

# **2003-2004 SWST Committee Handbook**

## **SOCIETY OF WOOD SCIENCE AND TECHNOLOGY VISION AND MISSION**

**VISION: Be the leader in advancing the profession of wood science and technology.**

**MISSION: Provide service to SWST members; develop, maintain, and promulgate the educational, scientific, and ethical standards that define the profession; advocate the socially responsible production and use of wood and wood-based products.**

## **SOCIETY OF WOOD SCIENCE AND TECHNOLOGY OBJECTIVES**

1. Developing and maintaining the unique body of knowledge distinctive to wood science and technology
2. Encouraging the communication and use of this knowledge.
3. Encouraging policies and procedures which assure the wise use of wood and wood-based products.
4. Encouraging high standards for professional performance of wood scientists and technologists and acting as the professional organization for individuals who meet these standards.
5. Fostering education programs at all levels of wood science and technology and furthering the quality of such programs.

# **SWST EXECUTIVE BOARD**

## **EXECUTIVE BOARD - DUTIES**

All elected members of the Executive Board function as legal officers of the Society and as members of the leadership team. This team is charged with developing the vision and programs which will further the goals of the Society and enable it to be successful, as well as to conduct the business of the Society in a fiscally responsible manner. The Executive Board is empowered by the SWST constitution to manage all affairs of the Society.

The Board meets at least three times a year and all members are expected to attend all Board Meetings and participate fully in the discussions and decisions of the Board.

## **DIRECTORS - DUTIES**

Directors are elected for staggered 2-year terms so that each year two new directors are added to the Board. Specific duties include:

1. Each Director will be assigned as liaison to one or more standing committees of the Society. This liaison function involves maintaining active two-way communication between the Board and the committee. Directors will report on committee activities at each Board meeting and will help develop and communicate committee charges and responsibilities.
2. Directors will be asked to take responsibility for projects and initiatives to further the aims of the Society or efficient functioning of the Board as needed, and as appropriate.

## **VICE PRESIDENT - DUTIES**

Elected by membership for a four-year commitment to the Executive Board and consecutive terms of Society leadership (VP, President-elect, President, Past President). The VP will normally begin his/her term of office at the Executive Board meeting immediately preceding the June Annual Meeting. Specific duties include:

1. Review and update member handbook and provide revised copy to Executive Director for publication as soon as possible after the Annual Meeting (updated every two years).
2. Liaise with the Forest Products Society Annual Meeting Committee and with the appropriate FPS TIG coordinator to ensure coordination of the fundamental disciplines plenary session topics and the industry focus day topics at next year's annual meeting.
3. Recruit members and others to serve on committees and fill other assignments for new year. Vice President shall identify a Chair and vice-Chair for each committee and, with those officers, recruit committee members who will actively participate. Provides list of new committee members to Executive Director by April 15.
4. Assist President-elect with annual meeting planning as needed. Responsible for the Monday Workshop program.

## **PRESIDENT-ELECT - DUTIES**

The President-elect is a one-year transition position between the Vice President and President. Specific duties include:

1. Responsible for organizing and moderating the Technical Session at the Annual Meeting prior to assuming presidency. The President-elect will provide 2-3 possible meeting topics to the Board at the June Board Meeting for discussion and Board approval. Based on that discussion, a well-developed topic with potential authors is presented

for approval at Fall Board Meeting. Camera-ready copy of program should be submitted to Executive Director by March 1.

2. The President-elect will initiate, or may be asked to provide leadership for, projects and initiatives to further the aims of the Society or efficient functioning of the Board as needed, and as appropriate.

3. The President-elect will work with the incoming Vice President to edit and revise the Member Handbook.

## **PRESIDENT- DUTIES**

The President serves as the Executive Officer of the Society and chairs the leadership team. Is responsible for good order, conduct and functioning of the Executive Board. Specific duties include:

1. Helps the Board develop vision, and strategically plan for the future success of the Society.
2. Establishes meeting agenda and chairs Executive Board meetings, and the Annual Business Meeting of the Society.
3. Oversees management of Society functions and employees as needed, and appropriate.
4. Authors official Society correspondence, and speaks for the Society as needed.
5. Appoints a nominations committee and ensures proper succession of Society leadership.
6. Appoints other *ad hoc* committees as necessary and appropriate.

## **PAST PRESIDENT - DUTIES**

The Past President helps to provide continuity of leadership and initiatives within the Executive Board and Society. He/she may use this period as an opportunity to finish specific projects or initiatives. Specific duties include:

1. Serve as Chair of the Distinguished Service Award Committee and Past President's Council.
2. Initiate or provide leadership for projects and initiatives that further the aims of the Society or efficient functioning of the Board.

## **EXECUTIVE DIRECTOR- DUTIES**

The Executive Director provides management and operational services to the Executive Board, Committee Chairpersons, and the Society as a whole and acts as the central contact person at the National Office for mail and telephone requests.. The Executive Director is also the Administrator of the various SWST programs, serves as the Secretary/Treasurer and is responsible for providing continuity in all Society efforts since the presidential leadership changes annually. Specific duties include:

1. Answers phone requests for information on SWST and questions from members.
2. Processes mail such as:
  - a. Requests for career info
  - b. Requests and payments for publications
  - c. News information on current WS&T issues
  - d. Requests for replacement issues of W&FS
  - e. Questions from members
  - f. Requests from people seeking applications and info about the Society
3. Receives payment from subscribers and members, credits accounts
4. Maintains member and subscriber database
5. Produces month-end reports on member and subscriber database and mails to Board

6. Maintains financial records via computer programs
7. Produces monthly financial statements
8. Maintains Society checkbook and investment account records
9. Sends out billings for dues and subscriptions
10. Sends out bimonthly newsletter
11. Sends out yearly visiting scientist program mailing
12. Prepares yearly committee booklet and membership booklet
13. Arranges annual meeting, fall board meeting, and spring board meeting
14. Handles registration for meetings, i.e., payments, name tags, list of attendees, registrant packets
15. Prepares and types miscellaneous reports, documents, flyers, etc., as needed
16. Liaison for FPS Board (meets frequently with Art Brauner)
17. Maintains contact with board members and committee chairs
18. Prepares minutes from all meetings and distributes, also agendas and attachments
19. Represents SWST at various meetings
20. Promotes SWST and its membership advantages to prospective applicants whenever possible
21. Sends out new publications, video, info to appropriate persons
22. Sends out new-member packets and welcome letters
23. Sends out page charge and reprint billings
24. Maintains and designs pages for Society web pages
25. Sends electronic files to Allen Press and others as needed

## **EDITOR OF WOOD AND FIBER SCIENCE – DUTIES**

The Editor has overall responsibility for the contents of *Wood and Fiber Science*. The objective is to maintain a publication of high scientific and professional quality that serves the membership of the Society of Wood Science and Technology and others who have similar interests. The Editor endeavors to ensure a steady flow of copy for regular and timely publication and attempts to minimize the time between submission of manuscripts and their publication. To this end, the Editor:

1. Receives manuscripts, makes an initial judgment as to their suitability for review and for the journal, and, if appropriate, selects and sends them to two reviewers.
2. Follows up on tardy reviewers if necessary.
3. When both reviews are received, evaluates reviews, checks the manuscript for quality of writing and for compliance with style and format requirements and adequacy of tables and figures, makes a decision as to acceptance, and returns the manuscript to the author, usually for revision, but sometimes for rejection. Advises author of decision and what needs to be done for acceptance.

