



BioCommunications Association

The Policies and Procedures of the BioCommunications Association

Section 100 – Policies and Procedures

101. Name. Policies and Procedures (P&P) shall be collected and defined as the standard practices of the BioCommunications Association.

102. Purpose. The aims of the P&P shall be to facilitate the mission, achievements and goals of the BioCommunications Association. Also referred to as the BCA or Association in this document.

103. Mission Statement. The Association is dedicated to enhancing the professional competency of its members and advancing the profession by educating, encouraging and representing creators and users of visual communications media in the life sciences and medicine.

104. Goals. To broaden the scope of all existing programs and to promote new initiatives and inquiry. To develop, implement, and maintain highest quality educational programs and opportunities encompassing present and emerging technologies. Develop and implement local, regional, and worldwide marketing and promotional strategies. Provide enhanced service to members and maintain a position of financial strength and organizational stability in order to accommodate growth, increasing activity, and financial pressure.

105. Amendments. All changes to the P&P shall be discussed and made by the Executive Board (Exec) and those appointed by the Exec.

Section 200 – Membership

201. Application: Applications for membership shall be made on the form provided for the purpose and submitted to the Director of Member Services with the proper dues for the classification for which the applicant feels qualified. The Director of Member Services shall permanently record the information contained therein. Should there be any question regarding the applicant's qualifications, the application shall be referred to the Exec.

202. Membership:

I. There shall be three regular classes of Individual Membership:

a. Active: Any person interested in the advancement of visual communications media in the life sciences and the BCA. (Medical or Scientific Institution members will be in this category)

b. Student: Any person enrolled in a full time program having a major emphasis in the area of visual communication pertaining to the biological sciences, in a college, university or other institution of like scholastic standing, shall be eligible to apply. Applicants for Student membership must be sponsored and verified by their academic program directors. Student membership will terminate at the end of the year in which the academic program is completed.

c. Retired: Any person having been a member of the BCA for a total of at least twelve years who is at least sixty years of age shall be eligible for Retired membership. Applicants for Retired Membership shall submit a signed statement of their retired status and must be sponsored by one Active Member of the Association.

II. There shall be two special classes of Individual membership:

a. Honorary: Any person who has distinguished or performed eminent service in the advancement of visual communications media in the biological sciences, or otherwise furthered the aims and purposes for which the Association exists may be designated as an Honorary member. Election to such status shall require nomination by the Honors Committee and affirmative vote of the Exec. Any person thus elected shall be exempt from payment of dues and will be a nonvoting member.

b. Emeritus: Any person who has been a member of the Association for a period of not less than twenty years (does not need to be consecutive), attained the age of 55 years, and retired from the field of biocommunications. Election to such status shall require nomination by one member (active/retired/emeritus), reference from one other person and submission of curriculum vitae (emeritus application form can be used in lieu of a C.V.). Nomination should be submitted to the Emeritus Committee 60 days prior to BIOCOMM. The Emeritus Committee shall submit their recommendation to Honors Chair 30 days prior to BIOCOMM. An affirmative vote of the Exec is required to confirm the action of the Emeritus and Honors Committees. Emeritus Membership will be awarded at the BIOCOMM Annual Honors Banquet.

III. Sustaining: There shall be sustaining membership for any duly constituted organization, such as manufacturers, dealers, laboratories, scientific societies, clinics, hospitals, educational institutions and research foundations, or associations of such organizations shall be eligible to apply.

203. Selection: The Director of Member Services shall determine whether applicants meet the requirements of the class of membership for which applications has been made. Questionable applications will be referred to the Exec.

204. Privileges:

I. Active, Retired and Emeritus: While in good standing, Active, Retired and Emeritus members are eligible to participate fully in BCA activities, vote in any general or special election, hold office and sit on any committee, board or other officially constituted body to which they have been duly appointed or elected.

II. Student Members: While in good standing, a student member is eligible to participate fully in BCA activities, except vote or hold elective office. They may serve upon any committee or other officially constituted body which does not require active membership status as a condition; and when so appointed, shall be entitled to the full voting privileges on actions taken by such bodies.

III. Sustaining Members: They shall be listed in the membership roll of the Association under the name of the organization represented.

205. Relationship to Chapter: Each individual member shall be placed upon the rolls of a constituent chapter.

206. Refusal: The Exec shall maintain the right to refuse a prospective member.

207. Resignation: Any member may resign from the Association provided they send notice to that effect to the Secretary/Treasurer of the Association. They must discharge all monetary obligations to the Association, and return to the proper custodians all properties of the Association, including records and correspondence, which they may have in their possession.

208. Termination: Upon receipt of fully documented charges from the Ethics and Grievance Committee, the Executive Board shall have the power to terminate any member for violation of the BCA Constitution, its Procedures, Code of Ethics (Section 2100) or any other behavior that reflects unfavorably on the profession and the Association. A vote to expel shall require the unanimous consent of the Board. The person subject to removal may participate in the proceedings and be represented by counsel.

Section 300 – Dues

301. Dues:

I. Active: Dues shall be a fixed amount, but subject to revision from year to year. The Executive Board shall determine dues. The amount shall be published on the Association's website and members will be notified of changes through direct email after they have been revised.

II. Medical and Scientific Institutional Members: When two or more employees from the same institution join, the dues will be discounted. The first two members will pay fifty percent less on the second membership. All others from the same institution will pay seventy-five percent of the Active member dues.

III. Student and Retired Members: Dues shall be fixed at fifty percent of that of Active Members.

III. Sustaining Members: The annual dues shall be fixed amounts to be determined by the Exec, but subject to revision from year to year.

IV. Emeritus: There shall be no annual dues.

302. Delinquency: Any member, subject to the payment of fixed annual dues, who fails to pay such dues by the end of the first quarter of the Association year shall be considered delinquent and ineligible to vote in any elections of the Association. Members with delinquent dues are not considered members in good standing.

303. Reinstatement: Any former member of the Association whose name has been removed from the membership roll because of resignation, or failure to pay dues may be reinstated with full privileges after full payment of dues.

Section 400 – Executive Board

401. Executive Board: Shall be made up of the President, Vice President and Secretary/Treasurer. They shall be Active members in good standing. Except by reason of appointment to fill a remainder of the term, the President and Vice President shall serve no more than three successive terms in their respective offices. If an Executive Director/Assistant has been hired they shall sit as a nonvoting member of the Executive Board.

I. Function: The Executive Board shall function to expedite the flow of business by review and clarification of reports and proposals requiring Board action, and authorization of such actions which may be beyond the authority of an individual Officer. The Exec shall meet on a regular basis upon call of the President. The Board shall be responsible for the proper handling, generation, expenditure, and safekeeping of all Association moneys; shall periodically review Association fiscal policies and practices; and, subject to the aforementioned provisions, shall retain final authority on all such matters. It shall approve the budget for each fiscal year. It shall function in the interests of the Association and be accountable to the membership. It shall uphold and implement the provisions of the Constitution and the Policies and Procedures, and such other mandates as the Association may choose to impose. It shall otherwise exercise appropriate control and responsibility for all Association affairs for which guidance is not specifically reserved to other authority. It is empowered to act on its own authority on issues and questions that cannot be deferred until the next Annual Meeting of the Association. It shall communicate its actions and deliberations to the general membership through digital means. The membership at large shall confirm the proceedings and actions of the Executive Board at the Annual Business Meeting.

II. Records: The Exec shall institute and maintain adequate records of proceedings in the form of minutes and standing rules. Motions of record shall be indexed for reference and available for responsible study. The Board shall establish and maintain the Policies and Procedures on a perpetual basis. The Policies and Procedures shall be subordinate to the BCA Constitution.

