

# **BY-LAWS OF THE NORTHEASTERN EVOLUTIONARY PSYCHOLOGY SOCIETY**

Revised, April 2024

## **ARTICLE I NAME**

The name of this Society shall be the NorthEastern Evolutionary Psychology Society, Incorporated (hereinafter referred to as NEEPS).

## **ARTICLE II PURPOSE**

The purpose of NEEPS is the advancement of the science of Evolutionary Psychology and related disciplines through Conferences and Meetings for the presentation and discussion of scientific work of theoretical and practical significance. Specifically, NEEPS is designed to facilitate intellectual curiosity and interaction among scholars who study psychological and behavioral phenomena from an evolutionary perspective. Given this relatively broad charge, NEEPS values interdisciplinary work. Specifically, NEEPS welcomes scholars from multiple disciplines (e.g., anthropology, biology, literary studies, psychology, sociology, etc.) with diverse research and theoretical interests. NEEPS also values contributions from undergraduate and graduate students whose work addresses research questions from perspectives based in evolutionary theory. NEEPS also welcomes work and practice related to the discipline in terms of careers, research and academic opportunities, and pedagogy.

## **ARTICLE III MEMBERSHIP**

1. PROFESSIONAL MEMBERS shall be persons desiring affiliation with NEEPS in accordance with the purpose of NEEPS as stated in Article 1/ and demonstrating such scientific qualifications as are signified by one of the following:

- [a] having made recognized contributions to science, as shall be determined by NEEPS' Executive Officers; or
- [b] having completed one full year of graduate study in an accredited university.

2. EMERITUS MEMBERS shall be Members of NEEPS who have achieved retirement status, provide proof of retirement, and who apply to the Membership Officer for such status. Emeritus members will be charged the virtual registration fee for in person attendance and may attend virtually for free.

3. STUDENT MEMBERS shall be non-voting Members of NEEPS who are undergraduates or graduate students who have not yet completed a full year of graduate study in psychology or a related field, and who apply to the Membership Officer for such status. Note that graduate students who have completed more than one full year of study are eligible for student membership registration rates, but do have voting privileges.

4. ASSOCIATE MEMBERS shall be non-voting Members of NEEPS who teach psychology or a related field in primary or secondary schools, or work in other non-academic settings and who apply to the Membership Officer for such status.

5. APPLICATION: Application for membership in any category shall be in written form as prescribed by the members (herein capitalized when designating the body of the Members), through its Board of Directors (herein referred to as Board of Directors or Board) and shall attest to the qualifications prescribed in this Article. A membership application shall contain sufficient information to verify that an applicant meets the qualifications for membership stated above. The application will also contain sufficient information to determine whether members wish to [a] be contacted by the Board of Directors regarding official NEEPS business, and/or [b] to have their contact information included in the membership list for the uses specified in ARTICLE III §6.

6. ELECTION: The President, Vice President, or Membership Officer of NEEPS shall elect to membership, in the name of the Members, and at any time, an applicant whose membership qualifications under ARTICLE III §1 [a] or [b], §2, §3, or §4 have been verified.

7. PRIVILEGES: Members shall have equal rights to submit scientific reports and equal privileges of discussion in the meetings of NEEPS. Members shall have equal rights of voting and eligibility of holding office according to these By-Laws. Members may bring to the attention of the Officers and Members such matters as they may deem necessary. All NEEPS participants have the right to be free of harassment, and if they experience harassment, may request a response from the Board (See full policy and procedure in APPENDIX A). On request, a list of the membership shall be available to members, at a cost specified by the Membership Officer, exclusively for noncommercial use. The request must be in a written form and clearly elucidate the reasons for the request. All Members have the right to exclude their information from this list for any reason.

8. TERMINATION: Membership may be terminated by 2/3 vote of the Board for any reason. If Membership is terminated before the annual conference, dues will be returned. If Membership is terminated after the annual conferences, no dues will be returned.

#### **ARTICLE IV MEETINGS**

The primary purpose of NEEPS is to conduct annual Conferences consisting of scientific programs. A Business Meeting shall be scheduled at each Conference. Additional Meetings of NEEPS may be called by the Board of Directors of NEEPS for purposes ancillary to the Conference. Also, opportunities may be provided for educational and professional services to the membership, and for the scheduling of Meetings on special topics.