4. Checks revised manuscripts for adequacy of revision, compliance of style, and edits as required. The editor may return the manuscript to one or both reviewers for re-review if needed.
5. Makes decision on applications for waiver of page charges and notifies authors, Editorial Assistant, and Executive Director accordingly.
6. As manuscripts are ready, sends them to the Editorial Assistant for further processing.
7. Decides on overall makeup of each issue in consultation with the Editorial Assistant.
8. Examines galleys and forwards comments to the Editorial Assistant.
9. Examines page proofs and forwards comments to the Editorial Assistant.
10. Cooperates with the Publication Policy Committee in finding and processing State-of-the-Art papers.
11. Maintains a computer database to track the flow of manuscripts and to record reviewer assignments and response..
12. Maintains a database of reviewers and their specialities.
13. Solicits, and on occasion writes, editorials, the objective being to have a meaningful editorial in each issue.
14. Serves as an *ex-officio* member of the Marra Award Committee. Cooperates in evaluation of papers for consideration for that award.
15. Serves as an *ex-officio* member of the Publication Policy Committee. In this capacity, also serves as the SWST Liaison to the FPS Publications Committee.
16. Processes and writes copy for publication on Distinguished Service Award, George Marra Award, and other items for the "Professional pages".
17. Attends meetings of the Executive Board and the annual meeting of the Society and presents reports on the status of *Wood and Fiber Science* and related matters.
18. Maintains files regarding all activities.
19. Keeps in close touch with the Editorial Assistant and the Executive Director.
20. Negotiates with the Press, usually through the Editorial Assistant, regarding changes in style, layout, and other editorial matters.

## **ASSOCIATE EDITOR – DUTIES**

The Associate Editor assists the Editor in carrying out any Editor duties and provides backup as necessary in carrying out overall responsibility for the content and quality of *Wood and Fiber Science* as a significant professional journal. To this end, the Associate Editor:

1. Is alert to books that should be reviewed in the journal, secures a review copy from the publisher, and arranges for review by appropriate scientists. Sends completed reviews to the Editor to be transferred to the Editorial Assistant and worked into the publication stream.
2. During prolonged absence of the Editor, acts for the Editor in:
  - a. Receiving manuscripts, screening them for appropriateness, sending them to two reviewers.
  - b. Reminding tardy reviewers.
  - c. Evaluating reviews, deciding on acceptance, checking overall compliance with "Information for Authors" and general suitability and returning the manuscript to the author for revision.

- d. Checking revised manuscripts for adequacy of revision and compliance with style requirements.
3. At the request of the Editor, assists with any of the above, especially in areas of competence.
4. Establishes computer databases for tracking the progress of manuscripts and book reviews and on reviewers and related information. Modifies these as necessary for reporting and analysis of progress.

## **EDITORIAL ASSISTANT OF WOOD AND FIBER SCIENCE - DUTIES**

The editorial assistant of *Wood and Fiber Science* has the following duties:

1. When a manuscript is received from the Editor, log it onto the computer. The computer log shows when a manuscript is received, when it is sent to the Press, when galley proofs are received from them, when they are received from the author(s), and in what issue the article appears.
2. Copy edit all manuscripts, correcting any grammatical mistakes, spelling, punctuation, etc. Occasionally rewrite a sentence or paragraph to improve the clarity. Check to see that all figures and tables referred to in the text are actually present and that they will reproduce well. If necessary, send any questionable items to the Press for their comment. Check to see that figures, tables, and equations are numbered properly. When authors submit color figures, consult the press to see what the costs will be.
3. Check to see that all references in the text appear in the list of references at the end of the article, and conversely, that all references at the end are mentioned in the text. Check to see if dates and spellings of names agree (fairly often there are discrepancies.)
4. If there are questions for the author, contact him/her for answers either by fax, e-mail, or occasionally regular mail. Queries or corrections of a serious nature (missing references, poor figures, radical variation from journal format, etc.) may result in the article's being returned to the author by the Editor or the Editorial Assistant. Occasionally retype part of a manuscript before sending it to the Press if that will expedite matters.
5. Make sure that the articles conform to the style and format established for the journal. If a variation is one not encountered before, confer with the Editor or the Press to see how best to handle it.
6. In sending articles to the Press, indicate to whom galley proofs should go. Mark appropriate sizes for tables and figures and indicate approximately where they should appear, The Press, however, may need to alter the placement for technical reasons.
7. Proofread galley proofs when they are received from the Press, and maintain a master set to be returned to them with the author's, Editor's, and Editorial Assistant's corrections. Indicate on the master set whether corrections are to be charged to the author, to the Press itself, or to the Editor or Assistant.
8. Once the Editor has chosen the articles and order for a particular issue, assign page numbers and send the issue to the Press. When page proofs are received, read them to see if all corrections have been made. If any remain (or new ones appear), indicate this before returning page proofs to the Press.
9. From the page proofs, determine page proof and correction costs to be charged to authors and send these to the Executive Director for billing. .
10. Compile an index for each volume and submit it to the Press in time to appear in the October issue.
11. When an issue has appeared, and the Editorial Assistant has received mailing dates from the Press, fill out a copyright form and forward it to the Executive Director to be signed and sent with a check and requisite number of copies to the Copyright office.

## **COMMITTEE CHAIRS AND VICE-CHAIRS - DUTIES**

The Chairs and vice-Chairs are the key to successful activities and accomplishments in a professional society like SWST. They have the overall responsibility for leadership of their committee and to make things happen with respect to the areas and tasks assigned to them.

Each year SWST Committee Chairs will be sent a copy of their responsibilities and charges in the form of the Committee Handbook-those should have been explained to them when they took the job. Often, Chairs and vice-chairs influence the special charges that are developed by the Executive Board. However, initiative is highly prized!

Normally, Chairs are appointed to serve for a two-year term because of the need for continuity of activities and institutional memory. Vice-chairs also serve for two years and will normally rotate into the Chair position. The specific division of responsibilities between the Chair and Vice-Chair are negotiated by them.

A key responsibility of the Chair is to communicate activities to the Board Liaison member assigned to his/her committee. Written reports are generally requested three times per year, with the major report due in April for publication in the Newsletter and discussion at the Annual Meeting

## **SWST LEADERSHIP CALENDAR**

### **JANUARY**

- 10-Deadline for Jan/Feb Newsletter items to editor
- 20-Mail Jan/Feb Newsletter, including call for potential committee members.

### **FEBRUARY**

### **MARCH**

- 1-Marra, DSA and Intl. Visiting Scientist awardees identified and Board notified
- 1-Committee activity reports to Board Liaison
- 1-Nominations and bio sketches for ballot submitted to Executive Director
- 1-Final Annual Meeting program to Executive Director by President-elect
- 10-20: Spring Executive Board Meeting (all day Saturday). Committee charges developed or affirmed for the next year.

### **APRIL**

- 15-Annual Committee Reports due to Executive Director and Board Liaisons
- 15-New Executive Board members elected and notified
- 15-New Committee leadership and membership selected by Vice-President and charges for new year proposed by President and Board Members

### **MAY**

- 10-Deadline for May/June newsletter items to editor (Committee Reports!)
- 15-Draft of new Committee Handbook to Executive Director by President
- 20-Mail May/Jun Newsletter

### **JUNE**

- Third Week: + Summer Board Meeting I (all day Saturday); budget for new year finalized
  - + Annual Meeting and Technical Program (Sunday)
  - + Summer Board Meeting II (Monday morning); Initial discussion of next year's meeting topic, plans for fall, new business
- President, President-Elect, and Vice President meet with Committee Chairs at Annual Meeting to finalize committee charges for the next year

### **JULY**

- 10-Deadline for Jul/Aug Newsletter items to editor (Annual Meeting notes)
- 15-Final draft of committee handbook completed
- 20-Mail Jul/Aug newsletter
- 31-New Committee Handbook distributed

### **SEPTEMBER**

- 1-Member handbook updated by new Vice-President (alternate years)
- 10-Deadline for Sep/Oct Newsletter items to editor
- 20-Mail Sep/Oct Newsletter

### **OCTOBER**

- 1-Committee activity reports to Board Liaisons
- 15-30: Fall Board Meeting (all day Saturday); Annual Meeting proposal by President-Elect