402. President: The President is the Chief Executive Officer and shall preside at all meetings of the Association and implement fiscal policies and practices as appropriate and as empowered by the Association Constitution and Policies and Procedures. They shall be ex officio member of every committee, and shall have the powers and privileges that usually pertain to such office except those specifically reserved by the Constitution to other Officers. Directors shall ensure the President's involvement in all matters of agenda; and their inclusion in the distribution of all reports and records of proceedings. Should the president vacate the office prior to the normal expiration of term, the Vice President shall become President for the remainder of the term.

403. Vice President: The Vice President shall act in place of and for the President in the absence or temporary disability of the President, and discharge those functions pertinent to the immediate situation. The Vice President shall supervise the Chairs of the EFFE and Certification Committees. The Chairs will directly correspond with the Vice President on the matters of their respective committees. The Vice President shall function as the Moderator and preside at the annual Town Meeting. Should the Vice President vacate the office prior to the expiration of term, the President, shall appoint an Active member to the vacancy.

404. Secretary/Treasurer: The Secretary/Treasurer shall be the chief fiscal officer responsible for the proper recording of all proceedings and transactions of the Association. The Secretary/Treasurer shall be responsible for the collation, safekeeping, and appropriate distribution of all reports of Association functionaries and committees. The Secretary/Treasurer shall be responsible for the receipt and safekeeping, disbursement, and accounting of its funds and real properties. The Secretary/Treasurer shall be responsible for conducting the Association Elections. It shall be their duty to institute, maintain and supervise whatever procedures may be required for the proper discharge of these responsibilities consistent with Association's Constitution and Policies and Procedures Manual. Should the Secretary/Treasurer vacate the office prior to the expiration of term, the President, shall appoint an Active member to the vacancy.

Section 500 – Elections

501. Election Forms: Candidates for the positions of President, Vice President and Secretary/Treasurer will be asked to provide a form including name, address, and phone numbers; a biographical sketch describing current job title, educational background, years of biological communication experience, years BCA membership, BCA positions held, honors and awards, and number of papers published. The candidate must supply a position statement, personal intent to fulfill obligations of the elected position including any travel requirements and a digital portrait suitable for publication. Forms and photo must be sent via email and received at the Office 60 days prior to the start of BIOCOMM.

502. Official Ballot: The Secretary/Treasurer of the Association shall prepare an official ballot on which shall appear the names of candidates for each office. The official ballot shall be sent to each voting member of the Association via online election process. Paper ballots will be available to members without Internet access. The election will take place 30 days before the start of BIOCOMM and closed 20 days prior to BIOCOMM.

503. Voting Eligibility: Active, Retired and Emeritus members in good standing shall have the right to vote in any election of the Association. Members delinquent in the payment of dues shall not be considered as members in good standing.

504. Voting Manner: Voting shall be secret and balloting shall be closed at midnight ten days after the opening of the online election.

505. Election: The candidate for the office of each of the three Officers of the Association receiving the largest number of votes for that office shall be elected.

Where voting results is a tie for any office, there shall be successive secret balloting by voting members of the Association present at the annual Town Meeting during which a selected member will act as teller and confirm the voting and announce the elected official.

All terms of office for newly elected Officers shall begin the duties and responsibilities of their offices at strike of the gavel to close BIOCOMM and terminate at the next strike of the gavel to close BIOCOMM.

506. Quorums: A quorum of the Association shall consist of five percent of its voting membership.

507. Amendments: The Constitution may be amended or otherwise altered by two-thirds of the votes cast by the voting members at an Annual Business Meeting of the Association, or by mail, or both, provided a membership quorum participates in the voting.

Section 600 – Directors

601. Directors: The Directors shall be contracted by the Executive Board and shall serve an unspecified number of terms at the pleasure of the Board. The Directors shall be designated as Director of Conferences, Communications, and Member Services. If a need arises the Executive Board will hire more Directors.

602. Purpose: Directors shall plan, direct, and administer committee activities to achieve program goals and objectives. Directors shall be designated Fund Administrators for program accounts. Directors shall institute, maintain, and supervise whatever procedures may be required for the proper discharge of these responsibilities, consistent with and subject to the BCA Constitution and Policies and Procedures.

603. Reports: All Directors shall submit written reports to the Executive Board for the Annual and Interim meetings of the Executive Board. Reports shall highlight outcomes of concluded activities; outline follow-up plans and targeted completion dates in the form of schedules of planned activities; define and justify program-budget requirements; confirm existing and proposed committee members as terms and requirements dictate; and include any recommended changes to the Standard Practices defined herein. The Secretary/Treasurer shall be responsible for the collation, safekeeping, and appropriate distribution of all reports of Association functionaries and committees.

604. Records: All Directors shall institute and maintain adequate records of proceedings in the form of minutes. Motions of record shall be indexed for reference and available for responsible study.

605. Director of Communications:

Reporting to the Executive Board, the Director of Communications will set and guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate the mission of the BioCommunications Association. The Director of Communications will ensure that BCA is viewed as the primary source, disseminator, and conduit of information within this diverse network and constituent base. The Director of Communications will work closely with the Executive Board, consisting of the President, Vice President and Secretary/Treasurer of the Association.

Responsibilities:

- Develop, implement, and evaluate the annual communications plan across the association's members and audiences in collaboration with the BCA's Executive Board and committees
 - Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
 - Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures and BCA's website
 - Direct and lead activities related to BCA website administration, development and coordination
 - Coordinate webpage maintenance - ensure that new and consistent information is posted regularly
 - Track and measure the level of engagement within the network over time
 - Manage development, distribution, and maintenance of all digital content including, but not limited to e-newsletters, and the BCA website
 - Coordinate with Director of Conferences to ensure annual meeting information is published in a timely manner
 - Manage all media contacts
 - Certain other tasks may be required and will be within reason and the scope of the contract
1. The Director of Communications will be an independent contractor serving the BioCommunications Association as Director of Communications, providing services from their home. The contract will be from January 1 through December 31 (one year). BCA will pay an annual fee determined by the Executive Board and paid quarterly.
 2. The Director of Communications will be directly responsible to the Executive Board (President, Vice-President, Secretary/Treasurer).
 3. The Director of Communications will supply and maintain a computer, with the appropriate office software installed. The Association shall reimburse the cost for any other computer programs or office supplies as necessary.
 4. The Director of Communications will be required to attend the Association's annual meeting (BIOCOMM) and coordinate all social media communications as well as other duties. The Association will reimburse the Director of Communications as needed, for approved airfare, ground transportation, and hotel/housing costs for the annual meeting and for any other travel necessary for Association business. Care will be taken to make reservations early to avoid costly travel expenses.

5. The Director of Communications will submit a yearly report to the Executive Board and at the annual meeting, outlining the prior year's activities and goals for the upcoming year.
6. Termination of this contract by either party will require a minimum two-month notice. The Director of Communications shall assist in transferring all records and materials to the new Director.
7. The Executive Board will evaluate the Director of Communication's performance in the month of October. A performance review will serve to either renew the contract for the next year or search for another Director. The Director of Communications shall bring any problems or concerns to the attention of the Executive Board.

606: Director of Conferences:

The Director of Conferences organizes and leads in offering processes and decisions to plan and execute the annual meeting of the association (BIOCOMM). The person may appoint people to act as a program chair, workshop chair, and session moderator, as well as any other support personnel necessary to fulfill the mission of the annual meeting. The Director of Conferences will work under the direction of the Executive Board of the BCA.

