financial support of the Society.”*

The Committee on Finances considers budgetary issues of a policy nature (e.g., annual draw from the endowment) that originate in discussion at the HSS Executive Committee meeting or HSS Council. Normally, the Committee on Finances meets annually at the HSS Annual Meeting. Finance Committee members need to receive monthly reports regarding HSS endowment accounts in order to advise the Executive Committee regarding HSS investments.

Committee on Honors and Prizes

HSS BYLAWS, Section II, Article D *“This committee shall send to the Executive Committee each year a time to be fixed by the Secretary three or more nominations for the Sarton Medalist. The committee shall also advise the Secretary when policy questions arise regarding the operation of the standing subcommittees appointed to select winners of the various prizes established by the Society. // From time to time the Committee on Honors and Prizes may also recommend to the Executive Committee the honoring of a member of the Society for outstanding service to the discipline in domains not covered by the regularly established awards, prizes, and medals. Such service might include, but should not be limited to mentoring of young scholars, promotion of the discipline through non-print media, unusual service as an editor, the establishment of an outstanding museum, etc. Nominations for such honors may come to the Committee on Honors and Prizes from any member or committee of the Society. // The standing subcommittees shall include those established to select winners of the Pfizer Prize, Watson Davis and Helen Miles Davis Prize, Nathan Reingold Prize, Margaret W. Rossiter History of Women in*

Science Prize, Derek Price/Rod Webster Prize, the Joseph H. Hazen Education Prize and such other regular prizes as may be established. Each standing subcommittee of the Committee on Honors and Prizes shall have one ex officio, non-voting member chosen by the Committee on Honors and Prizes from among its current membership.”

Section III, Article A “...the Committee on Honors and Prizes... shall ... consist of at least five members, including at least one member of the Council and at least two members from the Society at large. Each member shall be appointed by the Executive Committee for a three year term. Council members shall have staggered terms. Members of the Council will normally be appointed to a committee when they are first elected to the Council and will begin service on 1 January immediately following their election. The Chair for each committee shall be designated by the Executive Committee.”

The Executive Office will place in the January Newsletter an article requesting Sarton Medalist nominations and informing members of the nominating procedure for all HSS honors and prizes.

As soon as proposed members for standing subcommittees have been forwarded to the chair of CoHP by the Executive Office, the chair should circulate the names to the CoHP membership. If there are objections, the Chair should arrange for some communication among the committee members regarding the supposed problem and forward the result of CoHP deliberations to the Executive Committee.

The chair of CoHP should propose a slate of *ex-officio* members of the various standing subcommittees and submit this slate to the membership for approval or modification. Once the *ex-officio* members are confirmed, the chair should inform Standing Subcommittee chairs of their *ex-officio* members.

The following is the procedure for Sarton Medal nominations:

- 1) Early February: The Executive Office sends to the CoHP chair a list of all nominations made in the past three years. Valid nominations are those accompanied by letter(s) of nomination and a list of major publications or cv.
- 2) The chair of CoHP sends the materials to the committee in mid February and encourages committee members to make their own nominations by 1 March, accompanied by a letter of support and a nominee’s cv. New nominations should be sent to the Executive Office.
- 3) In mid March, the committee chair requests that the committee produce a rank ordering of each member’s top six candidates: 6 for the top choice, 5 for the second choice, etc.
- 4) Around 1 April, the chair collects the results and asks the committee to rank their top three choices, 3 for the first choice, etc. The chair then forwards to the Executive Office the top three names, unranked and in alphabetical order, by 1 May.
- 5) November: CoHP will examine the list of all nominees and will let the Executive Office know which names should be retained or eliminated for next year. Committee members are encouraged to approach colleagues at the meeting and ask them to nominate deserving individuals. All nomination materials will be housed in the Executive Office. The committee will also discuss any needed changes in policy or procedures.

At any time: *ex-officio* members of standing subcommittees monitor activities of their subcommittee and when policy issues come up, bring to the CoHP membership for recommendation to the Executive Committee. If a subcommittee does not seem to be operating in a timely or appropriate fashion, alert CoHP chair and/or Secretary.

If a nomination is made for a special award, the chair must request documentation for the request from the nominator. When the documentation is available it should be sent to the CoHP membership for comments and for a preliminary vote. Any nominee who receives the positive preliminary votes of a majority of the committee should be resubmitted for a second vote with all pertinent comments made available to all members. In cases where the majority favors the recommendation but there is more than one negative vote in this second round, the issue should be discussed at the next annual meeting of CoHP. The results of the second ballot, when there are at least five positive votes, or of the CoHP discussion should be forwarded to the Executive Committee within two weeks after CoHP’s recommendation is made.

In general, no awards should be made posthumously, except in a case where the nominee dies after being nominated. These nominees may be considered only in the year in which they were nominated, and such a

nomination may not be carried over to the next year. No prize may be split between two winners. When two prizes are awarded to the same book or article in the same year, the HSS Executive Director should notify the chair of CoHP, who would then consult with the chairs of the two committees. It would be up to the committees to decide if they wanted to reconsider their award, but they would be under no obligation to do so.

For all book and article prizes, except that of the Reingold Prize, there is a one-year lag between the year of award and the nominated work's year of publication (e.g., works published in 1998, 1999, and 2000 are eligible for 2001 awards). This interval is to insure that books considered for honors and awards will have been adequately reviewed.

No new prize can be established unless it is fully endowed (as determined by the HSS Treasurer). No prize name can be changed without the consent of the donor.

Derek Price/Rod Webster Prize [Sub]Committee

The award is given in recognition of excellence in a research article published in *Isis*. Eligible articles are those published in issues of *Isis* three years prior to the year in which the award is given (i.e., the calendar year in which the award is given is not included). The prize name was changed from the Derek Price Prize to the Derek Price/Rod Webster Prize in 2002 due to a generous gift from Marjorie (Madge) Webster. It was she and her husband, the late Roderick Webster, who helped endow the old Zeitlin-Verbrugge Prize, which was then renamed the Derek Price Award.

The Committee chair should contact the committee members in the Spring to inform them of their responsibilities, which include careful reading and evaluation of the eligible issues of *Isis*, including regular articles and the Focus Section (note that Focus Section articles are not sent to referees). The chair sets a deadline for completion of reading and formulation of a short-list of articles. Further narrowing is achieved mainly by direct discussion among committee members, with the chair mediating the discussion, until a recipient of the award has been agreed upon, no later than September 1. The award cannot be shared by two articles. Awards should not be made posthumously, except in a case where the nominee dies after being nominated. These nominees may be considered only in the year in which they were nominated, and such a nomination may not be carried over to the next year.

When two prizes are awarded to the same book or article in the same year, the HSS Executive Director should notify the chair of CoHP, who would then consult with the chairs of the two committees. It would be up to the committees to decide if they wanted to reconsider their award, but they would be under no obligation to do so.

The following represents the current procedures for selection:

- 1) Each member of the committee should be asked to submit a list of not more than ten articles, which that member is willing to consider for the award. Those articles receiving two of three votes make up the short-list; however, any candidate may be included for discussion. Further discussion may involve ranking the articles or more in-depth evaluations, as deemed appropriate by the chair.
- 2) The recipient of the award should be agreed upon by the end of August; the information is given to the chair of the Committee on Honors and Prizes and a citation to accompany the award is written by whichever member of the committee is deemed most suitable (usually the chairperson). The chair, or his or her designee, is expected to read the citation at the annual meeting's banquet.