### **NOVEMBER**

- 10-Deadline for Nov/Dec Newsletter items to editor
- 20-Mail Nov/Dec Newsletter

## ACCREDITATION COMMITTEE 2003-2004

### Officers

Chair: 2-year term, normally the Vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

*Ex-officio* member: (Board member appointed by the President)

*Ex-officio* member: (Chair of Education Committee)

Members: At least three members serving 3 year staggered appointments (extendible)

### Pertinent documents

1. Standards and Procedures for Accreditation (adopted 6/2003)
2. Table of Accredited Schools
3. Revised Guidelines for Interim Report (adopted 1999)

### Accreditation, 2003-2004

Chair	Jim Armstrong		06-05
Vice Chair	Audrey Zink-Sharp		06-05
Past Chair	Tom McLain		06-04
Members	Bob Bush		06-05
	Steve Shook		06-05
	Myron Kelly		06-06
	Rubin Shmulsky		06-07
<i>Ex Officio</i>	Fran Wagner	Chair of Education	06-06
	Bob Smith	Board Liaison	06-06

### Committee Responsibilities

1. Monitor deadlines for accreditation and notify all current SWST accredited programs of any upcoming reports or visits required in the next year.
2. Coordinate and conduct on-site reviews of wood science and technology programs at universities desiring accreditation.
3. Prepare recommendations for the Executive Board regarding accreditation based on the visiting team's report.
4. Review and recommend action on 5-year Interim Reports
5. Review the published standards and procedures for accreditation and recommend to Executive Board changes in the standards and procedures that would enhance the goals and needs of the profession, and improve the accreditation process.
6. Annually report accreditation committee activities to the Society through the Member Newsletter (April 15 deadline) and at the Annual Meeting. Ensure that the table of accreditation status published by the society is accurate and up-to-date.

### Special Charge for 2003-2004:

- 1) Finalize and provide new accreditation guidelines (handbook) to Executive Board by spring meeting (March 13)

### Special Charges regarding Accreditation Visits.

The Executive Board has adopted the following regulations that will be incorporated into the next revision of the Accreditation Standards and Procedures

1. At least one member of each on-site visitation team shall be a member of the Accreditation Committee.
2. No member of the visitation team shall be from a state contiguous to that of the visited program.
3. Committee members must receive all accreditation documents 30 days before voting on accreditation or re-accreditation.

## ACCREDITED PROGRAMS

SWST began accrediting schools for their Wood Science and Technology programs in 1984. The following is a list of currently accredited schools:

<u>Program</u>	<u>Initial Accreditation</u>	<u>Most recent Accreditation</u>	<u>5-Year Report Due</u>	<u>Current Accreditation Expires</u>
Mississippi State Univ., Mississippi State	1987	1997	2002*	2007
North Carolina State Univ., Raleigh	1984	1994	1999*	2004
Oregon State Univ., Corvallis	1990	2001	2006	2011
Pennsylvania State Univ., University Park	1992	2003	2008	2013
University of Idaho, Moscow	1996	1996	1999*	2004
University of Maine, Orono	1993	2003	2008	2013
University of Minnesota, St. Paul	1985	1996	2001*	2006
Virginia Polytechnic Institute and State University, Blacksburg	1985	1995	2000*	2005
West Virginia Univ., Morgantown	1989	1999	2004	2009
State University of New York (SUNY), Syracuse	2002	2002	2006	2006

\*5 year reports approved

## Guidelines for SWST/SAF Interim Accreditation Status Report

Programs accredited by SWST are required to submit interim reports five years after the SWST team on-site visit to maintain accreditation by the Society. Those reports are then reviewed for compliance to SWST accreditation guidelines. Occasionally, circumstances make it difficult or impossible to submit the report at the required time. A designated program representative may petition the Society, through the Executive Director, for an extension. If granted, accreditation by the Society is maintained during the extension period.

### Procedure for Interim Accreditation

The interim accreditation procedure consists of five steps:

1. Submission of an interim report by the program's representative containing the information described below.
2. A review of the submitted report by the Accreditation Committee. During this period the Committee may request additional information from the College or University to assist with the evaluation.
3. A recommendation to the Executive Board of SWST by the Accreditation Committee regarding continued accreditation of the program.
4. Acceptance or rejection of the Accreditation Committee's recommendation by the SWST Executive Board.
5. Notification of the University or College President, the Dean of the College and the Program's administrator regarding continued accreditation. Notification will be made by the President of the Society.

### Content and Submission of Interim Accreditation Reports

The four principal documents of the report are modeled after Documents A, B, C and D of the SAF accreditation guidelines. As a minimum, the report should contain the following:

**Cover Letter.** In addition to introductory comments, the cover letter should contain the name of the designated program representative, the names and addresses of the University or College President, the Dean of the College and the program administrator.

**Introduction.** The introduction of the interim report should contain:

The title of the Program, the degrees offered by the program and a statement of the scope of the existing accreditation, including any areas of emphasis, such as engineering or business.

- I. The date of the last on-site accreditation visit by SWST
- II. A statement of the objectives of the program.
- III. An outline of the structure and administration of the program. For example, the program may consist of a Wood Science and Technology major and a Wood Products minor, both of which are under the auspices of a Department Chair.

**Section A:** Section A consists of a summary of credit hours related to general education. The summary should be divided into two broad categories. The first, Basic Skills includes courses related to communications, computer science, statistics, social sciences and humanities and non-restricted electives. The second category, Basic Sciences consists of mathematics, chemistry, physics and biological science courses. A sample summary form is available from the Executive Director of the Society. If the program has undergone a number of course changes in its curriculum since the on-site visit, a columnar comparison showing the old curriculum and the new curriculum by semester or quarter is suggested.

**Section B:** Section B consists of a summary of credit hours related to courses required for SWST accreditation as defined under Standard II, Curriculum. Categories include: Basic Wood Properties, Wood Processing and Manufacturing, and "Other". Also listed in this section are courses required under the category "professional emphasis"; if applicable. Detailed syllabi should be included for all new or significantly changed wood science and technology courses in the curriculum since the last on-site visit. A sample summary form is available from the Executive Director of the Society.

**Section C:** Section C is a summary of the credentials of faculty who have been employed by the program since completion of the on-site accreditation visit. Detailed vitae for each faculty member may be included as an Appendix to the interim report to meet this requirement.

**Section D.** Section D is a summary of the teaching, research, extension and administrative appointments for all faculty who have been employed by the program since completion of the on- site accreditation visit. A sample summary form is available from the Executive Director of the Society.

**Section E.** Section E is a tabular summary showing student enrollments in the program(s) and the number of graduates from the programs during the past five years.