Responsibilities:

- Recommends a meeting site (city and hotel), program direction and schedule, speakers, workshops, social events, and on-site coordination of the meeting
 - The Director of Conferences works with the Secretary/Treasurer on the hotel, audio visual, social event and ground transportation contracts and overall meeting budget and is the liaison with hotel sales staff and catering manager for room selection and banquet menus
 - Coordinates with the BioImages Chair for the awards ceremony logistics, the on-site audio visual company for all AV needs, the meeting photographer, and the manager of member services who will assist with on-site registration and coordination of events
 - The Director of Conferences will work closely with the Director of Communications to promote the meeting via social media, both prior to the meeting, during the meeting, and post meeting
1. The Director of Conferences will be an independent contractor serving the BioCommunications Association as Director of Conferences, providing services from home. The contract will be for January 1 through December 31 (one year). BCA will pay an annual fee determined by the Executive Board and paid quarterly.
 2. The Director of Conferences will be directly responsible to the Executive Board (President, Vice-President, Secretary/Treasurer). Specific duties are listed on the attached document. Certain other tasks may be required and will be within reason and the scope of the contract.
 3. The Director of Conferences will supply and maintain a computer, with the appropriate office software installed. The Association shall reimburse the cost for any other computer programs or office supplies as necessary.
 4. The Director of Conferences will be required to attend the Association's annual meeting (BIOCOMM) and coordinate execution of the meeting as well as other duties. The Association will reimburse the Director of Conferences as needed for approved airfare, ground transportation, and hotel/housing costs for the annual meeting and for any other travel necessary for Association business. Care will be taken to make reservations early to avoid costly travel expenses.
 5. The Director of Conferences will submit a yearly report to the Executive Board and at the annual meeting, outlining the prior year's activities and goals for the upcoming year.
 6. Termination of this contract by either party will require a minimum two-month notice. The Director of Conferences shall assist in transferring all records and materials to the new Director.
 7. The Executive Board will evaluate the Director of Conference's performance in the month of October. A performance review will serve to either renew the contract for the next year or search for another Director. The Director of Communications shall bring any problems or concerns to the attention of the Executive Board.

607: Director of Member Services:

The Director of Member Services maintains and monitors the BCA email account and handle all inquiries by direct reply or expeditious routing to the proper individual(s). They correspond with membership as directed by the Executive Board and maintains current and complete membership files, including historical records and appropriate membership demographics.

Other responsibilities include:

- Receive and process new member applications, change-of-address status requests, and reinstatements
 - Issue notices of new memberships to the Executive Board and the Director of Communications
 - Email annual renewal invoices to active, retired, and student members
 - Correspond with Emeritus members for yearly updates (address changes, email address updates, etc.)
 - Update the membership database on the BCA web site as needed
 - Assist the Secretary-Treasurer with the online election process
 - Assist the Honors Committee in accepting/routing applications and with the preparation of annual awards
 - Assist the Director of Communications with newsworthy information from members
 - Assist the Certification Committee in accepting/routing applications and preparing certificates
 - Assist the Endowment Fund for Education Committee in accepting/routing applications for grants and scholarships
 - Assist the Director of Conferences with duties related to execution of the annual meeting. The Director of Member Services would receive reimbursement for travel to the annual meeting to assist the Director of Conferences with on-site registration and meeting coordination
 - Prepare a report of membership for the previous calendar year for the Executive Board
 - Other project based responsibilities could be assigned as needed
1. Director of Member Services will be an independent contractor serving the BioCommunications Association as Manager- Member Services, providing member and administrative services from her home/office. The contract will be for January 1 through December 31 (one year). BCA will pay an annual fee determined by the Executive Board and paid quarterly.
 2. The Director of Member Services will be directly responsible to the Executive Board (President, Vice-President, Secretary/Treasurer). Specific duties are listed on the attached document. Certain other tasks may be required and will be within reason and the scope of the contract.
 3. The Manager-Member Services will supply and maintain a computer, with the appropriate office software installed. The Association shall reimburse the cost for any office supplies as necessary.
 4. A dedicated email address will be maintained for the BCA (office@bca.org) and messages will be answered preferably the day they are received, or at least within a 24 hour period. The Director of Member Services will forward any questions or issues to the Executive Board when necessary. If planning to be away for an extended period of time, the Executive Board will be duly notified.
 5. The Director of Member Services will be required to attend the Association's annual meeting (BIOCOMM) and provide on-site registration and other duties, under the guidance of the Director of Conferences. The Association will reimburse the Director of Member Services as needed, for approved airfare, ground transportation, and hotel/housing costs for the annual meeting and for any other travel necessary for Association business. Care will be taken to make reservations early to avoid costly travel expenses. Additional travel expenses, not to exceed \$300 may also be reimbursed.
 6. All information about the Association, its officers and members, will be held in strict confidence.
 7. Termination of this contract by either party will require a minimum - two month notice. The Director of Member Services shall assist in transferring all office records and materials to the new Director of Member Services.
 8. The Executive Board will evaluate the Director of Member Services' performance in the month of October. A performance review will serve to either renew the contract for the next year or search for another Manager. The Director of Member Services shall bring any problems or concerns to the attention of the Executive Board.

Section 700 – Association Committees

701. Reports: All committees and subcommittees shall submit written reports to the Executive Board no later than ten days before BIOCOMM and Interim meetings of the Executive Board. Reports shall highlight outcomes of concluded activities; outline follow-up plans and targeted completion dates in the form of schedules of planned activities; define and justify program-budget requirements; confirm existing and proposed committee members as terms and requirements dictate; and include any recommended changes to the Standard Practices defined herein. The Secretary/Treasurer shall be responsible for the collation, safekeeping, and appropriate distribution of all reports of Association functionaries and committees.

702. Records: The Committees and Subcommittees shall institute and maintain adequate records of proceedings in the form of minutes. Motions of record shall be indexed for reference and available for responsible study.

703. Constitution Committee (Ad Hoc):

I. Composition: The Vice President shall be the Chair of the Constitution committee and will call meetings ad hoc. Members shall include a past President of the Association, and the Chair may appoint two other Active Members to the committee.

II. Purpose: The Constitution Committee shall define and clarify such amendments to the Constitution as may be proposed by the Town Meeting or Executive Board; and shall be otherwise responsible for implementing the provisions of Article VIII of the Association Constitution.

III. Amendments: The proposed amendment(s) must be before the Association, and notice of proposed amendment(s) must be sent to each voting member of the Association.

704. Ethics & Grievances (Ad Hoc):

I. Composition: The Chair of Ethics & Grievances Committee shall be an active member in good standing appointed by the Vice President on an ad hoc basis. Members shall include other active members in good standing appointed by the Chair.

II. Purpose: Upon receipt of fully documented charges of unethical conduct, violations of the Association Constitution, Policies and Procedures or any other behavior which reflects unfavorably on the profession and the Association. This committee shall act as an investigative body to review charges brought against any member before requesting action by the Executive Board.

705. Honors Committee:

I. Composition: The President shall appoint a former President to serve as Chair of the Committee. Members shall include the Chairs, Chairs- Elect, and Secretaries of Honors Subcommittees.

II. Purposes: The Association shall maintain a continuing program of recognition for those of its members and others who shall have by reason of conspicuous contributions to the state of the art, distinguished themselves in the field of biological communications, or rendered valuable and outstanding service to the Association. Procedures to seek out and evaluate candidates, and to recognize recipients, shall be in accordance with Association Constitution and Policies and Procedures.

III. Function: The Honors Committee shall function to seek out, evaluate, and to recognize recipients for the various honors given in the name of the Association. These shall include, but not be limited to, the Louis Schmidt Award, the Fellowship, and the Ralph Creer Service Award. Separate subcommittees shall be formed to promulgate rules and select recipient candidates for any awards that the Executive Board may authorize. All honors proposed shall be submitted to the Executive Board for approval.