The author and publisher of the winning entry will be notified prior to the annual meeting. In the past, the Executive Director has asked if the chair of the committee would like to perform this most gratifying task, which includes inviting the winner to the president's reception in the presidential suite. (The reception affords an opportunity for the chair of the committee to meet the winner.) It is essential, though, that the Executive Office be copied, or be kept informed of, contact with the winner so that arrangements for the annual meeting can be made.

The citation for the prize, which will be printed in *Isis*, should be around 250 words. The citation will also appear in the conference program and so is due in the Executive Office six weeks prior to the meeting. The committee chair need not attend the prize ceremony.

Nathan Reingold Prize[Sub]Committee

The Reingold Prize, previously known as the Ida and Henry Schuman Prize, was endowed for the first time and renamed in 2004, in honor of Nathan Reingold, formerly of the Smithsonian Institution.

The prize, established in 1955, recognizes an original and unpublished article (articles that have been accepted for publication are ineligible) on the history of science and its cultural influences written by a graduate student enrolled at any college, university, or institute of technology. Proof of student enrollment is required. To be eligible the student must be enrolled at some point during the year of the competition. The ideal Reingold Prize paper should be original; historiographically sophisticated; based on primary sources, either published or archival; clearly argued; well written; and interesting. Successful papers in the past have come from parts of dissertations in progress or revised seminar papers. Essays in the history of medicine are not eligible for the prize; however, papers dealing with the relations between medicine and the non-medical sciences are welcome. Essays submitted for the competition must be thoroughly documented, written in English, and must not exceed 8,000 words in length (exclusive of footnotes). Entries, which are read without knowledge of the authors' identity, are due at the Executive Office by June 1 (the deadline was pushed back from 1 April to encourage more submissions). The Executive Office receives all papers, detaches the cover sheet containing the author's name and institutional affiliation, and forwards the entries to the members of the prize committee. The committee should report back to the Executive Director by September 1, with a brief citation--preferably via e-mail--from the chair. The Executive Office fills in the entrant's name for the citation. Awards should not be made posthumously, except in a case where the nominee dies after submitting his/her article. No prize may be split between two winners. It is hoped that the winning entry will merit publication in *Isis*. On rare occasions the prize has not been awarded due to the insufficient quality of the entries. The number of submissions for a given year ranges widely, from fewer than 5 to more than 15. Past committees have ranked the papers broadly as follows:

First rank: clearly worthy of the prize.

Acceptable: some flaws, but probably worthy of the prize.

Unacceptable: serious flaws.

The committee then makes a decision based on these rankings.

The citation for the prize, which will be printed in *Isis*, should be around 250 words. The citation will also appear in the conference program and so is due in the Executive Office six weeks prior to the meeting. The committee chair need not attend the prize ceremony.

Margaret W. Rossiter History of Women in Science Prize [Sub]Committee

(At its 2003 meeting, the HSS Council voted to rename the History of Women in Science Prize, the Margaret W. Rossiter History of Women in Science Prize. This change was approved in the business meeting. No other particulars of the prize were changed.) This prize is awarded in recognition of an outstanding book (or, in even-numbered years, article) on the history of women in science. The book or article may take a biographical, institutional, theoretical, or other approach to the topic, which may include discussions of women's activities in science, analyses of past scientific practices that deal explicitly with gender, and investigations regarding women as viewed by scientists. These may relate to medicine, technology, and the social sciences as well as the natural sciences. The book or article must have been published no more than four years before the year of award (thus, works published in 1997, 1998, 1999, or 2000 were eligible for the 2001 competition; the Library of Congress is the ultimate reference to establish eligibility). Awards should not be made posthumously, except in a case where the nominee dies after being nominated. These nominees may be considered only in the year in which they were nominated, and such a nomination may not be carried over to the next year. Books that members of the committee have written or edited, in whole or in part, are ineligible for consideration until such time as those persons are no longer members of the committee. No prize may be split between two winners. Only nominations from the previous year's short list are automatically carried over for subsequent years.

For book years: From the long list (all nominated titles), a short list of 10-15 books should be drawn up by mid-April. Committee chairs should then divide up the short-listed titles among committee members to determine which books should be ordered – the order list. Some books can be eliminated from the outset, though some may fall into a dubious category until they can be skimmed. The Executive Office is responsible for contacting publishers to request copies of the books from the short list, giving publishers a deadline of June 1, after which books may not receive full consideration. Each committee member should keep a log of each book as it arrives, and the chair should contact the Executive Office with updates regarding missing books in May and June. Additional notices may be sent at this time and the authors of books can be contacted as well. The committee should establish a finalist list of approximately 3-5 books by early July. Books are typically nominated from the HSS membership at large, and the deadline for nominations is April 1. Most nominations are received in the Executive Office and forwarded to the committee chair; however, committee members may also make their own nominations. Only nominations from the previous year's short list are automatically carried over for subsequent years.

For article years: From the long list of all nominated essays, a short list of about 10-15 articles should be drawn up by mid-April. Some articles can be eliminated from the outset due to subject matter, length, etc. The nomination deadline is April 1, and most nominations are received in the Executive Office and forwarded to the committee chair; however, committee members may also make their own nominations. The Executive Office is responsible for making all articles available to the committee members, preferably via electronic means.

Committee members should remember that the prize is for the best article or book that has been nominated, irrespective of the number of years of eligibility remaining. When two prizes are awarded to the same book or article in the same year, the HSS Executive Director should notify the chair of CoHP, who would then consult with the chairs of the two committees. It would be up to the committees to decide if they wanted to reconsider their award, but they would be under no obligation to do so.

The author and publisher of the winning entry will be notified prior to the annual meeting. In the past, the Executive Director has asked if the chair of the committee would like to perform this most gratifying task, which includes inviting the winner to the president's reception in the presidential suite. (The reception affords an opportunity for the chair of the committee to meet the winner.) It is essential, though, that the Executive Office be copied, or be kept informed of, contact with the winner so that arrangements for the annual meeting can be made.

The citation for the prize, which will be printed in *Isis*, should be around 250 words. The citation will also appear in the conference program and so is due in the Executive Office six weeks prior to the meeting. The committee chair need not attend the prize ceremony.

Pfizer Award [Sub]Committee

This prize is awarded in recognition of an outstanding book dealing with the history of science. The book must be published in English during a period of three calendar years immediately preceding the year of competition (books eligible for 2001 were published in 1998, 1999, 2000; the Library of Congress is the ultimate reference to establish eligibility). Edited volumes, as well as works with more than 2 authors, are not eligible. The committee can consider a multi-volume work by one or two authors only after the publication of all volumes of the work. Books that members of the committee have written or edited, in whole or in part, are ineligible for consideration until such time as those persons are no longer members of the committee. Because the prize is awarded in the last quarter of the year, the decision for the prize should be made no later than September 1.