Six copies of the Interim accreditation report should be submitted to:

Executive Director  
Society of Wood Science and Technology  
One Gifford Pinchot Drive  
Madison, WI 53726-2398

## EDUCATION COMMITTEE 2003-2004

### Officers

Chair: 2-year term, normally vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

*Ex-officio* member: (Board member appointed by the President)

Members: At least 4 other members appointed for 2-year staggered terms which may be extended

Cross-appointments: Chair of Education Committee serves as *ex officio* of Accreditation Committee

### Pertinent Documents

1. Directory of Schools (updated May 2003)
2. Careers in Wood Science and Technology: The Material Science of the Forest Products Industry
3. Student Poster Competition Guidelines

### Education, 2003-2004

Chair	Fran Wagner	[UId]		06-06
Vice Chair	Perry Peralta	[NCSU]		06-06
Past Chair	Dan Dolan	[WSU]		03/04
Members	See list of "Designated Representatives" below			
<i>Ex Officio</i>	Dan Dolan	[WSU]	Board Liaison	06/05

Designated Education Committee Representatives  
for U.S. and Canadian Universities:

Simon Ellis [UBC]	Audrey Zink-Sharp (Va Tech)
Todd Shupe [LSU]	Jim Armstrong [WVU]
Tim Rials [UTN]	Poo Chow [UIll]
Everett Ellis	Rubin Shmulsky [UMn]
Doug Stokke [IA State]	Paul Cooper [UTor]
Barry Goodell [UMe]	Pascal Kamdem [MiSU]
Bruce Cutter [UMo]	Robert Govett [UWiscSP]
Mike Barnes [MSU]	William Smith [SUNY]
Mark Gibson [LaTech]	John Phelps [SIU]
Jeff Morrell [OSU]	Marc Schneider [UNB]
Paul Smith [Penn State]	K.C. Yang [Lakehead U.]
R.C. Tang [Auburn]	Michel Beaudoin [U. Laval]

### Responsibilities

1. Develop methods to attract more students into wood science and technology.
2. Provide guidance for students seeking information about undergraduate, graduate, and continuing education in wood science and technology.
3. Maintain current list of organization contact persons for the various schools.
4. Solicit funds to support the Student Poster Competition.
5. Conduct the annual Student Poster Competition at the Annual Meeting.
6. Prepare an annual report of committee activities for publication in the Member Newsletter (deadline April 15), and be prepared to report on same at Annual Meeting.

### Special Charges for 2003-2004:

- 1) Propose means to increase student participation in the student poster competition.

# **STUDENT POSTER COMPETITION GUIDELINES AND PROCEDURES**

## **PURPOSE**

The purpose of the Student Poster Competition is to:

1. Encourage student membership and participation in SWST,
2. Encourage student attendance at the SWST Annual meeting
3. Recognize excellence in student research, and
4. Improve the visibility of student research efforts.

## **ELIGIBILITY AND RECOGNITION**

The competition will consist of participation in the judging session, scheduled for Saturday afternoon just prior to the Annual Meeting, and in the Sunday poster session at the SWST Annual Meeting. In order to All undergraduate and graduate students who are members of SWST may participate. There should be no coauthors on the poster session, however, faculty sponsors and funding agencies should be identified in both the abstract and poster display. All participating students will receive a complimentary registration to the SWST Annual Meeting. At the meeting, they will be recognized and presented a Certificate of Participation. First and second place winners will be notified at the end of the session. The individual selected for first place will be awarded \$250 and a first place plaque, while the second place winner will receive \$125 and a second place plaque. All participants will be announced in one of the SWST publications.

## **APPLICATION PROCEDURES**

To apply, a student must submit the following materials to the SWST Executive Director by **May 1** for the June Annual Meeting.

- A membership application form for SWST and payment for annual dues (if not already a member).
- A student award application form.
- Four copies of 500-word maximum abstract. The abstract should identify the title, author and affiliation, and contain a single spaced narrative giving the purpose and significance of the research, a summary of procedures, and the most important results. Faculty sponsors and funding agencies should also be listed. The abstract will be considered as part of the judging criteria.

*Since the Forest Products Society (FPS) is the joint sponsor of the poster session, the student will also be responsible for registering and meeting all criteria for a FPS poster presentation. Presentation of a poster in the SWST Student Poster Competition **will not preclude** subsequent presentation in the appropriate FPS Technical Forum.*

## **JUDGING PROCEDURES**

The abstracts and poster presentations will be evaluated by a committee of 4 judges (the Chair of the Education Center and three others) on a 100-point scale:

1. Submitted abstract:
  - A. Soundness of research hypothesis (10 points)
  - B. Scientific writing ability (10 points)
  - C. Organization (10 points)
2. **Five-minute** poster presentation to members of the judging team :
  - A. Scientific merit (newness, breadth of interest, potential impact of the research) (15 points)
  - B. Experimental design and thoroughness of investigation (15 points)
  - C. Validity of conclusions (15 points)
  - D. Organization and visual quality of presentation; adhering to 5-minute time limit (15 points)
  - E. Response to questions of judges (10 points)

The chair of the Education Committee will have overall responsibility for the competition including selecting judges. Judges will not assess student posters on whose committee they serve. The chair of the judging committee does not vote except when one of the other judges is exempted. Posters will be presented in English.

## **Donors to the Student Poster Competition Fund**

APA – The Engineered Wood Association  
Asian Woods Company  
California Cedar Products  
Forintek Canada Corporation  
Iowa State University  
Louisiana State University  
Mississippi State University  
North Carolina State University  
Oregon State University  
Virginia Tech  
University of British Columbia  
University of Idaho  
Washington State University  
Willamette Industries, Inc.

## INTERNATIONAL RELATIONS 2003-2004

### Officers

Chair: 2-year term, normally Vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

Members: At least 3 with staggered two-year appointment (extendible if serving as officer)

### International Relations, 2003-2004

Chair*	Pascal Kamdem		06-06
Vice Chair	Urs Buehlmann		06-06
Past Chair	Rich Vlosky		06-04
Members	Elena Kutikova		06-06
	Hyun-Joong Kim		06-06
	Chris Lenth		06-06
	Bo Kasal		06-06
	Chen Zhangjing		06-06
	Kevin Flynn		06-06
	Moon Kim		06/06
	<i>Ex Officio</i>	Rich Vlosky	Chair of Membership
Jeffrey Morrell		Board Liaison	06-05

\* The Chair of this SWST Committee is also to serve as a Member of the Forest Products Society's International Cooperation Committee.

### Responsibilities

1. Serve as focal point for interaction with countries other than the United States and Canada
2. Periodically review and modify the criteria for "qualifying countries"
3. Approve requests for affiliate membership based on the guidelines in the Constitution and Bylaws
4. Establish guidelines for providing free subscriptions to W&FS to qualifying countries.
5. Coordinate donation of personal libraries.
6. Obtain annual reports from Affiliate Members.
7. Prepare an annual report for publication in the Newsletter (due 4/15).

### Special Charge for 2003-2004:

- 1) Prepare recommendation on how SWST may form long-term relationships with similar organizations in Europe and Japan by spring meeting (March 13).
- 2) Evaluate status of current affiliate members.

### **Current Affiliate Members and Contact Information:**

Massamba Thiam - August 1999. Institut Senegalais de Recherche, Agricole, Direction des Recherches sur les Productions Forestieres, Route des Peres Mariestes Hann, BP 2312 Dakar, SENEGAL.

Reynolds Okai - December 2000. Forestry Research Institute of Ghana, University P.O. Box 63, Kumasi, GHANA, okai@forig.org

Talents Goto - March 2002. 8 The Stiles, Market Street, Hailsham, UK, PH: 263-91-923-301, FAX: 263-91-392-301, talentsgoto@hotmail.com

### **Section III of the SWST By-Laws: Requirements of affiliate membership**

A. An affiliate member shall be an individual who has interest in furthering the purposes and objectives of the Society but is from a "qualifying" country where the cost of membership in the Society would be prohibitive. The affiliate member should have the same requirements for membership as listed in Article II of the Constitution and Bylaws. They

will pay no dues.

B. Affiliate members will be selected by the International Relations Committee, who will have sole responsibility for defining "qualifying countries" and approving requests for membership.

C. Affiliate membership will be granted for three years, with unlimited extensions on approval of the committee. Affiliate members will be non-voting and receive only the Newsletter.