1. ANNUAL CONFERENCE: The Annual Conference of the Members shall be held on dates and at a location determined by the Board of Directors. Determinations for future conferences will generally be made at the Business Meeting held during the Annual Conference. When there

are multiple contending future conference locations, the location will be approved by a majority vote of the Members present and voting at the Business Meeting held during the Annual Conference. If necessary, the location and date of the Meeting can be arranged or changed by a vote of the Board of Directors.

2. SPECIAL MEETINGS: Special Meetings shall be held on call of the majority of the Members present and voting at a Business Meeting, or on call of the Board, or on a written request submitted to the President and signed by one-tenth (1/10) of the total membership. The President shall designate a convenient time and place for Special Meetings, and the program of a Special Meeting shall be mailed in electronic or paper format by the Membership Officer to the last known addresses of all Members not less than twenty (20) days prior to the Special Meeting.

3. CONFERENCE PROGRAM: The Program at any Conference shall be under the direction of the Program Committee. Presentation of papers, posters, and symposia shall be by Members and by others approved by the Program Committee. The Program Committee shall include in the program of a Conference all scientific papers or topics of discussion submitted by Members and Others that meet the scientific standards and technical requirements established by the Program Committee and approved by the Members through the Board of Directors.

4. BUSINESS MEETING: Unless otherwise specified in these By-Laws, such business as the Board of Directors recommend shall be transacted in a Business Meeting of a Conference for which a quorum shall consist of ten (10) Members. Additional items of business in accordance with these By-Laws may be introduced by those Members attending. Robert's Rules of Order shall govern the conduct of the Business Meeting.

5. AFFILIATE MEETINGS: Affiliate meetings to NEEPS may be held in conjunction with NEEPS meetings given majority approval by the Board of Directors.

## **ARTICLE V BOARD OF DIRECTORS**

There shall be a Board of Directors, which shall consist of the voting Officers (President, Vice President, Treasurer, Secretary, Membership Officer, Communications Officer/Webmaster, Program Committee Chair, and Student Representative) as designated in Article VI, and three (3) Council Members-at-Large. Ex-officio nonvoting Members of the Board shall be the immediate Past President and Past Chair of the Program Committee.

1. TERM OF OFFICE OF COUNCIL MEMBERS-AT-LARGE: Members-at-Large shall serve terms of three (3) years, to begin with and end with the fiscal year. Each Member-at-Large will accept a duty that is integral to the operations of the annual conference, society, or similar. For example, a Member-at-Large may take on public relations, work to further international or student relations, or serve on the conference program committee. Members-at-Large must report on their planned specific duty to the President and President-Elect when they begin their term, and must be prepared to report on their activities at the annual Business Meeting.

2. MEETINGS: Meetings of Board shall be held at a convenient time and place designated by the President on call of an Officer or on written request to the President by a Board Member. The President of NEEPS shall be the Chair of the Board and the Secretary of NEEPS shall be its Secretary. Other than the Business Meeting, a quorum at any Meeting of the Board shall consist of a majority of the voting Officers and Ex-officio Members.

3. DUTIES: The Board shall, unless otherwise specified in these By-Laws, fill position vacancies caused by an incumbent's death, disability, or resignation. It shall be responsible to the Members for the conduct of Meetings and shall exercise general supervision over the affairs of NEEPS as authorized by these ByLaws. It shall bring to the attention of the Members such matters as it deems necessary.

4. DUTIES OF INDIVIDUAL MEMBERS OF THE BOARD: The Board Members, by virtue of their scientific standing and visibility, lend credibility and support for NEEPS' goals, especially by active participation in its governance, by facilitation and improvement of its annual scientific meetings, and its other professional and educational undertakings, and in efforts to ensure its financial stability by recruiting members, exhibitors, and advertisers.

[a] Meeting Attendance. Board Members participate in the Annual Meeting of the Board, the annual Business Session, and ad hoc and standing committees as appointed by the President, Vice-President, or Board.

[b] Scientific Program Facilitation. Board Members help maintain the high scientific quality of the Meetings by providing recommendations for content and presenters to the program committee, and by participating in Meetings as discussants, organizers of sessions, presenters, session chairs, sponsors, and in other ways as requested by the Program Committee.