This means that, from the long list (all nominated titles), a short list of 20-25 books, fewer if possible, should be drawn up by mid-April. Committee chairs should then divide up the short-listed titles among committee members to determine which books should be ordered – the order list. Some books can be eliminated from the outset, though some may fall into a dubious category until they can be skimmed. The Executive Office is responsible for contacting publishers to request copies of the books from the short list, giving publishers a deadline of June 1, after which books may not receive full consideration. Each committee member should keep a log of each book as it arrives, and the chair should contact the Executive Office with updates regarding missing books in May and June. Additional notices may be sent at this time and the authors of books can be contacted as well. The committee should establish a finalist list of

approximately 3-5 books by early July. Books are typically nominated from the HSS membership at large, and the deadline for nominations is April 1. Most nominations are received in the Executive Office and forwarded to the committee chair; however, committee members may also make their own nominations. Only nominations from the previous year's short list, which are still eligible, are automatically carried over for subsequent years.

Committee members should remember that the prize is for the best book that has been nominated, irrespective of the number of years of eligibility remaining. The committee should have contact with other prize committees, such as the Watson Davis prize committee, in order to remain aware of which books the other committees are honoring. Although there is no hard and fast rule against one book receiving more than one prize in a year, such a possibility should be carefully weighed, considered, and perhaps discussed with the other committee in question before making such an award. When two prizes are awarded to the same book or article in the same year, the HSS Executive Director should notify the chair of CoHP, who would then consult with the chairs of the two committees. It would be up to the committees to decide if they wanted to reconsider their award, but they would be under no obligation to do so. The Pfizer Prize may not be given to more than one book in a given year. In other words, it may not be split between two books.

The committee should think carefully about books in history of medicine and technology before requesting that they be ordered from a publisher and given consideration for the prize. Both SHOT and the American Association for the History of Medicine award their own prizes. While strict separation of fields is not always possible or desirable, the Pfizer award should be given to a book that is principally history of science.

The author and publisher of the winning entry will be notified prior to the annual meeting. In the past, the Executive Director has asked if the chair of the committee would like to perform this most gratifying task, which includes inviting the winner to the president's reception in the presidential suite. (The reception affords an opportunity for the chair of the committee to meet the winner.) It is essential, though, that the Executive Office be copied, or be kept informed of, contact with the winner so that arrangements for the annual meeting can be made.

The citation for the prize, which will be printed in *Isis*, should be around 500 words. The citation will also appear in the conference program and so is due in the Executive Office six weeks prior to the meeting. The committee chair need not attend the prize ceremony.

Watson Davis and Helen Miles Davis Prize [Sub]Committee

The prize honors books in the history of science directed to a wide public (including undergraduate instruction). They should be introductory in assuming no previous knowledge of the subject and in being directed to audiences of beginning students and general readers. They should introduce an entire field, a chronological period, a national tradition, or the work of a noteworthy individual. Multi-authored or edited books are eligible, whereas unrevised reprints of previously published works are not. The book must be published in English during a period of three calendar years immediately preceding the year of competition (books eligible for 2001 were published in 1998, 1999, 2000; the Library of Congress is the ultimate reference to establish eligibility). Books that members of the committee have written or edited, in whole or in part, are ineligible for consideration until such time as those persons are no longer members of the committee. Because the prize is awarded in the last quarter of the year, the decision for the prize should be made no later than September 1.

This means that, from the long list (all nominated titles), a short list of 20-25 books, fewer if possible, should be drawn up by mid-April. Committee chairs should then divide up the short-listed titles among committee members to determine which books should be ordered – the order list. Some books can be eliminated from the outset, though some may fall into a dubious category until they can be skimmed. The Executive Office is responsible for contacting publishers to request copies of the books from the short list, giving publishers a deadline of June 1, after which books may not receive full consideration. Each committee member should keep a log of each book as it arrives, and the chair should contact the Executive Office with updates regarding missing books in May and June. Additional notices may be sent at this time and the authors of books can be contacted as well. The committee should establish a finalist list of approximately 3-5 books by early July. Books are typically nominated from the HSS membership at large, and the deadline for nominations is April 1. Most nominations are received in the Executive Office and

forwarded to the committee chair; however, committee members may also make their own nominations. Only nominations from the previous year's short list are automatically carried over for subsequent years.

Committee members should remember that the prize is for the best book that has been nominated, irrespective of the number of years of eligibility remaining. The committee is responsible to select one book—the prize cannot be split between two books—from all those nominated for the award, following the criteria established by the Society and its officers. When two prizes are awarded to the same book or article in the same year, the Executive Director should notify the chair of CoHP, who would then consult with the chairs of the two committees. It would be up to the committees to decide if they wanted to reconsider their award, but they would be under no obligation to do so.

In consultation with other members of the committee, the chair will establish suitable deadlines for the committee to complete its work in a timely manner. The final decision should be made by September 1, and the chair must communicate this decision to the Executive Office. Earlier decisions are encouraged. The author and publisher of the winning entry will be notified prior to the annual meeting. In the past, the Executive Director has asked if the chair of the committee would like to perform this most gratifying task, which includes inviting the winner to the president's reception in the presidential suite. (The reception affords an opportunity for the chair of the committee to meet the winner.) It is essential, though, that the Executive Office be copied, or be kept informed of, contact with the winner so that arrangements for the annual meeting can be made.

The citation for the prize, which will be printed in *Isis*, should be around 250 words. The citation will also appear in the conference program and so is due in the Executive Office six weeks prior to the meeting. The committee chair need not attend the prize ceremony.

Joseph H. Hazen Education Prize Committee

The Joseph H. Hazen Education Prize is awarded in recognition of outstanding contributions to the teaching of History of Science. Educational activities recognized by the award are to be construed in the broadest sense and should include but not be limited to the following: classroom teaching (K-12, undergraduate, graduate, or extended education), mentoring of young scholars, museum work, journalism, organization and administration of educational programs, influential writing, educational research, innovation in the methodology of instruction, preparation of pedagogical materials, or public outreach through non-print media. Because the prize is awarded in the last quarter of the year, the decision for the prize should be made no later than September 1.

The deadline for nominations is April 1, at which time nominees will be contacted and asked to assemble portfolios, which should arrive in the Executive Office by May 1. Portfolios will then be copied and mailed to committee members as necessary. Nominations may be made by any HSS member and should include a curriculum vita of the nominee, a statement of not more than 1000 words describing her or his educational contributions, and not more than two seconding letters. Nominees are then contacted and asked to assemble their portfolios: relevant materials might include a short essay on educational philosophy, important syllabi, recent written course reviews, peer evaluations, Web media, DVD/CD/video (if applicable), general educational publications, samples of outreach work, and anything that makes a nominee unique. Examples of materials that are not helpful and typically detract from a portfolio's effectiveness include "bubble" machine evaluations, copies of every syllabi ever used, and other generic documents. Electronic documents are encouraged. Nominees should generally not expect to have materials returned, and committee members should be responsible for ensuring that portfolios with remaining eligibility are retained for future evaluation. All nominations remain active for three years, except for those nominees who do not respond to requests for documents. These are discontinued after one year.