D. Affiliate members cannot make up more than 20 percent of the total membership.

## MARRA AWARD COMMITTEE 2003-2004

### Officers

Chair: 1-year term, appointed by the President from previous year committee

Members: 1-year appointment, representing government, private sector, and academia; one member to advance to Chair the following year

Committee size: 4 total, including Chair

The SWST Vice President Serves as Board Liaison for the Committee

### Pertinent documents

1. Guidelines for George G. Marra Award

### Committee Membership

#### (2003-2004) Vol. 35

Chair: Jan Wiedenbeck  
Vice Chair: Alan Preston  
Bob Youngs  
Tony Zhang  
Ex-officio: Geza Ifju  
Board Liaison: Paul Smith, VP

#### (2004-2005) Vol. 36

Chair: Alan Preston  
Vice Chair: Elemer Lang  
Jerry Winandy  
Frank Beall  
Ex-officio: Geza Ifju  
Board Liaison: VP

#### (2005-2006) Vol. 37

Chair: Elemer Lang

### Responsibilities

1. Review and rank the papers in a single volume of *Wood & Fiber Science*
2. Select the first, and, if warranted, the second place and honorable mention papers
3. Notify the President and Executive Director of the Committee decisions by March 1.

**GUIDELINES AND PROCEDURES**  
**FOR THE GEORGE MARRA AWARD**

1. Award recognizes excellence in writing and research.
2. Papers considered are those published in the four quarterly issues of one volume of Wood and Fiber Science.
3. The first place award consists of the following:
  - a. \$1000 to the author(s) (provided by the Marra family)
  - b. A plaque to the sponsoring firm or institution
  - c. Certificates(s) and plaque(s) to the author(s)

The second place award, if warranted, will consist of certificate(s) and plaque(s) to the author(s) and a plaque to the sponsoring firm or institution. Up to two other papers may be selected for honorable mention, for which the certificate(s) will be awarded.

4. Presentation of the awards will take place at the annual meeting.
5. The selection committee will be appointed by the President.
6. The selection committee will consist of at least three members, one of which will be designated the chair by the President. One member will be selected from each of the areas of the private sector, industry, government, and academia. A committee member with a paper being considered for an award, must abstain from voting on their paper.
7. Committee responsibilities are as follows:
  - a. Individually "score" all papers in the volume using George Marra's judging criteria.
    - 1) Clarity and completeness of the introductory section (30 points)
      - Objective
      - Introduction
      - General procedures
    - 2) Conclusion, recognition and literature (20 points)
      - Conclusion that speaks to objective
      - Recognition of important assistance received
      - Command of the literature
    - 3) Clarity of exposition; i.e., understandable to those in other specialties (20 points)
    - 4) Research quality (30 points)
      - Complexity of the problem
      - Originality
      - Impact on present knowledge of the subject
  - b. Committee chair will rank papers based on average score obtained from combining each member's scores.
  - c. Each member re-review and rank the four papers with the highest combined scores.
  - d. Combine reviews and select the first and second (if warranted) place papers and those for honorable mention (if any).
8. The chair will report the selection of the winning paper(s) to the President by 90 days prior to the SWST Annual Meeting.

Revised 6/01

## MEMBERSHIP COMMITTEE 2003-2004

### Officers

- Chair: 2-year term, normally Vice-Chair succeeds to Chair  
Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair  
Past Chair: 1-year term  
*Ex-officio* member: (Board member appointed by the President)  
Members: At least 4 members with staggered 2-year terms (extendible if serving as officer)

### Pertinent documents

1. Bylaws of the Society, Sections II through IV
3. SWST Fellow Qualifications and Procedures for Nomination (dated 3/03)  
(see Past Presidents' Council)

### Membership, 2003-2004

Chair	Rich Vlosky		06-06
Vice Chair	Les Groom		06-06
Past Chair	Joe Massey		06-04
Members	Sue Anagnost		06-06
	Xiaoqui Zuo		06-06
	Sun Run-Cang		06-06
<i>Ex Officio</i>	Jeffrey Morrell	Board Liaison	06-05

### Responsibilities

1. Devise and implement procedures designed to increase the membership of qualified professional individuals in the Society.
2. Review and approve applications for membership (responsibility of Vice Chair).
3. Follow up, via letter of other communication, to delinquent members by January 15 of each year.
4. Send a letter to all student members of SWST by March 1 of each year about the process and benefits of converting to full membership status upon graduation.
5. Develop and circulate a short membership survey every three years.
6. Prepare an annual report of committee activities for publication in the Newsletter (due 4/15)

### Special Charges for 2003-2004:

- 1). Identify actionable items from membership survey (ad hoc subcommittee for this charge)

# **NOMINATIONS COMMITTEE 2003-2004**

## **Officers**

Chair: 1-year term appointed by the President; usually the past-president

Members: Two additional members (1-year term) as specified by the Constitution.

No committee member may be an Executive Board member.

## **Pertinent Documents**

1. SWST Constitution (Article VI)

## **Nominations, 2003-2004**

Chair	Mike Barnes
Members	Rado Gazo
	Rubin Shmulsky

This Committee reports directly to the SWST President.

## **Responsibilities**

1. Provide a slate of candidates to the President, with a minimum of two candidates per position. Positions to be filled are: Vice-President and two Directors.
2. Send SWST members a call for nominations ensuring that there is sufficient time for members to respond.
3. Provide the slate of candidates and biographical sketches to the President no later than March 1 for a June Annual meeting.

## **GUIDELINES FOR THE NOMINATIONS COMMITTEE**

1. Consider past Directors as candidates for Vice President
2. Try to maintain a mix of industry, academic and government
3. Target people who are active in SWST or have a real interest to be
4. Consider candidates who were not successful in past elections
5. Consider past editors of W&FS and Newsletter as Directors or Vice President
6. Nominate 2 individuals for each position: two Directors and VP
7. Get bio sketches from all candidates
8. Inform all incoming elected officers to be available for the Saturday Board meeting, in June, immediately prior to the Annual Meeting.

## **PAST PRESIDENTS COUNCIL 2003-2004**

### **Officers**

Chair: Immediate Past President, 1-year term

Members: All Past Presidents

### **Pertinent documents**

1. Award for Distinguished Service to the Profession of Wood Science and technology (dated 7/79)
2. Distinguished Service Award--Summary of Criteria and Procedures (revised 3/93)
3. SWST Fellow Qualifications and Procedures for Nomination (dated 3/03)

### **Past Presidents' Council, 2003-2004**

#### **Past Presidents' Council**

Chair: Bob Rice

Members: All Past Presidents

#### **DSA Subcommittee**

David Barrett  
Tom McLain  
Ramsay Smith  
Mike Barnes  
Bob Rice

### **Responsibilities**

1. Recommend candidates for the SWST Distinguished Service Award (DSA). The five most recent Past Presidents are responsible for searching, screening, and initiating nominations for the DSA. At least one award shall be given each year.
2. Potential candidates will be recommended to the Past President's Council by January 1. The Council will recommend a recipient to the Executive Board by March 1 to allow action by the Executive Board at the Spring Board Meeting.
3. Review all on-going activities of SWST and offer suggestions for changes and improvements.
4. Review all nominations for SWST Fellow and send recommendations to Executive Board by March 1.

### **Special Charge for 2003-2004**

1. Develop a list of potential member services to increase the visibility and effectiveness of the Society (by March 13)

## **AWARD FOR DISTINGUISHED SERVICE TO THE PROFESSION OF WOOD SCIENCE AND TECHNOLOGY**

This award is made by SWST in recognition of distinguished service to the profession as a whole. Such service may have been made in any educational, technological, scientific or professional area directly related to the profession of Wood Science and Technology in furtherance of the objectives of the Society as outlined in its Constitution and Bylaws.

The recipient of this award will receive an appropriate plaque to commemorate the event; life membership in the Society; and a citation in *Wood and Fiber science*. When appropriate, they will be asked to deliver a paper on some aspect of their work or interests at a time and place to be agreed upon between the Executive Board of the Society and the recipient.

A nominee for this award is not required to be a member of SWST, but must be endorsed by at least ten (10) members who are in good standing. The nomination must be made to the Executive Board of the Society through the Past Presidents' Council. It must be accompanied by a complete background of the nominee's accomplishments, contributions, and services to the profession of WS & T as outlined above. These should be so broad-based and substantial in nature as to render a nominee, if finally selected to receive this honor, to be a person of recognizable stature in the minds of the membership of the Society.