IV. Founders Endowment: A Founders Endowment is established and conducted under the auspices of the Honors Chair as a restricted fund, the principal of which is to be held in perpetuity (\$25,000). Earnings from the endowment shall be used to support Schmidt, Creer, and Fellowship programs. Fifteen percent of its annual interest earnings shall be reinvested in the endowment as a means of ensuring its perpetual growth.

706. Honors Subcommittees:

706A. Louis Schmidt Award:

I. Composition: The Chair of the Louis Schmidt Award Subcommittee shall be the second most recent laureate. Members shall include the nine most recent laureates. The Honors Chair shall appoint a Secretary to serve ex officio, a nonvoting member for a one-year term with unlimited successions.

II. Purpose: The Louis Schmidt Award shall be the Association's highest honor given for outstanding contributions to the progress of biological communications. The recipient shall be presented with certificate, jeweled BCA Key, and gold-headed cane; the latter of which shall be passed to each new laureate.

Note: The Louis Schmidt Award was initiated 1948-53 as the Annual BCA Award. E. Farris & H. Baitz designed the BCA Key. M. Vetter donated the gold-headed cane in 1990.

706B. Ralph Creer Service Award:

I. Composition: The Chair of the Ralph Creer Service Award Subcommittee shall be the President. Members shall include the Vice President and immediate past President.

II. Purpose: The Ralph Creer Service Award shall be given in recognition of long-standing and distinguished service to the Association.

Note: Initiated 1977-79 as President's Service Award

706C. BCA Fellowship:

I. Composition: The Chair of the Fellowship Subcommittee shall be appointed by the Subcommittee from among their number who have served not less than one year on the Subcommittee. The President shall appoint two Fellows per year to serve as members for staggered three-year non-successive terms.

II. Purposes: Fellowship shall be bestowed in recognition of distinguished craftsmanship and meritorious contributions to the advancement of visual communication media in the life sciences. Nomination of fellowship candidates to the Board by the subcommittee shall require one less than unanimous approval of the members voting.

Note: First 34 Fellows were presented in 1946

706D. Emeritus:

I. Composition: The Subcommittee, from among their number, shall appoint the Chair of the Emeritus Subcommittee. The president shall appoint one Emeritus Member per year to serve as a subcommittee member for a staggered three-year non-successive term.

II. Purposes: The Emeritus Chair shall serve as a liaison between Emeritus Members and the Executive Board; consider and articulate Emeritus needs and concerns; and propose candidates for Emeritus or Honorary membership status.

707. Presidents Council (Ad Hoc):

I. Composition: The immediate past President shall be Chair of the Presidents Council. Members shall include all living Past Presidents, and the incumbent President and Vice President.

II. Purpose: The Presidents Council shall function as an advisory group to the President via correspondence.

708. Certification Committee:

I. Composition: The President shall appoint an RBP/CBP to serve as the Chair. The chair shall appoint active members in good standing to serve two-year terms with unlimited successions. There shall be no fewer than three members. Other members may be added at the discretion of the Chair based on the need for expertise and the extent of certification programs being administered. The President must approve additional members.

II. Purpose: The Committee shall develop, maintain and administer the certification program of the Association.

III. Function: The committee shall maintain, review and revise the certification processes as needed, to keep the programs relevant with current imaging and media technologies and competitive with other certifying bodies. The committee shall prepare and disseminate promotional materials.

IV. Objective: The committee shall seek out, evaluate and aid candidates in completing the certification programs. The committee shall recommend to the Executive Board those candidates meeting requirements for certification.

V. Records: The Chair of the Certification Committee shall maintain the list of current RBPs and CBPs. The Chair will respond in writing to all requests regarding certification, including prospective employers attempting to verify certification requirements.

709. Endowment Fund for Education Committee (EFFE):

I. Composition: The President shall appoint the Chair(s) to the Endowment Fund for Education Committee. The committee shall consist of at least four members.

II. Purpose: The committee shall have authority and responsibility for all scholarships and grants of the Association; and shall conduct a Scholarships and Grants Program to support educational projects of demonstrated merit in the field of biocommunication.

III. Recipients: Recipients shall include students, trainees, biocommunicators, project initiatives, and institutional programs having demonstrated need for project funding, tuition support, training equipment, or reference materials; and a commitment to careers in biocommunication. The committee shall invite and investigate proposals for educational projects, and shall have authority to disperse funds for such projects within approved budget and policy guidelines.

IV. Objectives: The objectives of EFFE shall be to promote and assist study and research in the field of biological communication by the application of scholarships and grants for such purposes. As well as promote the Association as a key source of opportunities for the study and research of visual communication media in the life sciences.

V. Applications: The EFFE committee shall establish fixed dates for grant submissions and publish those dates in all BCA communications. Applications shall be submitted on forms approved by the committee. The applications shall include project/program curriculum or individual curriculum vitae; a statement of intent describing benefits, time frames, and measurable outcomes; and signed agreements to assist with project investigations and verifications, to provide periodic reports as specified, and to give BCA first publication rights, when possible, and credits for project outcomes.

The BCA Secretary/Treasurer will direct money for awarded projects. Awarded funds for projects must be used within one year of project approval, barring any unforeseen circumstances. If not used the money will be added to the balance of the next year's awards.

Names of accepted applicants, amount of individual grants and results of study is to be available to the Association.

VI. Budget: Income for program operation and project funding shall be derived and budgeted from the investment earnings of the Endowment Fund for Education (EFFE); the principal investment shall be retained in perpetuity. No individual EFFE grant shall exceed 33 percent of available funds for that year. The annual budget shall contain an estimate of available EFFE funds and be part of the budget approval process.

Fifteen percent of annual interest earnings from EFFE shall be paid into EFFE fund as a means of ensuring its perpetual growth. Balance of interest earned shall be split, 50% for the BIOCMM annual meeting and 50% for grants.

Note: The EFFE was initiated in 1982 as the Sam Agnello Memorial Education Fund with total cumulative endowment of \$963.

Section 800 – Meetings

801. BIOCOMM: The BCA shall hold a meeting annually for the presentation of a scientific and educational program. The name shall be BIOCOMM followed by the year it is held i.e., BIOCOMM 2021. This meeting may be held as in person or live online.

802. Business Meeting: The BCA shall hold an Annual Business meeting, with as many sessions as may be required in conjunction with BIOCOMM and/or live online.

803. Town Hall Meeting: The BCA shall hold a Town Hall meeting during BIOCOMM. It shall receive and consider all matters of concern to the membership. It shall independently, and/or upon direction of the Executive Board, present resolutions, overtures, and recommendations to the Exec Board on issues and questions pertinent to and in consonance with the purposes of the Association.

804. BioImages Salon: The BCA shall hold an annual juried visual media competition (BioImages) that showcases the finest still, graphics and motion media work in the life sciences and medicine. An awards ceremony and salon will be held on the first night of BIOCOMM. Judges will be a distinguished panel of experts in the field covering the many categories of life sciences and medical imaging.

805. BCA Awards Banquet: The BCA shall hold an awards banquet on the final night of BIOCOMM. A dinner will be followed by the presentations of highest awards of the association.

806. Quorums: No official actions may be taken by the Association at large or by any other officially constituted groups unless the appropriate quorum is present at the time of voting, or such voting members of the group has had an opportunity to vote by mail or online and a quorum participates in the voting, or both.

807. Rules of Order: Meetings of the Association shall be conducted in accordance with Democratic Rules of Order, except as otherwise provided for by the Constitution and Policies and Procedures of the BCA.

808. Notification: Each BIOCOMM, Annual Business Meeting or other general meeting of the Association shall be officially announced to the membership no less than sixty days prior to calling the meeting to order. Such announcements shall be issued through the Director of Member Services in an appropriate form.