In consultation with other members of the committee, the chair will establish suitable deadlines for the committee to complete its work in a timely manner. The final decision should be made by September 1, and the chair must communicate this decision to the Executive Office. Earlier decisions are encouraged. The winner will be notified prior to the annual meeting. In the past, the Executive Director has asked if the chair of the committee would like to perform this most gratifying task, which includes inviting the winner to the president's reception in the presidential suite. (The reception affords an opportunity for the chair of the committee to meet the winner.) It is essential, though, that the Executive Office be copied, or be kept informed of, contact with the winner so that arrangements for the annual meeting can be made.

The citation for the prize, which will be printed in *Isis*, should be around 250 words. The citation will also appear in the conference program and so is due in the Executive Office six weeks prior to the meeting. The committee chair need not attend the prize ceremony.

Suzanne J. Levinson Prize Committee

This prize was approved by Council in November 2004. It is a biennial prize that was endowed by HSS member, Mark Levinson. Three members comprise the committee, appointed for three-year terms. The first awarding was in 2006. The wording for the prize is as follows: The Suzanne J. Levinson Prize is to be awarded for a book in the history of the life sciences or natural history. In establishing the prize, Mark Levinson honors the memory of his wife Suzanne, who was especially interested in the history of evolutionary theory, microbiology, and botany; nominations in these areas are particularly welcome.”

The book must be published in English during a period of four calendar years immediately preceding the year of competition (the Library of Congress is the ultimate reference to establish eligibility). Books with multiple authors are permitted, but the book must reflect a single narrative with a cohesive thesis, not a series of smaller discrete contributions by each author. Books that members of the committee have written or edited, in whole or in part, are ineligible for consideration until such time as those persons are no longer members of the committee. Because the prize is awarded in the last quarter of the year, the decision for the prize should be made no later than September 1.

This means that, from the long list (all nominated titles), a short list of 20-25 books, fewer if possible, should be drawn up by mid-April. Committee chairs should then divide up the short-listed titles among committee members to determine which books should be ordered – the order list. Some books can be eliminated from the outset, though some may fall into a dubious category until they can be skimmed. The Executive Office is responsible for contacting publishers to request copies of the books from the short list, giving publishers a deadline of June 1, after which books may not receive full consideration. Each committee member should keep a log of each book as it arrives, and the chair should contact the Executive Office with updates regarding missing books in May and June. Additional notices may be sent at this time and the authors of books can be contacted as well. The committee should establish a finalist list of approximately 3-5 books by early July. Books are typically nominated from the HSS membership at large, and the deadline for nominations is April 1. Most nominations are received in the Executive Office and forwarded to the committee chair; however, committee members may also make their own nominations. Only nominations from the previous year’s short list are automatically carried over for subsequent years.

Committee members should remember that the prize is for the best book that has been nominated, irrespective of the number of years of eligibility remaining. The committee is responsible to select one book—the prize cannot be split between two books—from all those nominated for the award, following the criteria established by the Society and its officers. When two prizes are awarded to the same book or article in the same year, the Executive Director should notify the chair of CoHP, who would then consult with the chairs of the two committees. It would be up to the committees to decide if they wanted to reconsider their award, but they would be under no obligation to do so.

In consultation with other members of the committee, the chair will establish suitable deadlines for the committee to complete its work in a timely manner. The final decision should be made by September 1, and the chair must communicate this decision to the Executive Office. Earlier decisions are encouraged. The author and publisher of the winning entry will be notified prior to the annual meeting. In the past, the Executive Director has asked if the chair of the committee would like to perform this most gratifying task, which includes inviting the winner to the president’s reception in the presidential suite. (The reception affords an opportunity for the chair of the committee to meet the winner.) It is essential, though, that the Executive Office be copied, or be kept informed of, contact with the winner so that arrangements for the annual meeting can be made.

The citation for the prize, which will be printed in *Isis*, should be around 250 words. The citation will also appear in the conference program and so is due in the Executive Office six weeks prior to the meeting. The committee chair need not attend the prize ceremony.

Committee on Meetings and Programs

HSS BYLAWS, Section II, Article C *“This committee shall establish, subject to Council approval, general policies for the format, content, and location of annual meetings of the Society and of other meetings at which the Society may be represented. This committee will nominate from the Society membership a Program Chair and a Local Arrangements Chair for approval by the Executive Committee. The Program Chair will organize the program of the annual meeting and the Local Arrangements Chair will organize local functions of the annual meeting. Both chairs will coordinate their activities through the Executive Office. // The Program Chair and the Local Arrangements Chair, or one member of the shared Chairship, will become ex officio members of the Committee on Meetings and Programs for three years: that in which the annual meeting they are responsible for takes place, and both the preceding and the following years.”*

Section III, Article B. *“The Committee on Meetings ... shall each consist of at least five members, including at least one member of the Council and at least two members from the Society at large. Each member shall be appointed by the Executive Committee for a three year term. Council members shall have staggered terms. Members of the Council will normally be appointed to a committee when they are first elected to the Council and will begin service on 1 January immediately following their election. The chair ... shall be designated by the Executive Committee.”*

The Committee on Meetings and Programs (CoMP) establishes general policies for the format, content, date, and location of annual meetings of the Society and for other meetings at which the Society may be represented. These policies are all subject to Council approval. For each annual HSS meeting, CoMP also nominates from the Society membership a Program Chair and a Local Arrangements Chair. Approval of these nominations rests with the Executive Committee.

In selecting a program chair, the Executive Committee should not choose a junior person since the chairship requires considerable time and the rejection of submissions. Organizational skills, diplomacy, and a thick skin are desirable qualities. The EC should also look at past chairs and consider institutional affiliation, intellectual focus, and other factors to insure broad representation of the field. The person selected, with CoMP's help, chooses a co-chair. The Program Chair makes all necessary arrangements for the program of the annual meeting, including issuing the invitations to participate in the meeting. The Program Chair also provides at least two nominations to the Executive Committee for the annual History of Science Society Distinguished Lecturer. The lecturer shall be chosen for his or her ability to speak on a topic of wide interest, intended to attract all members of the Society, scholars working in a wide variety of other fields, and interested members of the larger public. Lecturers will be requested to avoid narrowly technical discussions of interest only to a small, highly specialized audience. Since this is an endowed lecture, each lecture should be well publicized and shall explicitly acknowledge the support of the Joseph H. Hazen Foundation. After the meeting, the program committee submits a report of the meeting for publication in *Isis*. The Local Arrangements Chair has responsibility for all local arrangements of the annual meeting. The Program Chair and the Local Arrangements Chair may each select a co-chair or create a subcommittee from the membership of the Society to help with assigned functions.

The program and local arrangement chairs work closely with CoMP's chair. They interact even more closely with the Executive Director, who coordinates routine, procedural tasks. Specifically, the Executive Director helps by overseeing: the administrative details of local arrangements; submissions of papers and sessions; a template that provisionally blocks out the program schedule; and registration. Also, to assist Program Chairs in evaluating papers and sessions for possible inclusion in the meetings—and to advise the Society membership of selection criteria—CoMP publishes in the Society “Newsletter” a set of guidelines. The chair also maintains for CoMP's internal use a more comprehensive booklet of “CoMP Guidelines” describing the details of all operations.

