ACS449.8 STUDENT RESEARCH SYMPOSIUM CONTEST

May, 2016

A. Status: Special Committee

B. Composition and Tenure:

The committee consists of a minimum of seven members (including the co-chairs) with two-year terms, including two members representing each Society and at least one undergraduate student member serving a one-year term.

The co-chairs will each serve a two-year term with each being responsible for the poster contest or oral contest. The oral contest will be run by the co-chair in their first year as co-chair, and the poster contest will be run by the co-chair in their second year. The chairs will rotate among the three Societies, starting with ASA in 2015 (oral coordinator) and 2016 (poster coordinator), CSSA in 2016 (oral coordinator) and 2017 (poster coordinator), and SSSA in 2017 (oral coordinator) and 2018 (poster coordinator). The rotation schedule will then continue on the same pattern in future years. The chair-elect will be determined based on this schedule and appointed by the respective President.

Headquarters staff, as appropriate, may serve in an ex-officio capacity as appointed by the Chief Executive Officer.

The chair may appoint additional judges for the contest in a given year, who are not considered official members of the Committee.

C. Functions:

1. Revise and prepare the annual call for entries, in cooperation with the Student committee member, and to work with the Headquarters Office in the preparation and distribution of the call for entries.

2. Receive, at the appropriate time, all entries for the contest.

3. Work with the Chair of the ACS449 Committee and Headquarters Office staff in making arrangements for the aspects of the contest to be conducted at the Annual Meetings.

4. Evaluate all entries in the contest and score according to the rules in effect for that year.

5. Report results of the contest to the chair of the National Student Awards Committee (ACS449) and to the Chair of the National Student Advisory Committee ACS031.

6. Consider and take action on any special charges sent to the Committee by the Boards of Directors.

7. Make recommendations to the Chair of the National Student Advisory Committee regarding the contest. These may be sent directly or through the Chair of the National Student Awards Committee.

8. Prepare and submit an annual report to the Societies.

D. Presidential Responsibilities:

1. The President of each Society appoints new members to the committee in years when an appointment term completes (for their Society).

2. Cooperate with the Committee in its activities, as appropriate or in response to need.

3. Notify the Committee directly or via chair of the National Student Awards Committee Chair, of all deadlines on award selection, annual report, etc.

4. Receive and take action directly, or by referring to the Executive Committees and/or Board of Directors, as appropriate, all suggestions and/or recommendations for action from the Committee.
E. Checklist of Duties of Committee Co-Chairs:

1. Contact the previous Co-Chair and request:
   a. Summary records from previous years.
   b. Working records from last year.

2. Contact the Student Committee Member(s). This person can aid by:
   a. Having his/her name on the packet of materials posted to the web.
   b. Corresponding with clubs when questions arise.
   c. Arranging for announcement of winners.

3. Send notice of the contest to CSA News early in the year so it can appear before the end of the school year. The notice may be repeated in the fall before the deadline date.

4. Determine deadline date for receipt of entries. This should coincide with the Annual Meeting abstract deadlines.

5. Develop instructional materials with Headquarters Office and email to undergraduate clubs. This should include:
   a. A memo announcing the contest (deadline, prize monies, etc.).
   b. Contest rules.

6. By the prescribed deadline, submit the session to Headquarters via the Annual Meetings website including the need for a staff room, projector, screen, etc. for judging the contest.

7. Acknowledge receipt of entries.

8. Notify the Chair of the National Student Advisory Committee (ACS031) and the Chair of the National Student Awards Committee (A449) of the top three winners immediately after the entries are judged.

9. Prepare a report from the Committee at the conclusion of judging. Include a list of the entries.

F. Description of Contest:

The intent of the contest is to develop the ability of students to conduct research and competitively present those research findings to judges at the Annual Meetings.

G. Revising Guidelines or Procedures:

The contest committee may recommend changes or revisions relative to criteria, scoring, etc. All recommendations must be approved by the National Student Advisory Committee (ACS031) before said recommendations may be implemented.