[c] Professional and Educational Activities. Board Members help maintain and enhance the professional and educational mission of NEEPS by active efforts to encourage colleagues, students, publishers, and others to utilize the exhibits, and the liaisons and Conference programs, and, thereby, lend their scientific stature to building a strong financial, and membership base for the future.

[d] Other positions that are ad hoc in nature may be created with support of the majority of the Board.

5. AMENDMENTS TO THE BY-LAWS: The Board of Directors, by a two-thirds majority, may vote to alter or suspend a portion of the bylaws for a temporary period of time when a need exists to respond to a legitimate and pressing concern of the Society.

## **ARTICLE VI OFFICERS**

The Officers shall be the President, Vice President, Treasurer, Secretary, Membership Officer, Communications Officer, Program Committee Chair, and Student Representative.

#### 1. TERMS OF OFFICE:

1. TERMS OF OFFICE: The President shall serve a single term of three years. S/he may stand for reelection if desired by the Board. The Vice President shall serve a term of three (3) years. He or she may also stand for reelection at the discretion of the Board. The Secretary, Treasurer, Communications Officer, shall serve for a term of three (3) years each. Terms of all officers shall begin and end with the fiscal year, **June 1 through May 31**. At the Board's discretion these terms may be altered.

2. DUTIES OF THE PRESIDENT: It shall be the duty of the President to preside at all Meetings of NEEPS, to act as chair of the Board, to exercise general supervision over the affairs of NEEPS, to perform all such duties as are incident to the office or as may properly be required by the votes of the Members or the Board under the authority of these By-Laws. S/he shall take responsibility for the duties of the Vice President, Treasurer, Secretary, Program Committee Chair, and Board Members in case of the death, disability, or resignation of any of these officers until the appointment of a successor under the authority of these By-Laws. S/he shall bring to the attention of the Members and the Directors such matters as s/he deems necessary. The President may break any tie vote. The President will succeed to become the immediate Past President.

3. DUTIES OF THE VICE PRESIDENT: It shall be duty of the Vice President generally to fulfill the duties of a Board member and specifically to be the understudy of the President. S/he shall perform such other duties as are required by a vote of the Members or the Board under the authority of these By-Laws. S/he will perform the duties of the President in case of the death, disability, or resignation of that officer until the appointment of a successor under the authority of Article VIII of these By-Laws. S/he shall be responsible for creating a working history of the society, such that a document is created that outlines the developments and change of the society over time. S/he shall represent NEEPS in any situation where specific provision is not contained in these By-Laws. By virtue of this authority, s/he shall appoint a Member to act as her/his agent where it is impossible or inadvisable for him/her to do so. S/he shall bring to the attention of the Members and the Directors such matters as may be necessary.

4. DUTIES OF THE SECRETARY: It shall be the duty of the Secretary to keep the current records of all Meetings of the Directors and of NEEPS, to file and hold subject to call by the Board or Members all current records, reports of committees, and Conference Programs, to conduct all official correspondence, and to issue notices of acceptance into membership. S/he shall have back up copies of of all NEEPS reports except those assets that are in the custody of the Treasurer. All NEEPS documents should be stored on the society cloud drive with back up copies and relevant documents kept by the Treasurer and Secretary.

5. DUTIES OF THE MEMBERSHIP OFFICER: S/he shall have responsibility for the acquisition, maintenance, and record of membership(s). S/he may also handle registration fees at the Annual Meeting, and all other receivables of NEEPS relevant to the Annual Conference, and shall deposit all receipts to the person of the Treasurer as approved by the Board. S/he is responsible for the elections of Officers and for ensuring the Board follows the elections procedure.

[a] S/he shall maintain a full and complete record of all memberships received by NEEPS and shall within a reasonable time exhibit the books upon request to any Member of NEEPS. In cooperation with the Treasurer, S/he shall submit an interim membership report for the current fiscal year at each Annual Conference and at any Special Meeting where such is requested by the Board or by the Members. S/he shall present for each fiscal year a report, as approved by the Board, to the Members through the Board.

[b] S/he shall be responsible for transmitting the subscriber files to the American Psychological Association of members who are to receive the Society's journal, Evolutionary Behavioral Sciences.

[c] S/he may wish to engage in social media on behalf of NEEPS, or work with the Communications Officer/Webmaster and/or other Members to create an online presence or promote the society.