809. Cancellation: In times of a National emergency the Executive Board is empowered to cancel any and all meetings of the BCA or hold any and all online.

801. BIOCOMM (The BioCommunications Association Annual Conference)

I. Responsibilities: The Director of Conferences is responsible for organizing the annual conference (BIOCOMM) for the Association. The Director of Conferences may at their discretion appoint a Scientific Program Coordinator and other coordinators as needed, including Session Moderators and a Workshop Coordinator. The Director of Conferences and the appointed coordinators as well as the Exec will be known as the BIOCOMM Planning Committee. The Director and committee will work together to collect and edit abstracts and develop the schedule for plenary sessions, workshops and other events as well as identify and coordinate audiovisual requirements for BIOCOMM. The Director of Conferences and Coordinators will work with the Director of Communications to publish the schedule and program on the BCA website, as well as a printed BIOCOMM program to be used by attendees at the meeting. The Director of Membership Services will also be involved in making sure the membership receives information about the meeting and help to answer any questions that may be sent to the BCA as well as running the reception desk at BIOCOMM. The Director of BioImages will organize and run BioImages as well as BioImages Awards and Reception (with approval from the Exec).

II. Budget: The Director of Conferences, as Fund Administrator, shall present a preliminary design and budget to the Executive Board 12 months prior to the Annual Meeting or as soon as feasibly possible, based on the confirmed speakers. The Scientific Program and Workshop Coordinators, if applicable, shall work in close cooperation with the Director of Conferences to develop and manage the Annual Meeting budget. Budget revisions or interpretations shall be requested through the Director of Conferences and Secretary/Treasurer as needs may dictate.

Concise reports of all fiscal activity shall be provided regularly to the Executive Board via the Secretary/Treasurer. They shall approve all vouchers, and request budget revisions as needs may dictate and shall process and manage all financial transactions and contracts.

All bills and money received outside the Central Office shall be forwarded expeditiously to the Secretary/Treasurer for payment or deposit to holding accounts, with explanation as necessary to ensure proper coding to budget established line item categories. Written documentation shall be required for the actual disbursement of all Association funds in the most practical acceptable form to provide a clear audit trail.

III. Registration Fees: BIOCOMM registration fees shall be approved by the Executive Board via the budget process and shall be offered to Sister Society Members at rates established for Active Members. Discounted rates shall be offered for Student, Retired and Emeritus Members.

The registration table, organized by the Director of Member Services, shall be set-up in an appropriate area on Day 1 and maintained through Day 3. The Director of Member Services shall provide pre-registration and on-site registration services as requested by the Director of Conferences. Registration shall include a daily accounting of income and registrants per activity; the assembly of registration packets with programs and appropriate tickets, badges, and ribbons. The Director of Member Services may solicit attendees to help with registration if needed.

IV. Composition: The BIOCOMM week will include ample time and space for at least one Executive Board meeting; Opening Reception and BioImages Awards as well as a Business Meeting and Townhall. The General Session will include a variety of speakers in the area of Medical and Scientific Photography, Illustration, Printing, Video and Animation as well as any topic deemed appropriate and meaningful for presentation at BIOCOMM. Time and topics maybe adjusted if BIOCOMM is held online. Workshops may be included during the meeting or immediately after the meeting and may appear as a separate cost for attendees.

V. Contracts: The Director of Conferences, working with the Secretary/Treasurer shall contract for all services and facilities required for the conduct of the Annual Meeting. Penalties for meeting cancellation shall be contracted not to exceed fair and reasonable compensated rates of guaranteed revenue. The contract with the hotel or meeting venue will be authored and signed by the Secretary/Treasurer. The venue will be found at least 16 months prior to the Annual Meeting with RFPs going out 18 months in advance.

Food and beverage requirements shall be negotiated as part of the overall facilities contract, with specific requirements to be contracted not less than six months prior to the Annual Meeting.

The conference site shall reserve blocks of rooms as specified by the Director of Conferences. i.e., number of rooms required for three days prior and after the Scientific Program. Room blocks held shall be adjusted ninety days prior to the conference; the adjusted block of rooms to be held pending confirmation within thirty days of the conference. Guaranteed payment for reserved slippage shall not exceed fair and reasonable rates. Complimentary lodgings, if available, shall be furnished by the facility at fair and competitive rates and offered to the Executive Board and Directors subject to budget considerations. Room reservations and financial arrangements for attendees shall be negotiated directly between the hotel and the attendee.

VI. Suggested Timeline for BIOCOMM:

Day 1. BIOCOMM will commence with the Executive Board Meeting and BioImages Awards Reception.

Day 2. Welcome by the BCA President followed by the Maria Lindberg Ikenberg Lecture and other lectures or workshops

Day 3. Lectures and Workshops continue (could be eliminated and only be a four day conference)

Day 4. Lectures and Workshops continue with the last lecture being the Anne Shiras Pioneer Members Lecture. This will be followed by the closing reception and awards banquet. If appropriate the handing-off of the gavel to a new president.

Day 5. This maybe a "off-site" workshop.

On the day 2 or 3 the BCA Business meeting and Townhall will take place as well as a group photo.

VII. Speaker Honoraria: The use of honoraria shall require the prior and specific approval by the Executive Board.

Approved purposes shall include expenses (transportation and lodging) for invited Speakers (i.e. Keynote, Pioneer, and Special Guest Lecturers) at budgeted rates. Invited Speakers may be offered courtesy one-day registrations for the day of their presentations. Courtesy tickets for the Honors Banquet shall be provided and be limited to the Pioneer Members Lecturer, and Schmidt recipients and their families as approved by the Executive Board.

The special lectures fund shall be managed by the Secretary/Treasurer in such fashion as to generate accessible annual interest income. Eighty-five percent of annual earnings or \$1,000, whichever is greater, from the Fund shall be donated to the Conferences Fund to subsidize costs associated with the Lecture. The remaining fifteen percent shall be added to the endowment principal. The annual donation shall be credited to Conferences as a special income item via fund transfer in January of each year. Should the amount of funds transferred exceed actual requirements, the surplus may be used in support of other needs of the Scientific Program as deemed appropriate by the Director of Conferences.

VIII. The Maria Lindberg Ikenberg Lecture: BIOCOMM meeting may be opened with a high-level speaker to serve as the Maria Lindberg Ikenberg lecturer. The Director of Conferences will make suggestions and work with the planning committee and Executive Board to find someone who will open the meeting with an invigorating and insightful lecture. The selection of the speaker should be approved by the Executive Board and be included in the meeting budget. The Director of Conferences will offer an honorarium if the Executive Board approves and there are sufficient funds available.

IX. Anne Shiras Pioneer Members Lecture: This Lecture shall enhance the scientific program by bringing a presenter of "Keynote" stature and quality to the Annual Meeting to deliver a major closing address; and shall recognize the efforts of "Founding Members" who formed and nurtured BCA. The Immediate-Past President shall select an appropriate topic and speaker. Once a favorable response is elicited from the selected presenter, the Director of Conferences or designee shall manage all further negotiations and arrangements.

The Lecture shall be moderated by the Immediate-Past President. The Director of Conferences will offer an honorarium if the Executive Board approves and there are sufficient funds available.

802. Business Meeting

I. Moderator: The President shall function as the Moderator and shall preside at all Business Meetings. The Vice President and/or Secretary/Treasurer will preside over the meeting if the President is unable to be present.

II. Secretary/Treasurer: The Secretary/Treasurer shall record the minutes of the Business Meeting or in absence appoint a member to record the minutes.