CoMP is a standing committee. Its members include at least one representative of Council and two representatives of the Society at-large who are appointed by the Executive Committee and serve for three-year, renewable terms. The Executive Committee also appoints the chair for a three-year term. The Program Chair and the Local Arrangements Chair (or one member from a team of co-chairs) become *ex officio* members of the Committee on Meetings and Programs for three years, from the year before through the year after their assigned meeting. CoMP's chair usually convenes the general committee during the Society's annual meeting; the chair also provides reports, as required, to the Executive Committee and Council.

Nominating Committee

HSS STATUTES, Section III, Article 9 *“... in each year a Nominating Committee for the following year shall be elected. // The Nominating Committee, consisting of two members of the Council and three*

other members of the Society, shall prepare a ballot to be sent to each member of the Society at least two months before the annual meeting ... // The President of the Society shall appoint the Chair of the Nominating Committee from among those elected to that Committee. // ... there shall be blank spaces at the end of each list in which the voter may enter and vote for other names ... // In the event of a tie vote, the members of the Society present at the annual business meeting shall choose by ballot between the nominees with the highest number of votes.”

The Nominating Committee, consisting of two members of the Council and three other members of the Society (N.B. through 2000, the statutes read three members from Council and two from at large. A statute change, specifying two from Council and three from at large, was approved by Council and at the business meeting in 2001), shall generate a slate of candidates to be published in the first issue (January) *HSS Newsletter* of the year of the election. A ballot is to be distributed to each member of the Society through publication in the second issue (April) of the *HSS Newsletter*. For the Vice-President, the ballot shall contain the names of two candidates proposed by the Nominating Committee together with the names of any other candidates nominated by petitions signed by at least twenty-five members of the Society. For the Council, the ballot shall contain the names of ten candidates proposed by the Nominating Committee together with the names of other candidates nominated by petitions signed by at least fifteen members of the Society. For the nominating committee, the ballot shall contain the names of six candidates for the three at-large slots, and four candidates who are members of Council for the two Council slots.

When necessary, a Special Nominating Committee composed of the President (as chair), Vice-President, and the members of the elected Nominating Committee shall recommend one or more candidates for Secretary, to be elected by the Council.

Nominating petitions, together with the agreement of the person nominated, must reach the chair of the Nominating Committee within two months after the publication of the slate of candidates. On the ballot, the candidates for each office shall be arranged in alphabetical order without further distinctions.

Principles

1. Nominees for Council and Nominating Committee must be HSS members.
2. Priority for nomination should go to members who (a) are North American residents or are judged likely to attend all HSS annual meetings for the duration of their term (since much of the work of both committees takes place at the annual meeting), (b) have demonstrated interest in and commitment to HSS activities, and (c) have not been elected to the committee for which they are being considered in the previous six-eight years. Although re-nomination of recent nominees who were not elected is allowed, such nominations should be made with the recognition that nomination is itself an important form of recognition, which should be distributed generously.
3. Nomination decisions should not be based upon quotas; nominees should be selected for their qualifications. Nevertheless, nominating committees ought to keep an eye on issues of balance, in order to achieve fair distribution by gender, geography, experience, scholarly specialty, and so forth.
4. The nominating process must conclude in a face-to-face meeting, and this can be conveniently achieved only at the annual meeting. This means that preliminary discussions of candidates must be undertaken by email or other forms of correspondence during the two or three months preceding the annual meeting. These discussions typically commence in August; although a start after Labor Day would probably suffice. Objections to this late of a date hinge upon the short turn-around time available in responding to memos and queries. To guard against these problems, it is best to start as early as possible.
5. If the job is done right, an investment of time is required. The process must allow time for full deliberation.
6. It is urged, if at all possible, that the chair of the committee be somebody with previous experience on an HSS nominating committee.
7. Most importantly, the committee shall maintain strict confidentiality in discussing candidates.

Procedures

1. The chair of the nomination committee (henceforth “nomcom”) contacts the other members of the committee as soon as election results are known, in order to establish a schedule and create appropriate expectations—namely, by outlining the upcoming work required.

2. The chair secures agreement on a meeting time during the annual meeting as soon as the preliminary annual meeting program appears--while everyone's schedule is still relatively flexible. A suitable meeting room is then arranged and reserved by the HSS Executive Office.
3. The chair obtains from the Executive Office a list of recent nominees (elected and non-elected) and makes this list available to nomcom members. These lists go back at least ten years.
4. As a first step toward the selection of nominees, each nomcom member places eight names of possible Council nominees and six names of possible at-large Nominating Committee nominees on the table for discussion. At this stage they deal with only the at-large slots for the Nominating Committee (which has three at-large and two Council seats). The pool from which nominees for the Council seats on the Nominating Committee is drawn was judged small enough to be dealt with during the face-to-face gathering at the annual meeting. These lists are due by the end of the first week of September.
5. These preliminary lists are then merged and redistributed for a couple of rounds of discussion. All nomcom members comment on those people on the list known to them, followed by rejoinders. This process occupies the nomination committee through the second week of October; it can certainly be accomplished in less time if necessary.
6. In mid-October, all nomcom members participate in a straw-poll, ranking everyone on the two lists. (Upon reflection, members order only the top twenty and place the rest in two or three additional categories--such as good, fair, poor.) These lists are submitted to the chair, who identifies the top 20 candidates for Council nomination and the top 12 candidates for at-large Nominating Committee nomination (in each case, twice the number that will appear on the ballot). These lists of "finalists" are circulated to all nomcom members about two weeks before the annual meeting.
7. In the nomcom meeting at the annual meeting (duration about two hours), members are invited to argue for the restoration of anybody knocked off the list of finalists in the straw-poll. Thereafter, the qualifications of all remaining finalists are discussed, with due attention to issues of balance, and a final slate is chosen by majority vote. Also, four nominees for the two Council seats on the Nomination Committee are chosen, again with due attention to issues of balance. (Eligible Council members include newly elected Council members and those whose terms will end the following year.) A substantial back-up slate is also chosen--with the understanding that several people on the final slates are likely to decline (or prove to be ineligible for) nomination.
8. The chair of nomcom contacts all nominees (by phone insofar as possible), in order to secure their consent. The chair makes clear to Council nominees that election carries with it the obligation to be present at the next three Council meetings; and that if that condition seems unrealizable, the appropriate response is to decline nomination at this time. When contacting nominees for Nominating Committee, the chair ascertains that (barring unforeseen circumstances) they will be available for late-summer and early-fall duties and will attend the next annual meeting. Because of the need to get final slates to the Executive Office in January, so that the names can be distributed to the membership prior to the election, the process of contacting nominees begins immediately after the Annual Meeting.
9. The same process may be used to elect the vice-presidential candidates. Besides selecting nominees for vice-president worthy of the honor, nominating committees must go to the trouble of making sure that their nominees have administrative ability, judgment, and experience with HSS activities, as well as a commitment to employ these gifts on behalf of HSS--in short, to work.
10. After presentation of final slates to the Executive Office, nomcom members are obliged to slap themselves on the back for a job well done and celebrate.

Committee on Publications

HSS Statues, Section IV, Article 19a *"A Committee on Publications shall consist of five members appointed by the Executive Committee of the Council, to serve staggered terms of five years. Each of these members shall*

serve as chair during his or her fifth year. The Vice-President shall be an ex officio member of the Committee on Publications.