6. DUTIES OF THE TREASURER: It shall be the duty of the Treasurer, in cooperation with the President, to recommend a budget (which may include a contingent fund) for the succeeding year at each Annual Conference Business Meeting and at any Special Meeting where such is requested by the Board or by the Members. S/he shall review all financial statements of NEEPS and shall nominate and assist the professional auditor(s) who shall be selected annually by the Board. S/he may bring to the Board such matters as may be necessary.

[a] S/he shall have authority to sign checks and drafts on behalf of NEEPS for the disbursement of funds as designated by the President and in accord with the provisions in the By-Laws and the approval by the Members through the Board.

[b] S/he shall invest surplus funds in securities as authorized by the Board and be responsible for their custody, and shall promptly report and transmit to the President interest earned by such securities.

[c] S/he shall maintain a full and complete record of all disbursements, cash on hand, and securities held in custody, shall within a reasonable time exhibit the books upon request to any Member of NEEPS, and shall be bonded in an amount fixed by the Board.

7. DUTIES OF THE PROGRAM COMMITTEE CHAIR: The Program Committee Chair shall be appointed by the Board in consultation with the members of the Board, shall be a voting member of the Board during her/his term of office, and shall be responsible for directing the

activities of the Program Committee as authorized in Article VIII, § I. Program Chairs should hold a Ph.D. When possible S/he shall have served at least one year on the Program Committee. If the Program Chair also holds another office, S/he will be able to exercise only one vote, and, if appropriate, another Member may be nominated by the Board to temporarily fill the other office held by the Program Chair.

8. DUTIES OF THE STUDENT REPRESENTATIVE: The student representative shall represent and advocate for the needs and desires of NEEPS members who are graduate or undergraduate students. S/he will also be a member of the Program Committee, or may ask another student member in good standing to serve as the student voice if unable to fill this role. The Student Representative is also responsible for organizing the student centered events (like the luncheon) at the NEEPS annual meeting. Because of the Student Representative's role in the Program Committee and conference, this position will be elected each year, serving the same term as the Program Chair.

9. DUTIES OF THE COMMUNICATIONS OFFICER/WEBMASTER: The Webmaster (Communications Officer) shall be responsible for the maintenance of electronic communications of NEEPS, for the website, and those communications not falling under the province of the Secretary. S/he is to engage in social media on behalf of NEEPS, or work with other Members to create an online presence.

10. DUTIES OF THE PAST PRESIDENT: The immediate Past President shall be responsible for assisting and advising the Board and current President. This is a non-voting position. The immediate Past President is entitled to give a Past-President's Presentation or Symposium at the first NEEPS conference held following the completion of her/his term.

## **ARTICLE VII COMMITTEES**

Specific tasks and responsibilities of NEEPS shall be conducted by such standing committees as are hereinafter provided by these By-Laws and such special committees as may be established by votes of the Members or the Board.

### **1. PROGRAM:**

[a] Membership: The Program Committee shall consist of members appointed by the Board. The size of the Committee shall be determined by the Board and altered as it deems necessary. The Chair of the Committee shall be appointed by the Board in consultation with members of NEEPS and shall be a voting member of the Board during her/his term of office. The President and the Vice President shall be ex-officio members of this Committee.

[b] Duties: The Program Committee shall solicit the scientific program from the Members by an official Call for Papers to be issued by the President not less than one hundred twenty (120) days prior to an Annual Conference (See Conference timeline). The Committee shall transmit the Conference Program to the Board not less than thirty (30) days prior to a Meeting, and make

the Conference Program available to membership no less than fourteen (14) days prior to the annual conference. It shall direct the Conference Program of a Meeting, and shall perform such other duties as are prescribed in Article VIII, § 3. The Committee shall make its report to the Members through the Board and at the Annual Business Meeting.

## 2. ELECTIONS:

The Elections Committee, consisting of the Membership Officer as Chair, the Vice President, and one Member appointed by the Board, shall represent the Members in counting and reporting nominations and elections as prescribed in Article VIII, § 1 of these By-Laws. The Elections Committee shall make its report to the Members.

## 3. CONFERENCE HOSTING AND LOCAL ARRANGEMENTS:

[a] Membership: The Committee on Local Arrangements for the Annual Meeting, consisting of the Conference Host as Chair and the Program Committee Chair, with additional Members from the institution or locality where the Annual Meeting is to be held, shall be appointed by the Board each year.