III. Quorum: A quorum of the Business Meeting shall consist of five percent of the voting membership.

IV. Purpose: To present the state-of-the association to the membership. It will follow a logical order in presenting reports. The minutes of the prior meeting will be accepted or revised and accepted. The President, Vice President, Secretary/Treasurer will report the state-of-the association. The Directors and Committee Chairs will convey their reports to the attending membership. Any concerns or questions about said reports will be answered or tabled until the Town Hall. New business will be presented. Any voting may take place during the Business Meeting and/or the Town Hall.

V. Meeting: There shall be no less than one Business Meeting in each calendar year. Such meeting will convene during BIOCOMM or via online means. The Business Meeting shall be officially announced to the membership no less than sixty days prior to the date of such meeting. The agenda shall include a brief welcoming address by the President; a moment of silence for deceased members, approval of minutes, and a brief report from each Director and Committee Chair.

803. Townhall Meeting

I. Moderator: The Vice President shall function as the Moderator and shall preside at all Townhalls. A Moderator Pro Tem will be assigned by the Executive Board if the Vice President is unable to be present.

II. Secretary/Treasurer: The Secretary/Treasurer shall record the minutes of the Townhall or in absence appoint a member to record the minutes.

III. Quorum: A quorum of the Townhall shall consist of five percent of the voting membership.

IV. Purpose: The Townhall shall receive and consider all matters of concern to the membership. It shall independently, and/or upon direction of the Executive Board, present resolutions, overtures, and recommendations to the Board on issues and questions pertinent to and in consonance with the purposes of the Association.

V. Meetings: There shall be no less than one Townhall in each calendar year. Such meeting will convene during BIOCOMM or via online means. Each regular Townhall shall be officially announced to the membership no less than sixty days prior to the date of such meeting.

804. BioImages Salon

BioImages is an annual visual media competition that showcases the finest still, graphics and motion media work in the life sciences and medicine. The competition, sponsored by the BioCommunications Association, is open to institutions, companies and individuals (BioImages judges are not eligible to enter). Association membership is not required.

Best of Show is awarded a \$500 U.S. cash prize and a one year membership to the BCA.

Winners are announced at the opening reception at BCA's annual meeting and/or online. All selected photographs, graphic design work, illustrations, interactive media and video will be displayed at the meeting and published on the web site in the BioImages Gallery. Attendance at the annual meeting is not required.

How to Enter

- All entries must be submitted using the official online BioImages entry portal.
- Online submissions will be accepted for one month approximately 3-4 months before the annual meeting.
- The maximum number of submissions per entrant is six.
- Payment must be made at the time of submission.
- Still Media: Submit an RGB or Grayscale JPEG file (maximum quality) with a minimum size of 3,000 pixels for the longest dimension.
- Color management profile should be sRGB for proper on-screen viewing in the judging portal. Metadata may be reviewed by the judges.
- Specify purpose (e.g., educational, promotional), intended audience, and any other pertinent information in the notes section on the entry form.
- Graphics Media: Submit a PDF file and a complete description of your entry. For example, the original size, paper stock, special finish and material, in the notes section of the submission form.

Entry Fees

A flat fee for one to six entries. Fees will be determined by the Executive Board on a yearly basis. Fee categories are Member, Non-Member, Student Member, Non-Member Student. (*Students may be required to prove student status*)

Entry fees are payable by credit card, in U.S. funds, via the BCA Paypal account. It is the sole responsibility of the entrant to secure any necessary patient and/or copyright permissions.

Only entries submitted in compliance with the stated requirements will be accepted and considered for judging. At the discretion of the BioImages Chair, an entry may be moved into a more appropriate class or category.

Divisions and Categories

Awards are given in three visual media divisions:

Still Media Division

- Clinical
Living subject in a clinical environment
- Specimen
Non-living biological subject in whole or part
- Photomicrograph
Image taken with a compound light microscope. Magnification, stain and type of microscope must be indicated in entry field
- Electron Micrograph
Image taken with Transmission Electron Microscope (TEM) or Scanning Electron Microscope (SEM). Magnification, specimen prep, and colorizing technique (if any) must be indicated in entry field
- Ophthalmic
Photograph of the eye taken with a fundus or slit lamp camera
- Natural Science
Non-medical biological subject. Include genus and species in entry field
Work-related photographic image that does not fall into another category
- Series
A series of images illustrating a biological or medical process occurring over time and/or space. Must submit one composite file of a series of 2 to 12 images
- Portraiture
Work-related formal, informal or environmental portrait
- Fine Art
An image that transcends its designated needs by default or by intent and demonstrates the quality of timelessness

Graphics Media Division

- Brochure/Flyer
Pamphlets and circulars used to educate the reader about a place, an event or medical (scientific) procedure or disease
- Periodical
Journals, annual reports, magazines or other print publications related to medicine or science, which you created.
- Medical Illustration
Figure(s) created for instructional or editorial use to visually communicate a procedure, concept or condition. May contain more than one panel
- Natural Science Illustration
Figure created for instructional or editorial use to visually illustrate a species or process relating to Natural Science, may or may not include genus and species
- Poster
Medical, scientific, or public relations display used to educate a target audience about an institution, event, procedure or disease. Indicate original size and material on entry label
- Speciality
Calendars, cards, logos or other print media that does not fall into another category

Motion Media Division

- Video
Program produced for use on a computer or the Internet
File type: MP4
Maximum resolution: 1280x720
Maximum data rate: 2500 kbps
Maximum file size: 200 MB
Maximum length: 8 minutes
- Interactive
Programs produced for use on a computer, smart devices or the Internet (Entries that require proprietary or non-standard hardware will not be accepted)

Usage and Copyrights

Entrants retain their copyrights for all works, but the BCA reserves the right to future use without prior notice or additional compensation. Entries may be published in the Journal of Biocommunication, BCA News, press releases, or other publications of the Association, on the Internet and at www.bca.org. For more information, contact the BioImages Chair at office@bca.org.

Judging Criteria

- Intent:
Purpose of the image/illustration/motion media. How well does the image/illustration/motion media communicate the intended purpose to the intended audience?
- Execution:
Accuracy, technical difficulty, quality, originality, manner and level of execution
- Design:
Aesthetics, layout, and composition
- Impact:
Makes a strong impression and is an outstanding interpretation of the subject

Awards

At the discretion of the judges, the following awards may be issued. A full set of awards may not always be made.

- Award of Excellence is awarded to entries that achieve the highest standards of professionalism
- Citation of Merit is awarded to entries that meet high standards of professionalism
- Salon Showing are entries that have been selected to be exhibited in the annual BioImages Salon

Merit Awards

Merit Awards are sponsored categories that reflect the achievement of a high caliber of proficiency in a specific area.

- BCA Medical Education
Best medical teaching aid in each division; includes a \$50 US award
- Charles Foster Memorial Citation
Best color photo-micrograph entry
- C. Graham Eddy Endoscopic
Demonstrates the most successful use of endoscopic equipment; includes a \$50 US award
- Canadian Founders Natural Science

- Best entry in the Natural Science Still Media category
- Warren Sturgis Motion Media Award
 - Best entry in Motion Media Division
- Best of Show
 - The most outstanding entry from the Award of Excellence winners will be awarded Best of Show, which includes a \$500 U.S. cash prize and a one-year free membership to the BCA

Judging Process

The judges are assigned access to a blinded judging portal to enter scores and review entries. They are also provided the entry files for review. File names have been changed to match the entry name. Entries are scored in the portal and comments may also be provided. The scores and comments are downloaded and sorted by judging scores as a starting point for the judges awards discussion. Each category is looked at individually and the Awards are determined during a conference call. Best of Show is selected by the judges from the Award of Excellence winners.

The judges conference call can last several hours and may continue on an additional day.