In general, recipients of this honor will be people who have reached high levels of attainment. However, age limits or requirements of service to the Society itself are not to be considered limitations of this award.

A committee composed of the five previous past presidents will function annually to examine the credentials of nominees worthy of this award and to make appropriate recommendations to the Executive Board based on their judgment. This committee will also function as a search committee, nominating candidates according to the above guidelines.

The committee will submit its recommendations, including the documentation, to the Chair of the Past Presidents' Council, who will then canvas the Council's membership, either by mail or at an annual meeting of the Council for their approval. The Chair will then transmit the recommendation of the Council to the Executive Board. The Executive Board is solely responsible for the final selection of the recipient of the Award and is not bound by the recommendation of the Council. However, the Council, being composed of past presidents of the Society, will have much historical background to offer and its recommendations should be carefully weighed by the Board.

*Approved 7/79  
Revised 10/27/01*

**DISTINGUISHED SERVICE AWARD**  
**SUMMARY OF CRITERIA AND PROCEDURES**

1. In beginning of calendar year, nominations are sought by announcement in Newsletter, including the criteria and deadlines for nomination. Nominee need not be an SWST member.
2. The petition for nomination must be endorsed by 10 SWST members in good standing. Nomination must be accompanied by documentation of the individual's contributions to the profession and a biosketch.
3. The Immediate Past President serves as chair of the screening committee (five most recent past presidents) to verify that the documentation is in order and to make recommendations for approval.
4. The screening committee prepares a ballot of all valid nominations with a summary of contributions and submits it to the Past Presidents Council (all past presidents) for a vote and ranking of nominees.
5. The results from the ballot are forwarded to the President by April 1 and copies of all documentation sent to the Executive Director.
6. The President submits the nomination to the Executive Board for a final decision.
7. The President (or by delegation, the Immediate Past President) informs the candidate of approval for the award and discusses the format of award presentation and remarks by awardee at the annual meeting.
8. At annual meeting during the award ceremonies, the President introduces the Immediate Past President for introduction of awardee and presentation of award.
9. Awardee is permitted 15 minutes for remarks and provides copy of remarks to the Immediate Past President.
10. The Immediate Past President provides (a) biosketch/documentation and (b) final draft of written remarks to W&FS editor for publication. Any further needs of the editor are to be satisfied by direct contact with awardee.

*2 Jul 91 (revised 11 Mar 93)*

## **SWST Fellow**

### **Qualifications and Procedures for Nomination**

Purpose: To recognize significant contributions to the wood science and technology profession and service to the Society by SWST members.

SWST Fellow Qualifications: The criteria for election to the distinction of SWST Fellow are significant contributions to the Society of Wood Science and Technology and the wood science and technology profession while being a voting member of SWST.

- Significant contributions to the Society of Wood Science and Technology include activities that demonstrate continuing commitment and leadership to SWST. Leadership commitment should include some of the following; (1) Past president of SWST; (2) election to SWST Board of Directors for two terms; or (3) numerous terms of service, including committee chair or committee member.
- Significant professional accomplishments include refereed publications and professional presentations that advance wood science and technology at the regional, national, or international area over a 15-year period.
- “Promoting the Profession”.

An SWST member may be nominated for the membership rank of SWST Fellow by any other SWST voting member. The nomination will be reviewed by the Past Presidents’ Council. The Council will make recommendation to the Executive Board by March 1 of each year. Election to the rank of SWST Fellow will require a majority vote of the SWST Board of Directors.

All nominations for the rank of SWST Fellow must be forwarded to the SWST Executive Director and must include a letter of nomination and a resume with SWST and wood science and technology professional contributions by the nominee. All members elected to the membership rank of SWST Fellow will be announced at the annual meeting and presented an appropriate plaque by the SWST president.

Approved March 3, 2003

## POLICY AND CRITICAL ISSUES COMMITTEE 2003-2004

### Officers

Chair: 2-year term, normally vice-chair succeeds to Chair

Vice-Chair: 2-year term, normally appointed by President, will succeed to Chair

Past Chair: 1-year term.

Ex-officio: (Board member appointed by the President)

Members: At least 4, with 2-year staggered appointment (extendible if serving as officer)

### Policy and Critical Issues, 2003-2004

Chair	Steve Shaler		06-06
Vice Chair	Bill Boehner		06-06
Past Chair	Jim Bowyer		06-04
Members	Tom McLain		06-06
	Howard Rosen		06-06
	Quinlin Wu		06-06
	Jim Bowyer		06-06
<i>Ex officio</i>	Dan Dolan	Board Liaison	06-05

### Responsibilities

1. Identify and analyze issues critical to the wood research/wood-using industry.
2. Recommend potential policy or position statements to the Executive Board, and on approval, develop and distribute statements per Guidelines.
3. Develop responses to both short-term and long-range concerns of the Society and the profession.
4. Actively promote and disseminate formal Society positions, opinions and concerns to appropriate audiences including policy makers, legislators, educators and other publics.
5. Prepare an annual report for publication in the Newsletter (due 4/15).

### Special Charges, 2003-2004:

- 1). Ad hoc subcommittee to identify mechanism for input into USDA NRI program; complete process by June 2004.

### FUNCTION OF THE POLICY AND CRITICAL ISSUES COMMITTEE

**Responsibilities**--The committee shall be responsible for developing "position statements" with regard to academic, governmental, industrial and/or public issues, domestic and/or international, which may have significant effects upon the use of wood as a product.

The committee itself may identify such critical areas or may respond to a request for such a statement from within the membership of the Society.

In matters of immediate concern where time restraints do not allow the procedure listed below to be followed, the Policy and Critical Issues Committee may be called upon by the Executive Committee to assist in preparing the necessary proposal, statements, or responses. Such statements should be recognized as necessary and legitimate functions of the executive officers but may not be considered Society position until voted upon by the Society membership.

**Procedure**--The writing of position statements may be done by a committee or in conjunction with other groups or persons with the necessary expertise to deal with the item in question.

The chair shall submit the committee's position statement to the President. The President in turn shall present it to the Executive Board. Upon the Executive Board's approval, the statement shall be submitted to the entire voting membership.

Depending upon the urgency of the issue, the President may elect to publish the position statement with supplemental discussion paper(s) before submitting the statement to the members for a vote. These discussion paper(s) should review various facets of the issue. The final position will be published in the professional affairs section of *Wood and Fiber Science*.

The ballot to the members shall contain the following options:

In Favor  
Opposed  
Abstain

Before any statement is made public through the President, it must receive "In Favor" votes equal to or greater than two-thirds of all ballots returned. Ballots must be returned within thirty (30) days. Further details of procedure are presented in the succeeding sections of this committee handbook.

## SWST Policy Position Statements

### STATEMENT

It is the consensus of the Policy and Critical Issues Committee that the Society of Wood Science and Technology has an ethical responsibility to issue public statements on matters of national importance that concern the use of wood as a product. Our recommendation, therefore, is that the Policy and Critical Issues Committee be made a committee of the Society.

Emphasis must be made, however, on restricting any such statements to matters dealing with wood properties and use. It is recognized that certain members of the Society may have expertise in other areas also, but the Society should endorse or promote policies only to the extent that they are compatible with its stated purposes, objectives, and qualifications for its members.

### Guidelines for Process and Action

#### *Purpose and Goals*

SWST position statements provide science-based information to policy makers and the public at the national level, and articulate reasoned opinions of the professional wood science and technology community on national and international issues of interest and expertise.

SWST Policy Position Statements further the goals of the Society to articulate the value and understanding of wood science and technology to varied publics and to strengthen SWST as an effective professional society.