[b] Duties: The Committee on Local Arrangements shall have charge of all local arrangements for the Annual Conference and it shall work in coordination with the Board in the preparation of the Program. It shall report to the Members through the Board. The Conference Host and Program Committee Chair shall make the local arrangements for Special Meetings.

## **ARTICLE VIII NOMINATION AND ELECTION**

The President, Vice President, Secretary, Treasurer, Membership Officer, Communications Officers, and two Members-at-Large of the Board shall be elected by the Members. The Student Representative will be elected by Student Members. A paper or electronic mailed preferential ballot shall be employed. The Program Committee Chair and Webmaster shall be nominated and appointed by the Board Members present at the Business Meeting of the Annual Conference.

### 1. NOMINATION AND ELECTION OF OFFICERS:

At the end of the administrative terms (typically every 3 years), on the Membership Officer will email the nomination form (for example, <https://forms.gle/hy67guFYwS9dFkkC6>) to the membership. The nomination and election timeline is as follows:

**[a] Call for nominations: May 1**

Each member may nominate one candidate for each vacancy among the elected Board.

**[b] Nomination deadline: May 30**

Ballot and call for nominations clearly state that nominees must be informed and consent to nominations. The Membership Officer shall ascertain that all nominees are Members of NEEPS and are willing to stand for office: the name of any nominee found to be ineligible or unwilling to stand for office shall be removed from the list of prospective candidates.



Nominees who are nominated for multiple positions shall choose one position to run for on the election ballot.

Individuals eligible for the position of Student Representative must be enrolled in graduate school at the time of the election.

**[c] Presentation of nominees/election ballot and call for elections: June 15**

All nominees found to be eligible and willing to stand for office shall appear on an election ballot, listed in alphabetical order.

The Membership Officer, as with the nomination ballot, will send the election ballot out to the membership.

**[d] Voting takes place between June 15 and June 30**

The nomination ballots shall be counted by the Membership Officer. If assistance is needed, Membership Officer may consult with the President and Vice President.

**[e] Announcement of new Executive Board after tally of votes, processing of any voting irregularities, and acceptance of positions by new Board members.**

**[f] Transition of new board: beginning July 15**

If the conference takes place after July 1, the new board members would take their positions after the conference.

2. VACANCIES:

[a] In case of a vacancy in the office of President, Vice President, Treasurer, Secretary, Communications Officer, Student Representative, or Membership Officer by death, disability, or resignation, the Board of Directors shall appoint a Member to act until the next election.

**ARTICLE IX FISCAL MATTERS**

The fiscal year of NEEPS shall close on May 31.

1. DUES AND GUEST FEES:

[a] The Board may recommend changes in the amount of dues and Guest fees for the next Annual Conference.

[b] Dues shall be paid at or in advance of the Annual Conference. The fee structure may vary depending on the time of payment (e.g., early conference registration, registration on-site, etc.). Membership is contingent on annual dues payment, except for Life Members.

[i] Fee-paying Guests will have privileges to attend all oral presentations and poster presentations.

[ii] At the Program Committee's discretion, Guest privileges for certain sessions (such as the keynote address) may be available at a different fee structure than those for Guests attending all oral and poster presentations.

[c] Guests may be spouses, children, parents, associates, and/or friends of Members. They will be viewed as accompanying a Member and should attend the conference with a Member who must be named at the time of conference registration. The intention of being a Guest is that she or he may provide support in the way of childcare, or accompany a Member as an introduction to the society and society activities. A Guest is not allowed to present in any capacity, does not have voting privileges, and must not infringe on the privileges of Members.

## 2. DUES EXEMPTION:

[a] At a Member's request, that Member's partner and/or children shall have the privileges of Guests without payment of registration fees. In lieu of a partner, Members attending with children may bring a Guest to provide child care without payment of guest fees.

[b] Adult guests will be charged full price for ticketed events (e.g., banquets). Children under 12 years of age will be charged half price for ticketed events.

[c] Emeritus Members shall be charged virtual registration fees for in person attendance. Emeritus Members attend virtually at no charge. They shall be encouraged to make financial contributions to NEEPS. They shall retain all the rights and privileges of Members of NEEPS.