All files are downloaded from the entry portal and renamed to match the entry name. The submission details are downloaded as a CSV file then sorted and organized for judging. Names and personal information are removed from entries for judges. Once the judging takes place the Committee Chairs organize the Award winners into a format for the website, create certificates and create a slide show for the Annual Meeting. After the Annual meeting each entrant receives an e-mail with the judges' comments for each submission. A BioImages badge (jpeg file) will be sent to the Salon and Merit Award Winners.

Timeline

- Jan & February - Open BioImages page on BCA website, work with competition host website such as WizeHive to create new contract for the year, update and test entry website. Contact individuals and ask to become a judge. 4 judges per year - preferably with a range of expertise. Create and send Constant Contact promotions - update contacts list in Constant Contact.
- March 1- 31st (or February if annual meeting in May- Note all dates are earlier if annual meeting not in June) - Entry Portal open - coordinate portal opening with webmaster. Chairs trouble shoot and respond to questions from entrants.
- April 1 - 10th (or the first week of April) - Chairs download images, organize into folders and provide files to judges.
- April 10 - May 1st (or date in early May) - Judges review entries at their leisure, enter scores in judging portal and add comments for entries.
- Mid to Late May - Schedule conference call with Judges and BioImages Chairs to determine awards, and entries selected for salon.
- Late May - BioImages Chairs - sort award winners and entries selected for show. Create list of awards and send to webmaster along with images to create Awards gallery on website. Webmaster also creates images to add to website banner from the winners, order seals and certificate holders.
- June - finish slide show, print certificates, confirm monitors and computer with Conference Chair, order checks from Treasurer, Present Awards at Opening Reception, release awards gallery on website the day after Awards at annual meeting
- July - email comments to registrants, mail certificates and award checks to winners not attending Annual Meeting.

BioImages Portal

Open and active from March 1 - May 31 (or earlier if annual meeting earlier)
 Dormant June 1 - February 28 (29)

805. Banquet:

I. Banquet:

The BCA Awards Banquet shall be held on the evening of the last day. A printed Honors Program created by the Director of Membership Services and the Honors Chair shall be laid at each place setting.

III. Protocol:

The Past President shall determine protocol and act as Master of Ceremonies for the Honors Banquet. Before dinner, the Master of Ceremonies offers a brief welcoming address. After dinner the Director of Conferences gives a brief introduction of the Annual Meeting production team and asks international guests and first timers to rise. The President then presents Certificates of Service. Master of Ceremonies introduces in turn the presenters for Certification, Fellowship, Creer, and Schmidt awards. Each presentation of award's recipients shall be photographed individually and as post-ceremony groups.

IV. Certification:

The Chair of the Certification Committee introduces the new CBP recipients; the President comes forward to congratulate the recipients and present the certificates.

V. Fellowship:

The Fellowship Chair calls forward all Fellows to form a receiving line, gives a brief description of Fellowship, then introduces the new Fellow(s) with a brief description of each recipient's contributions. The President presents the certificate(s) and offers congratulations. Upon completion of all introductions, the recipient(s) travel the reception line for accolades.

VI. Ralph Creer Award:

The President gives a brief description of the Creer Award and introduces the recipient with a description of distinguished service, and calls forward the Creer recipient to present the certificate. The President then invites the recipient to the podium for acceptance remarks.

VII. Louis Schmidt Award:

The sponsor of the Schmidt Laureate introduces the recipient with a description of contributions and achievements. They then call the recipient forward to receive the award and presents the Schmidt Key and cane while the President presents the certificate. The Master of Ceremonies invites all Schmidt Laureates to form a receiving line; after which the President leads the recipient to the podium for acceptance remarks.

VIII. Closing Remarks:

The Master of Ceremonies or the BCA President gives closing remarks. If the President is vacating the office of president, the Vice President presents a gift to the outgoing President and the Outgoing President hands the gavel to the New BCA President to end the conference.

Section 900 – Fiscal Policies

901. Budget Year: The Association year and the membership year shall coincide with the calendar year, beginning January 1 and ending December 31.

902. Fiscal Authority: All Association fiscal policies and practices shall be subordinate to provisions of the Constitution and Policies and Procedures of the Association; to the directives and regulations of the Internal Revenue Service of the United States of America; and to applicable federal, state, and provincial laws. The Association shall be organized and its affairs conducted not for profit.

903. Funded Accounts: The Association fund accounting system shall identify activity oriented internal fund accounts. Each fund account shall support a specified program mission, and shall be provided an annual zero based budget account by the Executive Board. Directors shall be designated as Fund Administrators to oversee all funds related activities.

904. Accounts: Shall be interpreted and implemented to provide for the orderly and straightforward planning, budgeting, accounting, and day-to-day fiscal procedures of the Association. Concise reports of all Association fiscal activity shall be provided regularly to the Executive Board by all standing committees via Fund Administrators and the Secretary/Treasurer.

905. Proposed Budget: Each Fund Administrator (Director) shall submit a proposed budget for the forthcoming Association year to the Executive Board for approval; and shall be available to explain and examine program objectives for which the expenditure of funds is recommended. Final approval of the expense budget for each fund (and thereby the pursuit of projects associated with those expenditures) shall be the responsibility of the Executive Board.

906. Implementation: Upon budget approval, Fund Administrators shall be responsible for the planning and management of approved activities relevant to the fund's purposes. The Fund Administrator shall request budget revisions or interpretations as needs may dictate.

907. Funds: All funds received by any and all operating bodies of the Association belong to the BioCommunications Association, Inc. All financial obligations properly incurred by any and all operating bodies of the Association shall be considered obligations of the Association.

908. Receipt of Incomes: All money received outside the Secretary/Treasurer of the BCA shall be forwarded expeditiously to the Secretary/Treasurer for deposit to BCA holding accounts, with explanation as necessary to ensure proper coding to budget established line item categories.

909. Obligating Funds: Expenditure of Association funds shall require the approval of the Executive Board, usually in the form of fund expense budgets. Significant deviations from approved expenditure levels shall require approval from the Executive Board and corresponding budget revision.

910. Disbursement of Funds: Written documentation shall be required for the actual disbursement of all Association funds in the most practical acceptable form to provide a clear audit trail. The Secretary/Treasurer shall be responsible for maintaining such documentation. All bills, invoices, or other requests for expenditure of Association funds received outside the Secretary/Treasurer of BCA shall be forwarded expeditiously to the Secretary/Treasurer for payment, with explanation as necessary to ensure proper coding to budget-established line items for such expenses.

911. Expense Reimbursement: Individuals may elect to use personal funds as necessary and request after-the-fact reimbursement, and may accumulate such minor items until a practical level of total reimbursement is reached, the threshold level being one-hundred dollars. Reimbursement requests shall be accompanied by a satisfactory accounting of expenditures since the last replenishment. Such accounting need not be elaborate, but must be adequate for expense budget-coding purposes. All reimbursement requests for travel and associated expenses must be accompanied by an accounting in sufficient detail to validate the claim. Original receipts or copies of receipts shall be provided for all items where appropriate (e.g., air fare, lodging, taxi service), in order to provide the most complete audit trail possible.

912. Travel: Limits on the expenditure of funds for travel by individuals to specifically conduct Association business shall be established by the Executive Board via the budget process. Generally, pre-approved reimbursable travel expenses shall be limited to transportation and lodging. The traveler shall submit a voucher for reimbursement to the Secretary/Treasurer for issue of reimbursement. The Secretary/Treasurer shall approve travel-reimbursement requests for Officers and Fund Administrators. If the traveler is the Secretary/Treasurer, the President shall approve the reimbursement request.

Authorized travel funds to attend the BIOCOMM shall be limited to the Directors and Executive Board. The travel funds will be limited to the amount they need to supplement any monies given to them by their institutions. All other requests shall require the specific approval and budget of the Executive Board on a case-by-case basis.

