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# Society Handbook

for

## *The American Society for Matrix Biology*



Version 2.4

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## Revision History

Name	Date	Reason for Changes	Version
Jennifer Holland, ED	11/17/11	Initial Draft	Draft 1.1
Jean Schwarzbauer, President	10/10/12	Edited draft	Version 1.2
Kendra LaDuca, ED	10/11/12	Updated management info	Version 1.2a
Jean Schwarzbauer	10/15/12	Final edits before sending to EC	Version 1.3
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Kendra LaDuca, ED	08/21/13	Addition of Iozzo Award	Version 1.7
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Kendra LaDuca, ED	4/11/16	Updated award information	Version 1.9
Kendra LaDuca, ED	12/22/2016	Minority Travel Award update	Version 2.0
Kendra LaDuca, ED	6/28/2017	Addition of approved Communication Policy	Version 2.1
Kendra LaDuca, ED	10/23/2017	Addition of Founders Award	Version 2.2
Kendra LaDuca, ED	12/26/2018	Reconfiguration of committees	Version 2.3
Kendra LaDuca, ED	3/26/2019	Added Iozzo Trainee Award	Version 2.4

# 1 Statement of Objective

The mission of the ASMB is to promote basic, translational, and clinical research on the extracellular matrix (ECM), cell-ECM interactions, and ECM-based therapies and devices, and to support the growth and professional development of the ECM research community. The ASMB will accomplish this mission by promoting interactions among academia, scientific societies, industry, and government; facilitating dissemination of relevant knowledge and new findings; providing mentoring opportunities to junior scientists; and advocating sustained funding for research and education.

The composition of the ECM is diverse, encompassing much more than the classical structural components. Thus, ASMB's reach is broad and includes (yet not limited to) research on:

- Structural ECM components
- Mechanisms of eukaryotic or prokaryotic cell interaction with ECM components, as occur via integrins, syndecans, and other receptors
- How the interactions with the ECM impact cell behavior, signaling, and gene expression
- The orderly progression of ECM formation during development
- The disruption of the ECM and ECM-mediated processes in heritable and acquired diseases
- Applying this knowledge to making translational advancements in therapeutics, tissue engineering and regenerative medicine.

Because of its diversity and broad reach, ECM biology ties together a number of basic, translational, and applied disciplines such as developmental and cell biology, biochemistry, cancer biology, inflammation, orthopedics, rheumatology, dermatology, pulmonary medicine, bioengineering, and much more.

One of the principal functions of the ASMB is to provide a forum for ECM biologists of diverse disciplines to meet, interact, exchange ideas, and develop new collaborations. The ASMB Biennial Meeting has been, and will continue to be, the society's most effective means to promote interactions, but we are now reaching out to our members and ECM professionals through our new website and hope that our network of scientists can continue to thrive and grow through this medium.

## 1.1 Resources

As tools to achieve these goals, the Society will consider how best to use its resources in regard to:

1. Management of the Society;
2. Conduct of scientific meetings;
3. Publication of scientific materials;
4. Educational, mentoring, and career activities;
5. Support of a productive and open dialogue among members via its website; and
6. Relationships with scientists with shared interests in matrix biology worldwide.

## 1.2 Statement of Society Purpose

1. To facilitate global association of persons studying matrix biology and related areas;
2. To stimulate sharing and formally presenting observations relevant to matrix biology;

3. To foster outstanding research pertaining to matrix biology;
4. To sponsor and undertake activities that are beneficial to the objectives of the Society;
5. To provide advice and support for training, mentoring, and professional development of matrix biologists;
6. To serve as a formal vehicle for advocating for resources and policies that support intellectual efforts to advance the study of matrix biology;
7. To do all things necessary or consistent with the objectives and purposes of this Society that is not prohibited by law.

## 2 Society Officers

A historical tracking of those serving in these positions is to be maintained and serve as an appendix to this document.

### 2.1 Executive Committee

The Executive Committee is made up of the society President, President Elect, Past President, and Secretary/Treasurer.

#### 2.1.1 President

##### 2.1.1.1 Authority

The President is the Chief Executive Officer of the Society and normally presides at scientific meetings, and all meetings of the Council.

##### 2.1.1.2 Term of Office

Serves one term of two years duration after which the individual continues to serve as a member of council as Past President for an additional 2 year term.