## **ARTICLE X AFFILIATIONS**

NEEPS may establish affiliation with and have representation in the Councils, Publications, and Associations of other organizations which have interests compatible with the goals of NEEPS. Affiliation shall be authorized by a two-thirds vote of the Members present and voting at a Meeting, provided a petition for affiliation has been presented to the Members through the Directors at least one (1) year prior to final action. Such affiliation shall be discontinued when action by the affiliated organization is deemed by the Board of Directors contrary to the interests and purpose of NEEPS. Evolutionary Behavioral Sciences is the official journal of NEEPS, and is coowned with the American Psychological Association.

## **ARTICLE XII AMENDMENTS AND REFERENDA**

1. NEEPS may, by vote of two-thirds of the Members present and voting at any Meeting, adopt such By-Laws or amendments to By-Laws as are consistent with NEEPS' Certificate of Incorporation and are deemed necessary for the management of the affairs of NEEPS, provided a full statement of the proposed By-Laws or amendments to By-Laws and Constitution has been mailed in paper or electronic format to the last known addresses of all Members not less than fifteen (15) days prior to the date of the Meeting.

2. By-Laws or amendments to By-Laws may also be adopted by paper or electronic mail ballot. In this case, the Membership Officer shall establish a suitable deadline for the return of ballots and send an electronic or paper copy of the proposed changes to the last known address of each Member. Changes shall be adopted if two-thirds of the Members responding are in favor of the proposed changes.

3. When approved by the Members, By-Laws or amendments to By-Laws or Constitution shall go into effect at the beginning of the fiscal year.

4. Resolutions relating to any position to be taken by NEEPS shall be decided by a paper or electronic mail ballot of the Membership. A referendum may be initiated in one of three (3) ways:

[a] action of the Board.

[b] a simple majority vote of those Members voting at the Business Session,

[c] by a petition signed by ten per cent (10%) of the Membership and submitted to the President. The ballot shall contain pro and con position statements. The results of a referendum shall be decided by a simple majority of those voting.

### **ARTICLE XIII PROFESSIONAL CONDUCT POLICY**

**For the specific policy, procedure, and information sent out to members, please see APPENDIX A.**

NEEPS is a highly collegial society and to that end, the following policies are delineated herein to ensure that all members experience a safe and supportive context when taking part in NEEPS activities. Here, we define NEEPS activities broadly.

Definitions of "NEEPS Activities"

- Interactions during oral and poster presentations at the NEEPS annual conference;
- Interactions during the annual business meeting along with other meetings that take place during the conference;
- Interactions on the host campus during the duration of the NEEPS annual conference;
- Interactions during the annual conference that take place off campus but that primarily or exclusively include NEEPS members. This context may correspond to gatherings at restaurants, off-campus parties, bars, etc.;
- Email and other electronic communication at any time that directly bear on the business of NEEPS;
- Other interactions via any media that clearly bear on the business of NEEPS

In the context of such NEEPS-related interactions, activities and behaviors that fall under the following categories are considered inappropriate and against the spirit of NEEPS:

Inappropriate Activities and Behaviors

- Sexual harassment of any kind;
- Personal harassment of a non-sexual variety;
- Hate behaviors, such as derogatory comments regarding the ethnicity or sexual orientation of others, especially directed in a disrespectful manner;

- Menacing behaviors that lead to high levels of discomfort in others;
- Threatening behaviors that lead to high levels of discomfort in others;
- Physically aggressive behaviors – particularly in instances in which unwanted physical contact is initiated in an aggressive manner;
- Socially aggressive behaviors – including behaviors that exclude, demean, or intimidate others;
- Disinformation regarding NEEPS and/or NEEPS affiliates, intentionally false or inaccurate information that is spread deliberately;
- Disorderly conduct that leads to high levels of discomfort in others;
- Theft of personal and other possessions;
- Vandalism;
- Actions that are illegal in light of applicable state or local laws – particularly felony offenses

#### Consequences

Consequences associated with documented breaches of this policy will be determined by the President of NEEPS along with at least two other members of the Board deemed relevant to the particular situation. Such other members could include the Program Chair for a relevant conference.

The consequences of an agreed-upon breach of this conduct policy may include membership termination, as per NEEPS By-laws ARTICLE III.9. Depending on the gravity of the situation, other consequences will be considered in light of the specific circumstances. Severe instances may result in the full-scale investigation of the matter by the local police force.