19b. *When needed the Committee on Publications shall, when directed by the Executive Committee, prepare a recommendation for the appointment of a new Society Editor. The Editor shall be elected by Council for a five-year term. The Editor's performance will be evaluated by the Committee on Publications by the end of the third year of his/her term, and the committee will recommend to Council either that the Editor be reappointed for a second term (which may be extended for a period of from one to five years by mutual agreement of the Council and Editor) or that the search for a new Editor should be undertaken by the Committee. If necessary, the Editor's second term may be extended by one year to facilitate the transition to a new Editor."*

HSS BYLAWS, Section II, Article E *"The Committee on Publications is charged with overseeing all publications of the Society and acts as an advisory body to the Executive Committee and the Council. The Committee (a) reviews and makes recommendations on editorial policy and on the appointments of the Editor of the Society and, with the advice and consent of the Society's editor and with Council approval, the Editor of the Current Bibliography; (b) approves proposals for the editors of the Society's occasional publications; (c) annually consults with the Editor of the Society on the selection of members of editorial boards and reviews all appointments to editorial boards; and (d) reviews publications operations and budgets.*

The Committee meets at least once per year at the time and venue of the Society's annual meeting. When necessary, an additional meeting is held in the spring at a venue determined by the Chair. Normally the Committee's business will be conducted at one of its convened meetings, although matters may be dealt with in the interim through consultation by mail, telephone, or e-mail at the discretion of the Chair.

The Editor of Isis is the Editor of the Society. The Editor of the Society will be responsible for Osiris. He or she may appoint, in consultation with the Committee on Publications and with Council approval, an Associate Editor responsible for Osiris. The Editor of the Society (or the responsible Associate Editor) may appoint (with the approval of the Osiris Editorial Board) guest Editors for the individual Osiris volumes."

The Committee on Publications is charged with overseeing all publications of the Society and acting as an advisory body to the Executive Committee and the Council. The Committee reviews and makes recommendations on the appointments of editors of *Isis*, *Osiris*, and the *Current Bibliography*, appoints editors and authors of the Society's occasional publications, approves appointments to editorial boards (*Isis*, *Osiris*, *CB*), and reviews publication operations and budgets.

The Committee typically meets at least once a year, during the annual meeting, to review all Society functions under its purview. Occasionally, CoP will have a spring meeting. At other times, matters are dealt with through consultation by mail, electronic mail, or telephone. Any member of the committee may bring a matter before the committee at any time.

Committee on Research and the Profession

HSS BYLAWS, Section II, Article 2 *"This committee shall concern itself with the state of the profession, including employment patterns and opportunities with special attention given to issues of gender and diversity in the employment practices of the profession; research support in the field; various forms of support for independent scholars; relationships to neighboring disciplines and professional societies; and the status of groups under-represented in the Society. There shall also be a Washington Representative, who will be a voting member of the Committee on Research and the Profession."*

Section III, Article B. *"The Committee on Research and the Profession shall consist of five members appointed by the Executive Committee of the Council, to serve staggered terms of five years. Membership shall include at least one member of the Council and at least two members from the Society at large. Each of these members shall serve as chair during his or her fifth year. The Treasurer of the Society, the chair of the Women's Caucus, and the Washington Representative shall be ex officio voting members of the Committee on Research and the Profession."*

Washington Representative

The Washington Representative acts as a liaison between the Society and various organizations in the Washington, DC area. The Representative is chiefly responsible for following national science policy, monitoring changes which might substantially alter federal support for history of science, and promoting the interests of the Society at Washington meetings of affiliated organizations.

Women's Caucus

HSS BYLAWS, Section VI, Article A *“The Women’s Caucus of the History of Science Society is affiliated with the Committee on Research and the Profession. Its primary focus is the role and status of women in the profession. The Caucus also serves as a forum for those interested in the history of women as well as the wider role of gender in science, medicine, and technology. The co-chairs of the Caucus act as a resource for the History of Science Society on questions pertinent to the role and status of women in the profession and in the Society. The Caucus reports to the HSS Council on its activities as well as to the Committee on Research and the Profession. The annual business meeting of the Caucus is scheduled each year at the annual meeting of the History of Science Society. Caucus meetings are open to all members of the Society and the Caucus encourages the participation of all society members concerned with issues appropriate to the Caucus. The business of the Caucus is decided at the annual meeting by the members present and voting. Throughout the year, the business of the Caucus is conducted by the two co-chairs. Co-chairs serve two-year terms, with a new co-chair elected at each annual business meeting by the members present and voting for a two-year term to commence the following January. The business of the Caucus includes, but is not limited to, conducting employment and pre-employment surveys of the profession broadly defined; establishing and maintaining communication networks among members of the Caucus and other persons interested in the work of the Caucus (these may include a directory of scholars and a WEB page, among other formats); organizing paper sessions for the History of Science Society meetings and other pertinent professional organizations as appropriate; and other relevant activities described and voted for by the membership. // The Caucus raises no dues directly. Each year the co-chairs develop a budget that is submitted to the History of Science Society for its approval and funding.”*

NASA/HSS Fellowship Committee

This fellowship in the history of space science was established in 2007 and was the result of a request made by Steven Dick, chief historian of NASA. The statement of work for the HSS is as follows:

OBLIGATIONS OF THE HISTORY OF SCIENCE SOCIETY

1. Conduct a search each year for one doctoral or postdoctoral historical research fellow.
2. Prepare and distribute informational and application materials relating to the fellowship program to history of science departments and other relevant programs at research and educational institutions throughout the United States and other countries in November of each year, with an application deadline of March 1 and a selection deadline of May 1 following.
3. Prepare and publish advertisements in the fall of each year announcing the fellowship program and application deadlines in newsletters and Web sites of the Society for the History of Technology, History of Science Society, Organization of American Historians, National Council on Public History, American Historical Association, Society for History in the Federal Government, American Society for Environmental History, Society for Social Studies of Science, and any other organizations HSS deems appropriate.
4. Respond to inquiries concerning the Fellowship Program and supply application forms and other information upon request.
5. Solicit proposals for advanced research in history related to all aspects of the history of space science (see Addendum below), leading to a major publication on the history of space science broadly considered, including cultural, social and intellectual history, history of technology, economic history, history of law and public policy, engineering, and management.

6. Receive applications and supporting documents from prospective applicants by March 1 of each year.
7. Empanel a representative group of historians drawn from the History of Science Society, and other scholars HSS deems appropriate, to complete their evaluation of the proposals by May 1 of each year.
8. By May 1, select a recipient and a list of ranked alternates from among candidates who meet the criteria.
9. Inform the Chief Historian of NASA of the selection by May 10.
10. Inform and appoint the recipient.
11. Ensure that the fellowship recipient receives the following services:
 - a. Payment of monthly stipend by the 10th of each month during the fellowship period.
 - b. Advice about arranging a public presentation of the research conducted through the fellowship.
 - c. Assistance in preparing a final report to NASA on the fellowship.
12. Inform recipients of obligations relating to the fellowship.
13. Make awards of a flat fee of \$17,000 per fellowship. Contractor shall receive \$3,000 per year, flat rate, for overseeing the fellowship.
14. Neither NASA nor the History of Science Society incurs any obligation with respect to the future employment of the recipient.