##### 2.1.1.3 Responsibilities

1. Presides at all meetings of the membership and of the Council in accord with the parliamentary procedures as specified in Robert's Rules of Order. Required and traditional meetings: Council Meeting in conjunction with the Biennial Meeting and Business Meeting of the membership held during the Annual Meeting. The President may call special meetings of the Council as necessary.
2. Executes decisions of the Council and membership.
3. Authorizes travel for all officers and committee members relative to the performance of Society business. Travel can only be authorized when need is established and alternative funding is not available.
4. Records requirements and conditions for all grants and makes sure they are met on time.
5. Develops annual calendars and insures adherence to the timetable of activities for various officers and committees.
6. Maintains and keeps current the Society Handbook, reviews Handbook annually and informs Society office of additions or deletions.
7. Makes committee chair and committee liaison appointments, subject to approval of Council at the Biennial Meeting as needed based on term limits. If vacancies occur, the President will appoint a replacement.
8. Serves as advisor in regards to Society finances.
9. Signs legal documents: President signs contracts in the name of the Society.
10. Signs letters of notification for society elections.
11. Presents awards at the biennial meeting.
12. With the Executive Director, sends letters of thanks to all individuals associated with the planning and execution of the Biennial Meeting (Organizers, Chairs of Symposia, Donors, Exhibitors and Sponsors).
13. Can convene conference calls with the Executive Committee and any interested Council Members as needed between the scheduled Council meetings.
14. In addition to standing committees, the President has the authority to create Task Forces from the membership to pursue very specific goals. Generally, these groups will accomplish their goals in 1 to 3 years and then disband. However, the tasks of some groups may be more longstanding, in which case the Task Force can transform into a standing committee.



15. Prepares slate of nominees for standing and ad hoc committees for approval by Council at Biennial Meeting

## **2.1.2 President-Elect**

### **2.1.2.1 Authority**

The President-elect is one of the most important offices of the Society, because this person must understand fully the ongoing activities and concerns of the Council and Society and provide continuity of decision-making and executive action. Accordingly, the President-elect will begin to participate fully in the affairs of the society immediately upon election and shall become at that time an *ex-officio* member of Council.

### **2.1.2.2 Term of Office**

Serves one term of two-year duration, after which he/she assumes the presidency of the Society.

### **2.1.2.3 Responsibilities**

1. Identifies goals and/or initiatives that she/he will implement during tenure as President.
2. Serves as Biennial Meeting Program Chair and is responsible for submission of NIH and other funding applications.
3. Assists the President in administering the affairs of the Society as requested by the President.
4. Serves as a member of the Executive Committee
5. Presides at meetings of membership and Council in President's absence or inability to serve.
6. Attends and serves as a member of Council meetings and special meetings called by the President.

## **2.1.3 Past President**

### **2.1.3.1 Authority**

The Past-President provides an “institutional memory” and experience to the Council. S/he is a full member of the executive committee as an officer of the society and is a voting member of council.

### **2.1.3.2 Term of Office**

Serves a two-year term, directly after the two years serving as President of the Society.

### **2.1.3.3 Responsibilities**

1. Acts as a voting member of the Executive Committee and Council
2. In the event both the President and President-Elect are unable to fulfill the defined leadership duties, the Past President will lead the Council effort to restore the chain of power.
3. Serves as Chair of the Nominations Committee.

## **2.1.4 Secretary/Treasurer**

### **2.1.4.1 Authority**

The Secretary/Treasurer is the chief recording officer of the Society. The general responsibility of the Secretary/Treasurer is to record and maintain minutes and proceedings of meetings of Council and is the Chief Fiscal Officer of the Society. The Secretary/Treasurer is responsible for safeguarding all funds

belonging to the Society. The Secretary/Treasurer monitors the disbursement of funds according to the budgets approved by Council; ensures that the proper records, accounts, and accounting procedures are maintained; and presents an annual audit and financial statement of the Society's business to Council.

#### **2.1.4.2 Term of Office**

Serves a four-year term and can be reelected once.

#### **2.1.4.3 Responsibilities**

1. As a member of Council, attends all Council meetings and special meetings called by President and/or the President-elect.
2. Renews the corporate status of the society.
3. Prepares detailed notes on the deliberations at these meetings; from these prepares minutes for distribution to the officers and members of the Council. Prepares list of approved motions and of action items (Minutes are to be prepared within one month of these meetings.)
4. Keeps a running list of items decided by the Council that should be brought to the attention of the Society membership. Interacts with the President, President-elect and Executive Director to keep action items moving towards completion.
5. Oversees the following activities of the Society office:
  - a) Membership application and directory accuracy.
  - b) Membership business meeting at the annual meeting.
6. Monitors the disbursement of all Society's funds in accordance with budgets assigned to the national office, officers and committee members.
7. Reviews fiscal arrangement of contracts for the Society and makes recommendations to the President.
8. Assures that annual financial reports are provided to Council.
9. Prepares a provisional annual budget that consists of individual budgets for Society activities, dues, newsletter, and the Biennial meeting, with assistance of the Executive Director, and presents this budget to the Council for approval.
10. Reviews biennial meeting budget, one year prior to the meeting and makes recommendations to the Council for approval.
11. Ensures that the Society's financial records are adequately maintained.
12. Serves on the Executive Committee.
13. Signs the annual Society Tax Return.

## **2.2 Councilors**

### **2.2.1 Authority**

The Society is governed by a Council composed of the Society Executive Committee, and ten elected Councilors. The Council serves to execute decisions of the membership, to propose legislation to the membership and to execute, between Biennial Meetings, decisions for the orderly conduct of Society business. Decisions of the Council are by majority vote.

### **2.2.2 Term of Office**

Elected Councilors serve a four-year term and are not eligible for reelection until one year after expiration of a full four-year term. Two Council members are elected each year.