The purpose of these guidelines is to set forth principles and guidelines by which Society objectives may be achieved through developing and promulgating information and opinion through position statements. These guidelines provide a basis for identifying issues and topics, for developing statements and gaining membership affirmation or approval of them, and for managing the dissemination of the results.

#### *What are SWST Policy Position Statements?*

An SWST Position Statement is a carefully prepared representation of the SWST professional view on an issue or policy. Three types of position statements may be developed and promulgated:

a) An **Advocacy Position** that supports a particular course of action dealing with a wood science or forest products issue.

b) An **Informational Position** that is educational or analytical in scope and includes information and discussion about, or technical evaluation of, a wood science or forest products issue. Normally, a specific course of action is not directly identified.

c) A **Facilitative Position** that seeks to promote resolution of a wood science or forest products issue.

### ***Criteria for SWST Policy Statement Issues***

As a professional society, SWST has a responsibility to its members and to the public to anticipate, identify and define wood science or forest products issues that are of general interest and importance, and to respond appropriately. The following questions are to be used as criteria for selecting an issue for which the Society may develop a position:

- a) Is the issue likely to be of major significance to the public or the profession?
- b) Is the issue within the knowledge and skills of the wood science and forest products profession and of the Society membership?
- c) Is the issue of broad enough interest to the membership to invest time and energy?
- d) Is there time for SWST to effectively respond to the issue so as to have a significant impact on resolution?
- e) Does the Society have the human and financial resources to act responsibly on the issue?

### ***Process for Selecting and Developing SWST Policy Position Statements***

Issues for potential SWST policy position statements may be recommended by any member of the Society to the Chair of the Policy and Critical Issues Committee (P&CI). Potential issues may also be recommended by the P&CI Committee or by the SWST Executive Board. Proponents of a potential position or policy statement should provide answers to the selection criteria and may be asked to champion the development of the position statement.

Procedures for development and review are as follows:

1. The Chair of P&CI will, for each recommended issue, submit brief answers to the selection criteria to the Executive Board for their consideration and approval to begin the development process.
2. If approved by the Executive Board, the P&CI will form a task group to study and define the issue, collect necessary information and, if appropriate, develop a draft position statement and action plan. Normally, the chair of this task group is a champion for a statement on the issue; any member in good standing may serve on the task group; one member of the task group will be a member of P&CI and serve as liaison.

If the issue is not approved for development by the Executive Board, then it may be dropped or returned to the P&CI for revision.

3. The Task Group work products, including background information, draft statement and action plan, must be reviewed and approved by a majority of the P&CI before submitting to the Executive Board.
4. The Chair of P&CI will send to the Executive Board the Committee recommendation for a position statement, explanatory information and, if appropriate, a draft statement and action plan.
5. The Executive Board will expeditiously consider the proposed statement and act upon it using the procedures described below.
6. If the Board approves adoption of the statement, then the P&CI, with support from the Executive

Director, will immediately implement the approved action plan.

### ***Adoption of Position Statements***

1. Position statements shall be adopted by an affirmative vote of two-thirds of the Executive Board. Statements approved by the Board will be published to the membership for a minimum comment period of 30 days before they are finalized. The Board must consider all comments received during that period and may revise, rescind or affirm the statement.
2. If the Executive Board doubts whether there would be general agreement on a proposed position by general membership, or if the Board chooses, a proposed position statement may be balloted to the membership. The ballot may take place by mail or at the Annual Meeting of the Society. Membership approval shall be by the affirmative vote of two-thirds of those members voting. Successful statements become effective immediately after the ballot results are made official.

### ***Contents of Position Statements***

A SWST Position Statement is normally 1-2 pages in length and shall contain a plan of action for use of the statement as described below and the following:

#### **A. For Advocacy Positions**

1. A concise summary of the position
2. Statement of the issue
3. Factual background, which may be a summary and identify a reference document
4. Recommended course of action base on the prevailing informed agreement of the members
5. Probable consequences of the course of action, and
6. Expiration date for the position statement.

#### **B. For Informational Positions**

1. A concise summary of the position
2. Statement of the issue
3. Factual background, which may be a summary and identify a reference document
4. Alternative courses of action with probable consequences of each, and
5. Expiration date for the position statement.

#### **C. For Facilitative Positions**

1. A concise summary of the position
2. Factual background
3. Identification of interested parties.
4. Recommended means to coordinate activities which lead to resolution of the issue
5. Methods to develop additional information about the issue, and
6. Expiration date for the position statement.

### ***Action Plans for Approved Statements***

Each proposed position statement must be accompanied by an action plan that spells out how the position

statement will be used to further Society objectives.

At a minimum, the action plan will:

- a) contain specific plans for publication and dissemination through electronic, paper and other media, including the SWST Web site,
- b) will identify specific target audiences,
- c) will identify leadership and necessary human resources for implementation,
- c) include a time line for activity with identified critical dates, and
- c) have an estimated budget.

***Review, Expiration and Recission of Position Statements***

1. Adopted position statements shall expire five years after the date of their adoption.
2. Before they expire, member comments on the expiring statement will be solicited. Position statements will be reviewed by the P&CI Committee for possible revision and re-adoption, or recission.
2. Position statements may be rescinded by the Executive Board at any time.

***Approved by SWST Executive Board June 2000***  
*9/13/00*

## PUBLICATION POLICY COMMITTEE 2003-2004

### Officers

Chair:\* 2-year term, normally the vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

*Ex-officio* members: Editors of Newsletter and *Wood and Fiber Science*

Members: At least 3 members with 2-year staggered appointments (extendible if serving as officer)

### Pertinent documents

1. Editorial Policy (dated 2/00)
2. State of the Art Papers (dated 2/00)

### Publication Policy, 2003-2004

Chair *	Bob Youngs	06-06
Vice Chair	Phil Steele	06-06
Past Chair	Rado Gazo	06-04
Members	Azzeddine Oudjehane	06-05
	Paul Cooper	06-05
	Tor Schultz	06-06
	John Phelps	06-06
<i>Ex officio</i>	Geza Ifju, WFS Editor	
	Rado Gazo, Newsletter Editor	
	Bob Smith	Board Liaison 06-04

\* The Chair of this SWST Committee is also to serve as a Member of the Forest Products Society's Publications Committee, Doug Gardner, Chair.

### Responsibilities

1. Advise the Executive Board in policy matters related to all SWST publications
2. Advise the Editor of *Wood and Fiber Science* on matters as requested.
3. Review policy matters for those in the Society involved in publications
4. Solicit at least 2 SOA's per year and coordinate state-of-the-art papers for *Wood and Fiber Science*
5. Prepare an annual report for publication in the Newsletter (due 4/15).

### Special Charges for 2003-2004:

- 1). Provide comprehensive evaluation of possible redesign of WFS by spring board meeting (March 13)

## EDITORIAL POLICY

### *Wood and Fiber Science*

*Wood and Fiber Science* is the official publication of the Society of Wood Science and Technology, and accordingly publishes papers with professional and scientific content. Original papers of professional concern or research papers that add to basic understanding of wood and wood fiber or the processing, marketing and use of their products will be considered. Such papers will be judged on the basis of their contribution of original data and ideas or interpretation or, in the case of reviews, on their currency and completeness. Any manuscript submitted must be unpublished research not being offered for publication elsewhere. Upon acceptance and publication by *Wood and Fiber Science*, a manuscript must not be published again in any form without written consent of both author and editor.

Papers will be reviewed by referees selected by the editor and will be published in approximately the order in which the final version is received. All manuscripts are to be in English, with American spelling.

Approved by Executive Board 2/2000

The following is an editorial written by Rado Gazo regarding SOA's.

"When browsing through a scientific journal, I always enjoy reading an article summarizing the advance of a particular field or a technology from its infancy to the present day. I share these articles with my students and colleagues. Part of the attraction these articles have for me is that I know that they were written by someone very knowledgeable in his/her respective field. The other part is that I can learn about interesting subjects outside my own field without investing too much time.