914. Honoraria: The use of honoraria shall require the prior and specific approval and budget by the Executive Board.

915. Dissolution: Under the dissolution of the Corporation, the Executive Board shall, after payment of all liabilities, dispose of all the assets of the Corporation conclusively for the purposes and in such a manner or to such an organization or organizations organized and operated exclusively for charitable, education, religious or scientific purposes as shall at the time qualify for exemption under Section 501 (C3) of the Internal Revenue Code of 1954.

Section 900 – Branding Standards

I. Branding:

The branding of the BCA shall be used for recognition and identification of the association and its official functions, website(s) and publications. It shall be used without distortion, rotation, embellishment or color changing the design format. Process Blue or Grayscale shall be the standard colors.

II. Appearances:

The BCA Branding shall appear on all certificates and awards of the Association; and on the cover or first page of all Association publications, correspondence web presence and on mementos or promotional items when produced in conjunction with an official function of the Association and approved by the Director of Communications. The logo shall not be authorized for personal or business use except as approved by the Director of Communications for Association business.

III. Publications and Forms:

The Director of Communications shall reserve authority for the final review and approval of all publications and forms of the Association, subject to the practices of the Executive Board, who shall reserve the right of review, amendment, and ultimate approval authority. Directors shall be responsible for initiating the content of program-related materials, and for obtaining approvals as required. The Director of Member Services shall be responsible for administering the distribution of such materials.

Section 1000 - Communications

I. Names: *The Journal of Biocommunication*, *the BCA News* (digital), and bca.org as well as online presence on Facebook, Twitter, YouTube and LinkedIn as well as other appropriate online groups.

II. Policy: It shall be the policy and purpose of these communications to make available the dissemination and exchange of information about significant work, methods, and philosophies in the field of biological communications.

III. Management: The Executive Board shall select and appoint a Director of Communications and an Association Editor of *The Journal of Biocommunication* as well as another needed appoints deemed necessary. The Executive Board shall appoint two members in good standing to the JBC Management Board. It shall be the Director's responsibility for the publication of the *BCA News*, direct the activities of the BCA website, and supervise other publications, which may be authorized by the Executive Board.

IV. Journal Association Editor: Aggressively solicit papers for publication. Interacts with the Journal Management Board by participating in conference calls, attend meetings when feasible and provides input to the Executive Board regarding budgetary needs. Interacts with other Associate Editors and Reviewers. Serves as morale builder by acknowledging and encouraging good work, submits legible copy, edits galley and page proofs in a timely manner and assures deadline compliance.

V. Editorial Board Representative(s): Aggressively solicit papers for publication. Acts as liaison between the JBC and the Association's Executive Board and the Director of Communications. Participates in committees, task forces, and projects of the Journal Management Board, as assigned by the Journal's Chair. Solicits and follows-up on recommendations for meeting the perceived needs of the Association. Monitor the effectiveness of the Journal and the Journal staff.

VI. Objectives: The Association's objectives for the Journal shall be to advance knowledge by serving as a forum for the interchange of information. To chronicle advances in the field of visual communications in the life sciences and medicine, to publish peer-reviewed practical, investigative reports pertaining to the field. To publish in-depth tutorials and serve as a source for continuing education. To encourage responsible debate, contribute to the public health and the quality of scientific research. To forecast important issues and trends, chronicle the history of the Association and achieve and maintain the highest standards of journalism.

Section 1100 - Code Of Ethics

1101. Non-discrimination: Members in the practice of their profession should not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, marital status, or political affiliation. Members should strive to maintain a professional work-place atmosphere free from all forms of harassment, exploitation, or intimidation. Members should not allow personal relationships to compromise the proper execution of their responsibilities and duties.

1102. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The victim does not have to be the opposite gender of the person harassed. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

1103. Personal Integrity: BCA members are expected to uphold the Association Constitution and Policies and Procedures. These articles that indicate the ethical conduct relating to their membership shall in addition, guide their professional and associated activities. Members shall therefore present themselves, their products, and their services in such a manner as will uphold and dignify their professional status and the reputation of the Association. Members should assume responsibility for seeking resolution for conflicts or disagreements concerning professional or personal values.

1104. Work Ethic: Members shall exercise all reasonable skill, care, and diligence in the performance of their duties. They should not misrepresent their training or competency to clients being served. They shall act fairly and in good faith, fully considering the requirements of their clients and the rights of their subjects, and to honor the terms of prearranged contracts. They should strive to improve competence, knowledge and proficiency of their professional functions through continuing education and training. They should not misuse their positions for personal, nonprofessional advantage, or condone this action in coworkers.

1105. Subject's Rights: Attention to the personal privacy and physical comfort of subjects is extremely important; furthermore, their safety and welfare must always take precedence over concern for the image to be recorded. Overall, members must strive to establish and maintain good interpersonal relationships with their subjects at all times. Members have an obligation to safeguard the client's interests against one's self interest or those of the employing institution. They should not engage in, nor condone, the sexual harassment of others. If a conflict of interest cannot be avoided, the client's interest and maintenance of professional standards should be given primary consideration.

1106. Consent/Release: Where a signed release, voluntarily giving informed consent for photography or other recording, is required, it is the responsibility of the member to be certain that such a release has been obtained. In its absence, the member should request and obtain one signed by the subject or the subject's legal guardian. When working with minors or others who are unable to give voluntary, informed consent, special care should be taken to protect those persons' rights. Members should abide by any special conditions in the release that limit the use of the recorded materials.

1107. Confidentiality: Members should safeguard individual rights to privacy. Information of a confidential nature, handled or acquired by members in the course of their duties, shall not be divulged to any other persons except those who have the right to such information. The confidentiality of records of all types must be maintained by storing them so they are not available for unauthorized examination. In addition, conditions limiting their availability stated by the subject or subject's legal guardian shall always prevail.

1108. Integrity of Materials: Members shall ensure that all materials which they present as being their work, in whatever form these are presented, are as far as possible honest and accurate representations of the originals from which they were derived. They should strive to assure that clients achieve maximum credibility in the production of recorded materials. If enhancement techniques that distort the reality of a representation must be used for esthetic purposes, a statement regarding the alteration must accompany the material.

1109. Rights of Ownership: Members shall avoid plagiarism of any nature. Whenever materials produced by or belonging to others is used, permission shall be secured from the author and/or copyright holder, and credit given to whomever such acknowledgment is due. In their professional role, members should encourage others in the compliance of the copyright law.

1110. Safe Practices: Members must maintain clean working conditions and community environments at all times. They should follow established proper procedures regarding sepsis and contamination of biological materials. In so doing,

proper handling practices and procedures for disposal of waste material, especially radio active and environmental pollutants, must be observed. Members must also follow the rules for personal, fire, and electrical safety associated with their work or specific to the institution where they may be working.

1111. Quality: Members should deliver a quality service in a competent and timely manner, within the reasonable bounds of circumstances presented by the client. They should inform the client whenever the quality of service may be compromised by constraints imposed by the client, other parties or circumstances.

1112. Public Image: Members shall ensure that advertisements and other public announcements with which their names are associated protect and uphold the image of the BCA. Members may use only such letters or honorific to which they are entitled in conjunction with their names.

1113. Authority: Members shall recognize the authority of the Executive Board of the BCA in all matters relating to the interpretation of this Code of Ethics.

1114. Consequences: After a board of inquiry, if found in violation of 1801, 1808 or 1812, expulsion from the Association. A vote to expel shall require the unanimous consent of the Executive Board. Alternatives to outright expulsion for breached Codes of Ethics may include published "Notices of Censure".

Appendixes