#### **ARTICLE XIV. TAX STATUS**

1. NEEPS was formed and functions for educational and scientific purposes. Should the society apply and receive Section 501(c)(3) status from the Internal Revenue Code of 1954, the society will follow the Section 501(c)(3) Code such that no part of the net earnings of the organization shall be given as benefited or distributed to its members, Board of Directors, officers, or other private persons except that the organization shall be authorized to make payments and distributions to further the purposes set forth in its bylaws.

2. Upon dissolution of the organization, the Board of Directors shall pay or make provisions for the payment of all liabilities of the organization, then dispose of all its assets exclusively for the purposes of the organization in such a manner or to such organization(s) that are organized and operated exclusively for charitable, educational, or scientific purposes that at that time qualify the organization(s) for exemption under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended.

## APPENDIX A

### NEEPS PROFESSIONAL BEHAVIOR POLICY

**NEEPS values freedom of speech and scientific inquiry. NEEPS also values the freedom to attend professional conferences and engage in scientific discussions without fear of harassment or discrimination. Toward this goal, NEEPS has endorsed the following policy regarding professional behavior in all contexts within and surrounding professional interactions related to the society.**

**Harassment includes, but is not limited to:**

Offensive Verbal Comments  
Unwelcome Physical Attention  
Intimidation  
Sustained Disruption of Presentations or other Events  
Inappropriate Physical Contact  
Stalking/following  
Harassing/Non-Consensual Photography or Recording  
Physical Assault and/or Battery

This may take place in person or through other means of communication (internet, email, telecommunications, etc.).

**In relation, but not limited to:** Race, Color, National Origin, Gender, Gender Identity, Age, Body Size, Disability, Appearance, Sexual Orientation, Religion, Citizenship, Pregnancy, or Marital status.

The society also expects all members to comply with local, state, and federal regulations concerning personal interaction. In the event that members engage in unlawful conduct, authorities will be contacted.

**Definition of Sexual Harassment:**

- Harassment does not include scientific disagreements or research regarding harassment, sex, or any of the behaviors/designations above. Data based scientific findings are just that and should be discussed at conferences. Judgments based on those findings that overgeneralize or justify discriminatory behavior are not scientific, are in fact examples of scientific fallacies, and will not be tolerated.
- Sexual harassment refers to verbal, physical, and visual conduct of a sexual nature that is unwelcome and offensive to the recipient. Sexual harassment may include such conduct as sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; an unwelcome display of sexually suggestive objects or pictures; sexually explicit jokes; and offensive, unwanted physical contact such as patting, pinching, grabbing, groping, or constant brushing against another's body.

**Attendees asked to stop any harassing behavior are expected to comply immediately.**

**Scope of Policy:**

- This Anti-Harassment Policy applies to all attendees at conferences including: participants/attendees, speakers, guests, staff, press, and vendors/exhibitors. All

attendees are expected to comply with this policy at the conference venue and all conference related social events through the duration of the conference.

- This policy also applies to all society related correspondence, collaboration and professional interaction

#### **Procedure:**

##### **Reporting an Incident:**

- Anyone can report harassment. If you are being harassed, please contact a NEEPS board member immediately (see program).
- If you are at a conference and cannot find an Eboard member to assist you, please go to registration desk to see if staff can locate an E-board member for you. Stay with the registration staff and notify them if you feel unsafe.
- All complaints will be treated seriously and will be investigated promptly.

##### **Disciplinary Action:**

- All reports of harassment will be directed immediately to NEEPS organizers who may consult with and engage other staff, leaders and legal counsel as appropriate.
- If necessary, we will contact local law enforcement, provide escort, offer a safe place or otherwise assist those experiencing harassment and attempt to create a safe environment.
- In response to a report of harassment, NEEPS may take any action they deem appropriate. Such actions range from a verbal warning, to ejection from conferences to revocation of membership.
- NEEPS may also deem it necessary to report the incident to the home institution.