PROCEDURES AND CRITERIA

1. In the conduct of the work under this agreement, the History of Science Society shall recruit applicants as specified above.
2. The History of Science Society shall obtain the objective and disinterested advice of accomplished, reputable historians from the field of history of science and any related fields deemed necessary. Such representatives shall participate in the recruitment of fellowship applicants, proposal evaluation, and selection of recipients. The committee and its members shall take measures to avoid conflicts of interest.
3. Awards shall be made on the basis of scholarly merit and promise relative to the subject of the history of space science, originality and broader significance of the project, and the qualifications of the applicant for the proposed project.
4. Awards shall be made without regard to any parochial, regional, local, or corporate interest; without regard to citizenship or residence, in accordance with EEO policy.

OBLIGATIONS OF THE RECIPIENTS

1. The recipient shall engage in space science research for nine months, normally August-May, during the period from July 1 to June 30.
2. While on a tenure, the fellow shall devote his/her efforts largely to the research program.
3. The fellow shall provide to the NASA History Office a copy of any publications that emerge from the research undertaken during the fellowship year.
4. The fellow will carry out the research projects using personal office space, equipment, and supplies.
5. The fellow shall make at least one professional public presentation of the findings of their research during their fellowship year.

6. By accepting the fellowship, the recipient incurs no obligations to NASA or HSS regarding future employment.

The History of Science Society shall perform the work required under this contract generally in accordance with the guidelines.

Remuneration for this contract will be a maximum of \$100,000 over a five-year period or \$20,000.00 per year for the five-year life of the grant. Of this annual amount, \$17,000 shall be paid in stipend to each fellow, and the History of Science Society shall receive \$3,000 per year, flat rate, for overseeing the fellowship. The History of Science Society shall provide an annual progress report along with the invoice to the NASA History Office.

Addendum The Nature and Scope of Space Science

The NASA/HSS Fellowship in the History of Space Science is intended to fund research in the history of space science broadly conceived, including its social, cultural, institutional and personal context. The history of space science predates the founding of NASA. For example, the organizers of the International Geophysical Year (1957-1958) realized the important contributions spacecraft data could make to science, and the launch of Explorer I in 1958 demonstrated that feasibility with its discovery of the Van Allen radiation belts. In addition, scientific questions that motivated space sciences and scientific principles from which it evolved have even earlier roots.

Sciences of spaces and sciences affected by data and concepts developed in connection with space exploration include optics, meteorology, oceanography, and physiology. Space science has implications for our understanding of the moon and planets, fields and particles in space, celestial bodies beyond the solar system such as stars and galaxies, the Earth itself, and the life sciences, especially exobiology. Some works on space science are listed at the NASA History Office Web site: <http://history.nasa.gov/on-line.html>.

Among the resources available to historians of space are the NASA Archives. These include materials related to the International Geophysical Year and NASA missions, as well as to the history of the institution itself. NASA's History Office is dedicated to documenting and preserving the agency's history. More information, including a list of some works on the history of space science, is available at: <http://history.nasa.gov/>.

NASA's space science programs today are managed by the Science Mission Directorate (SMD) at NASA Headquarters, and carried out by its Goddard Spaceflight Center and Jet Propulsion Laboratory. More details are available at <http://www.nasa.gov/missions/science/index.html>, including a list of all current NASA missions.

NASA/AHA Fellowship Committee

The NASA/AHA Fellowship in Aerospace History. The fellowship started in 1986 with NASA's commitment to annual funding to the AHA. The Fellowship annually funds one research project for six months to one year. Proposals are accepted for advanced research in history related to all aspects of aerospace, from the earliest human interest in flight to the present, are eligible, including cultural and intellectual history, economic history, history of law and public policy, and history of science, engineering, and management. The fellowship is open to applicants who hold a doctoral degree in history or a closely related field, or who is enrolled in and has completed all course work for a doctoral degree-granting program. The stipend is \$20,000. The deadline for application is March 1. Further information can be found at <http://www.historians.org/prizes/NASA.htm>. Glenn Bugos served as the first HSS representative on the fellowship selection. Representatives are also appointed by SHOT, EHA, and a chair by AHA. Terms last three years and are staggered. The HSS Exec. Comm. has demonstrated a concern for gender equity on the committee. The work is fairly light. Once a year, committee members receive a packet of ten to twenty applications, and have a month to read them. Most of the work is conducted via e-mail messages, with final rankings determined in a conference call. Proposals are diverse--from early dissertators, to post docs, to full professors to freelance writers; dealing with periods as early as first flight to the Space Shuttle; from a variety of disciplines and approaches, some very technical, some political, some from visual culture. Since so many of the proposals are of high quality, the committee discussions usually focus on where the fellowship will have the greatest impact. The fellowship is administered in Washington by some combination of the AHA, the National Air and

Space Museum, and the NASA headquarters history office. (Overview provided by Glenn Bugos. Reviewed by AHA 11/05)

Delegates:

HSS BYLAWS, Section IV, Article 17 *“The Council shall appoint the Society’s delegates to the American Council of Learned Societies, to the American Association for the Advancement of Science, to the International Congresses of the History of Science, and to other organizations and societies.”*

The American Association for the Advancement of Science, Section L:

The American Association for the Advancement of Science is a national advocacy organization with diverse missions related to the promotion of science, including “increasing the public understanding and appreciation of the importance of the methods of science in human progress.” Section L of the AAAS works to advance the interests of the history and philosophy of science. The HSS delegate to Section L is responsible for maintaining a liaison between the Society and the AAAS, for representing the HSS at AAAS meetings, and for pursuing interests related to the Society. The delegate is asked to file two reports with the HSS Executive Office each year regarding AAAS activities. Section L officers meet with officers of AAAS to help in the planning of future meetings, etc. Members who are active in AAAS include Sally Gregory Kohlstedt, Jane Maienschein Bruce Lewenstein, Betty Smocovitis and Paul Farber. AAAS requires that the delegate be a member of the AAAS.

The early connection between HSS and AAAS was due to the fact that HSS and AAAS sponsored the Sarton Lecture as a lecture that was delivered to everyone at the meeting. The early history of the lecture is difficult to divine. In *Isis*, March 1961, p. 105 there is an announcement that the first George Sarton Memorial Lecture was delivered on December 27, 1960 at the annual meeting of the HSS (this was during a period when HSS would meet with AAAS but apparently there was no joint meeting in 1960).

In its early years, the Sarton Lecture was a featured and advertised talk at the AAAS, with no others offered at the same time. Since that time, the meeting has become much larger and the role of the Sarton Lecture has diminished. An announcement of the lecture is typically provided in the January Newsletter, followed by a description of the talk in the April HSS Newsletter. In 2007, the following changes were suggested: that the Chair of Section L introduce the Sarton Lecturer (in the past this duty had been handled sporadically by HSS officers); that the chair of Section L take the lecturer to a post-lecture lunch (with funds provided by AAAS); and that the name of the Sarton Lecturer, along with the lecture title, for that year be printed in the HSS meeting program.

The American Association for the Advancement of Science, Section X:

The American Association for the Advancement of Science is a national advocacy organization with diverse missions related to the promotion of science, including “increasing the public understanding and appreciation of the importance of the methods of science in human progress.” Section X of the AAAS examines the societal impacts of science and engineering. The HSS delegate to Section X is charged with representing the Society at AAAS meetings, providing a liaison between the two societies, and pursuing interests related to the Society. The delegate is asked to file two reports with the HSS Executive Office each year regarding AAAS activities. AAAS requires that the delegate be a member of the AAAS.