In light of this, the Society of Wood Science and Technology and the *Wood and Fiber Science* journal are bringing back State of the Art papers. There have been numerous developments in many fields of wood science and several new fields appeared in last few years. State of the Art papers will help *Wood and Fiber Science* readers to catch up with these new developments.

The SWST Publication Policy committee is currently soliciting State of the Art outlines for possible publication in *Wood and Fiber Science* journal. To bring order and objectivity to the process of writing and reviewing State of the Art papers, SWST Publication Policy Committee established the following policy and procedures for the publication of these papers.

1. State of the Art papers can be either invited or volunteered.
2. An outline for proposed paper and a CV should be sent to the *Wood and Fiber Science* journal editor.
3. The editor will select 3 reviewers from within the respective field to review the outline and author's credentials.
4. Outlines for invited papers will be judged one hundred percent on their merits. For volunteered papers, fifty percent of the weight will be given to the merits of a proposed paper and other fifty percent to the author's credibility and reputation as an established expert within his/her field.
5. *Wood and Fiber Science* journal editor will, based on the recommendation of the reviewers, accept or reject the outline. If the outline is accepted, author will be asked to prepare a full paper.
6. State of the Art paper will be reviewed by 3 reviewers from within the respective field and 2 reviewers outside the respective field of interest (but related).
7. Author(s) of published State of the Art paper will receive an honorarium in the amount of US\$500 and the Society of Wood Science and Technology will pay the page charges.

Many readers ask for State of the Art papers. Several authors volunteered and several were invited to write State of the Art papers. The outlined policy should assure readers that someone very knowledgeable wrote the paper, and that they can get an insight into a different field without investing too much time.

Rado Gazo, For the Publication Policy Committee"

## STATE OF THE ART PAPERS

### *Wood and Fiber Science*

As a result of our recent consideration of State of the Art papers for *Wood and Fiber Science*, questions have arisen as to how we define such a paper. The following has been reviewed and approved by the Publication Policy Committee as a definition of a State of the Art paper.

It is the intention of the Board for the committee to find at least two (2) State-of-the-art papers per year.

A State of the Art paper is:

1. A stand alone concise paper on a subject of broad basic interest to wood science, but narrow enough to be dealt with in depth; or broader topic areas that are new and innovative to the field of wood science and technology.
2. Not simply a literature review, but a description of the cutting edge of Research in the topic selected, a critical review of research progress and methods, and observations on where the field is headed.
3. Based on an outline reviewed and approved by the Publication Policy Committee with the final paper subject to peer review before publication.

Approved by Executive Board 2/2000

## VISITING SCIENTIST COMMITTEE 2003-2004

### Officers

Chair: 2-year term, normally Vice-Chair succeeds to Chair

Vice-Chair: 2-year term, appointed by the President, normally succeeds to Chair

Past Chair: 1-year term

*Ex-officio* member: (Board member appointed by the President)

Members: At least 2 members appointed for 2-year staggered terms which may be extended

### Pertinent documents

1. List of visiting scientists
2. List of visitation institutions
3. Guidelines for International Professional Visiting Scientist (amended 1997)

### Visiting Scientist, 2003-2004

Chair, Vice Chair, Past Chair, two members on two-year staggered terms, *ex officio* (board liaison)

Chair	Hong-Mei Gu		06-06
Vice Chair	Jiliei Zhang		06-06
Past Chair	Tom Hammett		06-04
Members	Siquan Wang		06-06
	Barb Gartner		06-06
<i>Ex officio</i>	Todd Shupe	Board Liaison	06-04

### Responsibilities

1. Update and maintain a current list of potential visiting scientists (at Madison); advertise and promote program to membership
2. Advertise and promote program to appropriate Universities prior to Fall Term and solicit interest in visitations.
3. Review and approve requests for visits and oversee conduct of program including managing the appropriated funds budget.
4. Obtain visit reports from visited institutions shortly after visit and before expenses are reimbursed.
5. Prepare annual report of all visits and committee activities for the member newsletter (due April 15)
6. Solicit proposals for the International Visiting Scientist program and recommend award(s) to President by March 1.

### Special Charges for 2003-2004:

- 1). Rewrite International Visiting Scientist Program Guidelines (Executive Board wants more explicit emphasis on young people limited international experience) also will accept applications on rotating basis (not 1 time per year).

## **International Professional Visitations by Society of Wood Science and Technology Members**

The Society of Wood Science and Technology (SWST) is providing international travel grants for the professional growth of two members each calendar year. These grants are to enhance the members' international perspective and networking with scientists, technologists, and engineers from other countries that are so vital to the success of SWST in the future. Successful candidates are also to bring colleagues from their home country into the networks they establish.

Amount: \$2,000 for each grant to help cover travel expenses (up to 2 grants per year)

Qualifications: The applicant must be a SWST voting member in good standing for at least the past three years. Preference will be given to applicants with limited international experience.

Requirements: Each successful member is to visit foreign laboratories, industrial firms, and academic institutions as outlined in their proposal. The visits are to be from 2-4 weeks. At the conclusion of the trip, a report is to be filed with SWST noting the visits, addresses of all contacted, and information obtained. The contacts are to be publicized for the use of other SWST members.

Proposals: –Proposals are to be submitted to the SWST Executive Director, SWST, One Gifford Pinchot Drive, Madison, WI 53726-2398, by January 15 of each year.  
–Proposals are to include an itinerary which lists in detail places and people to visit and how these visits will enhance the proposer's professional career and SWST.  
–Specific mention has to be made on what is expected to be learned at each visit and how this information will be shared with the SWST membership.  
–Further, plans must be submitted on how to foster the new network of scientific and technical exchange.  
–The applicant's resume must be part of the proposal as well as a proposed budget.

Time Requirements: The visits are to take place within 18 months of the time of the time the awards are given. The awards will be announced at the Annual Meeting in June.

## **GUIDELINES FOR EVALUATING PROPOSALS FOR SWST INTERNATIONAL PROFESSIONAL VISITATION**

1. Applicant must be a SWST voting member in good standing for at least the past 3 years.
2. Preference will be given to applicants with limited international experience.
3. Applicant must have a clear presentation on:
  - his/her professional development
  - the advantages for SWST
  - how the networking developed will be shared with other SWST professionals
  - the relative importance of each stop during the international visitation
4. What are the international cooperative projects that could be developed and what publications may result?
5. What are reciprocal visits that could be organized?

## AD HOC SWST/FPS RELATIONSHIP 2003-2004

### **Ad Hoc SWST/FPS Relationship, 2003-2004**

Members      Paul Smith, SWST  
                 Vicki Herian, SWST  
                 Ramsay Smith, FPS  
                 Art Brauner, FPS

*Ex officio*      Todd Shupe                                      Board Liaison                                      06-04

### **Special Charges – 2003-2004**

Conduct cooperative evaluation of FPS/SWST relationship with FPS ad hoc group, providing findings and recommendations by spring board meeting (March 13)

## **AD HOC MEMBERSHIP SURVEY FOLLOW-UP 2003-2004**

### **Ad Hoc Membership Survey Follow-up, 2003-2004**

Members      Rich Vlosky  
                 Paul Smith

*Ex officio*      Jeff Morrell

Board Liaison

06-05

### **Special Charges – 2003-2004**

Identify and recommend follow-up actions on member survey by spring board meeting (March 13).

## AD HOC NATIONAL RESEARCH INITIATIVE 2003-2004

### **Ad Hoc National Research Initiative, 2003-2004**

Members      Steve Shaler  
                 Mike Wolcott  
                 Bill Boehner  
                 Todd Shupe  
                 Les Groom

*Ex officio*      Doug Stokke                              Board Liaison                              06-04

### **Special Charges – 2003-2004**

Identify mechanism for input into USDA NRI program; complete process by June 2004.