**It is part of the mission of NEEPS to create a professional environment where all members are free to share their research and ideas without harassment. NEEPS is a society for scientific discussion and advancement, not harassment.**

**THIS SECTION IS AN INTERNAL DOCUMENT FOR ADMINISTRATIVE PURPOSES:**

#### **NEEPS HARASSMENT PROCEDURE**

##### **Before the conference**

###### **Establish your escalation procedure:**

- The first step in enforcing the policy is to educate the conference staff.
- Registration desk staff should know who to contact if someone makes a complaint.
- Staff should be able to quickly identify and document people involved in incidents
- Staff should be able to quickly contact Executive Board members.
- Executive Board members should know the procedure
- Documents should be prepared and accessible to all Board members should an incident arise.
- Every staff member should know who holds the responsibility to deal with reports.
- The secretary/archivist should maintain a folder of reports that are accessible to E-Board members.

##### **During the conference**

###### **Make your reporting mechanism clear**

- You have to learn that harassment has happened before you can do anything about it, so make reporting harassment easy and straightforward.
- Start with publishing contact information for the conference organizers on the conference web site and program.

- Board members should be present as an obvious face-to-face point of contact at conference events (keynotes, busy hallways, talks, social events, etc.).
- Make sure the Board is easy to recognize.
- Provide a list of Board members, phone numbers, and email addresses at the registration desk.
- Board members should be readily available throughout the conference and make themselves available to deal with other types of harassment outside of conferences throughout their tenure.
- At minimum, have some way of notifying all concerned Board members about incidents as they happen - e.g., the organizers' mailing list, a list of cell phone numbers to text or pre-created group text message service, etc.

### **Record reports**

- Documentation of all reports is necessary to recognize repeat offenders, problematic situations, and predictors of events.
- All Board members must document, in writing, reports. Word of mouth is not acceptable.
- Details of incidents should be written in documents immediately (see report document template). Reporters may be asked to send more complete reports via email.
- Board members should assure the reporter that the E-Board takes their report very seriously.
- All reporters should be listened to without or criticizing or questioning their truthfulness.
- Board members who take reports may not be able to, and should not try to, give exact details of how the anti-harassment policy will be enforced in worst-case scenarios.
- At least two Board members should deal with any given report (see above).
- **Proposed process:** involved parties will be separately emailed blank reports and instructed to fill them out and email them to specified Eboard member. That Eboard member will place them in a Google Drive folder designated for that incident.

### **Report template (see other document as well):**

- Names of those involved in incident
- Contact information of the reporter for follow up.
- Clear documentation of who was involved if reporter is not victim
- Record of who was present/witnessed the event.
- Specific, detailed account of the incident with specific attention to words said and actions taken, particularly physical contact or threats.
- Whether or not the victim/reporter feels safe
- Whether or not the victim/reporter would like an escort, to where and for how long
- What the reporter/victim would like to see done about the situation
- The reporter should be reassured that the report will be taken seriously.
- Reports will be solicited from the reporter, the accused, and any witnesses.

### **After the conference/outside the conference**

#### **Enforce incidents reported after the event**

- If there is behavior reported that violates the conference's policy that is not able to be enforced during the conference itself, reports should still be addressed according to the policy.
- Enforcement should be consistent: unacceptable behavior from a well-liked keynote speaker should be treated consistently with the same unacceptable behavior from an otherwise unknown attendee.
- The submission of a report should never result in retaliation against the person who filed that report.

- False reports may be treated as violations of policy themselves. This must be stated in the policy (see below).
- In the event of a conflict of interest among those enforcing the anti-harassment policy, those people should disclose that this conflict exists, and take guidance on whether they should recuse themselves from the proceedings.

### **Outside the conference**

- NEEPS will not tolerate harassment of members via the NEEPS Facebook group, Facebook page, Tumblr page, other social media pages, or official accounts.
- If a member experiences harassment outside of the society and as a result does not feel safe at a NEEPS conference, they are encouraged to notify the Executive Board for potential accommodations/escort.

### **Deciding when to allow harassers to stay or return**

A harasser will often want to stay at the conference or return next year. Main criteria for decisions should include:

- Previous incidents, if they exist
- Severity of violation
- If the harasser will continue to violate code of conduct or escalate
- Responsibility for safety of future attendees

The involved members of the E-Board may take vote to determine punishment type and duration.

### **Institutional memory**

- If a person's behavior warranted consequences that extend to the next conference or beyond (not allowed to present or return, et cetera), this information should be recorded and retained for the next conference, or passed along to the organizers of the next conference, if there is a change in conference leadership.
- Incident reports should be kept in a password protected online folder accessible to E-Board members.
- Arguably, all reports should be kept indefinitely and should be accessible to Board/committee members.