The American Council of Learned Societies:

The HSS delegate to the ACLS is responsible for representing the interests of the Society at meetings of the Council, of which the Society is a constituent member. The ACLS meets annually for one and a half days, and delegates are often asked to prepare papers for the meeting, or to participate on one of the panels organized during the day and a half. The delegate is also responsible for attending business

meetings at which membership applications are reviewed and voted upon, dues schedules are evaluated, and ACLS officers are elected.

The Consortium of Social Sciences Associations:-(Membership discontinued 2001-2010; Executive Committee opted to re-join in 2011)

The Consortium of Social Science Associations is a Washington, DC - based advocacy organization for federal support of the social and behavioral sciences. The HSS delegate serves as a liaison between the Society and CoSSA, and is responsible for reviewing materials issued by the Consortium, attending meetings of the organization, and reporting to the Society about actions taken by CoSSA which are relevant to the promotion of history of science.

The National Coordinating Committee for the Promotion of History (Executive Committee opted not to renew NCC membership in 2001)

~~—————The Delegate for the National Coordinating Committee for the Promotion of History receives and reviews mailings and information from the National Coordinating Committee and determines whether any action is required. The delegate attends any NCC meetings, as determined by the History of Science Society Council.~~

The National Humanities Alliance

The National Humanities Alliance (NHA) is a coalition of more than 40 learned societies, libraries, research centers, and other institutions that support research and education in all areas of the humanities. NHA exists primarily to educate Congress about the continuing significance of the work done by the National Endowment for the Humanities (NEH), the Library of Congress, and other federal cultural agencies. (It thus operates in parallel to the Consortium of Social Science Associations [COSSA], which acts on behalf of social science programs at the National Science Foundation, the National Institutes of Health, and similar agencies. In effect, the two organizations practice a highly effective division of labor.) NHA also closely monitors the policies and practices of these agencies and, at times, responds to calls for advice from their leaders. As 501(c)(3) tax-exempt organizations, the History of Science Society and most other NHA constituents cannot legally act to influence the outcome of any particular election. But they can work to educate Congress and to influence the shaping of legislation, and NHA and COSSA provide them with an effective means to exert this impact. [NHA itself is a 501(c)(4) organization, which cannot accept tax-free donations, but which can act more forcefully before Congress.] In all, NHA serves its institutional members' general and specific interests well, and actively represents them to the Congress and the agencies. And as noted below, HSS and its individual members have at times benefited directly and substantially from NHA efforts on their behalf.

The HSS Representative to the National Humanities Alliance attends (when possible) NHA annual meetings, remains in close contact with the NHA Executive Director, and, at times, has served on NHA committees. (For example, the current delegate served briefly on the NHA Committee on Education and helped review drafts of guidelines for new and revised NEH programs.) More significantly, the representative (and the HSS Executive Director, when the two are not the same individual) coordinates HSS participation in NHA efforts to inform Congress about issues of importance to scholars and teachers. For example, in 1990, as the Library of Congress faced serious budget cuts, the NHA Executive Director asked the Alliance's constituent societies to contact their members living in Congressional Districts represented by members of the subcommittee overseeing the Library's budget and to ask them (if they believed they could) to urge their representatives to take action to save the Library's budget. After consultation with the HSS Executive Committee, the HSS Secretary did so, many HSS members did contact their Congressional Representatives as NHA suggested, and cuts in the Library's budget were held to a minimum.

In the same way, in 1992, when a previous administration threatened the continued independence of the NEH Humanities, Science, and Technology Program, the HSS Representative sought NHA support for a campaign to help save the program's separate identity. This effort included meetings between HSS officers and NEH officials arranged by the NHA Executive Director, calls for continued support for the

program in NHA's formal testimony before Congress, and a letter-writing campaign (coordinated by the HSS Executive Office) that led several Members of Congress to express appropriate concern. These actions helped save the program's independence through the early 1990s. In the late 1990s, as such federal cultural agencies at NEH and the Smithsonian Institution remain under constant threat of severe budget cuts or even elimination, scholars and teachers who rely on these institutions (or are their employees) will look more seriously to their professional learned societies to help protect their interests. These organizations -- including the History of Science Society -- will look in turn to the National Humanities Alliance for help in responding to their members' concerns. HSS's active participation in NHA affairs thus continues to provide an extremely important service for the Society's members.

International Union of the History and Philosophy of Science:

In 2003, the Four Societies (HSS, SHOT, 4S, and PSA) voted to replace the U.S. National Committee for the International Union of the History and Philosophy of Science (USNC/IUHPS) with a consortium that pays dues directly to the IUHPS, rather than through the National Academy of Sciences, as was done in the past. The consortium, comprised of the president and secretary of each society, works to promote the participation of U.S. scholars in the International Union of the History and Philosophy of Science and its two divisions at the National Research Council of the National Academy of Sciences. The USNC/IUHPS is chiefly concerned with strengthening ties between the history and philosophy of science communities in the United States and abroad, and encouraging international cooperation among these communities. The HSS delegate to the USNC is responsible for attending the annual meeting of the IUHPS, voting on issues of importance to the U.S. history of science community, and bringing to the attention of the HSS Executive Committee relevant information about the state of the international community of scholars engaged in research and teaching in the history, philosophy and social studies of science.

Appendix

HISTORY OF SCIENCE SOCIETY DRUG-FREE AWARENESS PROGRAM

In compliance with the requirements of the Drug-Free Workplace Act of 1988, the History of Science Society has established a Drug-Free Awareness Program.

The purpose of the program is to inform employees about the following three points:

1. The dangers of drug abuse in the workplace
2. It is HSS policy to maintain a drug-free workplace
3. Violation of the terms stated in Paragraph 1 of the “Notice to Employees of HSS” (below) will result in disciplinary action.

(Adopted by HSS Council, 12 October 1994)

Notice to Employees of HSS

All employees of the History of Science Society are reminded that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance on the premises of HSS.

A controlled substance is to be defined as a drug, the manufacture of which, distribution of which, dispensation of which, possession of which, or use of which is illegal in the cities of Ithaca (NY), Madison (WI), Clemson (SC), Gainesville (FL), Amherst (MA), Washington (DC) or Seattle (WA), as well as the states of Wisconsin, South Carolina, Pennsylvania, Florida, Washington and the United States.

As conditions of employment by the HSS, you as an employee must:

1. Abide by the terms stated in paragraph one of the “Notice to Employees of HSS,” and
2. Notify the HSS of any criminal drug statute conviction for a violation occurring on these premises no later than five days after such conviction.

Violation of the terms stated in paragraph one of the “Notice to Employees of HSS” or failure to comply with the conditions listed above by anyone currently in the employ of the HSS will result in disciplinary action.

All new employees must agree to the terms above as a condition of their employment by the HSS.

Further to the above, it is imperative that each employee familiarize him or herself with the HSS’s “Drug-Free Awareness Program” statement (above).

I have read and understood the guidelines specified in this document.

(employee’s signature)

(date)