### **2.2.3 Responsibilities**

1. The Council has broad powers directed at carrying out the decisions and wishes of the membership. The actions of officers and the composition and recommendations of various committees of the Society are under the surveillance of the Council, which in turn is answerable to the membership.
2. The actions of the Council shall be directed toward the betterment of the Society and the scientific community. With the help and approval of the membership, the Council shall set the general policies of the Society and guide its activities.
3. Among the most important activities of the Council are those of setting general policies regarding the organization of the annual meeting, and the collection, handling, and dispensation of Society monies.
4. Councilors are expected to attend council meetings as held and in association with the biennial meeting of the society.

## **2.3 Fundraising Chair**

### **2.3.1 Authority**

The Fundraising Chair takes the lead in seeking financial support for the society and for the biennial meeting from corporate, government, and other outside sources. The Fundraising Chair is usually a voting member of Council. The position is filled by recommendations from council and appointment by the President.

### **2.3.2 Term of Office**

Serves a two year term and can be re-appointed once.

### **2.3.3 Responsibilities**

1. Serves as Chair of the Fundraising Committee.
2. With the assistance of the Executive Director and Program Chair (President-elect), organizes fundraising efforts for the biennial meetings including submitting applications to funding agencies (e.g. may be asked by the President-elect to help with an R13 application to NIH), soliciting financial support from industry and other private agencies, and coordinating fundraising initiatives.
3. Works closely with the Executive Director's staff in maintaining and augmenting a database of potential funding sources and keeping reliable records of contacts in agencies and of the contributions of all contacts.

## 3 Vendor Contracted Services

### 3.1 Administrative Services:

- Maintain a permanent society office to include a permanent address, phone and fax number, email address, internet site, etc.
- Maintain records and working files in one permanent location readily available to the society.
- Liaise with executive officers and board.
- Route necessary items to appropriate officers, board, and committee members.
- Edit and arrange for printed literature / documents as requested. Identify printing, newsletter formatting sources that offer a competitive price.
- Coordinate election and provide election support.
- Supervise website maintenance and updates, ASMB website ([www.asmb.net](http://www.asmb.net)).
- Arrange for and supervise e-mails and mailings to members.
- Work with Executive Committee and Council to increase membership.
- Assist committees as directed.
- Assist in fund raising as directed
- Work with Secretary/Treasurer to develop budget for projected revenue / expenses.
- Plan and implement a marketing campaign for membership recruitment and meeting attendance.
- Work with ASMB leadership to implement the strategic plan.
- Oversee and enhance effectiveness of the ASMB website
- Review and suggest changes of society by-laws as needed.

### 3.2 Management of Biennial Meeting

#### 3.2.1 Site Selection

- Prepare request for proposals (RFPs) from local sites in city chosen by chair or council.
- Work with local convention and visitor bureaus to identify the most suitable venue.
- Arrange site visits at proposed options.
- Accompany meeting chair to the sites.
- Negotiate and finalize contract.
- One site visit prior to meeting date for logistical coordination.

#### 3.2.2 Advertising

- Work with designer (contract designing fees not included) on preparing a save-the-date postcard, brochure, poster, program and other needed advertising materials.
- Work with associated journals and societies to market meeting via journal ads and website postings.
- Arrange for printing and mailing (printing and mailing fees not included) of all said materials.
- Compose and send email blasts to membership and other available lists as needed.

#### 3.2.3 Website

- Work with contracted website design services to create a meeting page with appropriate informational links for all aspects of the meeting.
- Work with contracted website design services to create online registration tools processing credit cards.

- Maintain regular updates to meeting website with new meeting information.

### 3.2.4 Speakers

- Track speakers based on names provided by meeting/program chair.
- Compose and send speaker confirmation letters.
- Follow-up communications with speakers regarding session titles, accommodation needs as indicated and other speaker special needs.

### 3.2.5 Registration

- Online registration set-up as outlined in website section above.
- Track incoming registrations, reporting as requested on current statistics.
- Preparation of registration materials.
- Provide on-site registration staffing (if additional on-site staffing is needed, services will be contracted separately).

### 3.2.6 Logistics

- Identify time line for meeting project management.
- Secure appropriate audio-visual (AV) contract.
- Secure appropriate Poster board and/or Exhibitor Booth contract as needed.
- Work with contracted services to finalize floor plans and AV needs.
- Track hotel pick-up lists as applies to venue contractual requirements.
- Compose and finalize all banquet event orders with the venue for room set-ups and catering needs.
- Plan banquet as requested either in the venue or identify alternate options.
- Secure space and catering needs for associated Council Meeting.
- In the case of a joint meeting with another society, coordinate all ASMB activities and planning with manager of the other society.

### 3.2.7 Awards, Abstracts, and Guest Symposia

- Secure plaques as requested for identified award recipients.
- Work with web applications developer selected to secure and open abstract submission and review sites.
- Work with appropriate committee to stay within time constraints in facilitating review and selection of abstracts for posters and selected talks.
- Track and communicate with selected poster and oral presentations for acceptance and scheduling.
- Work with designated Guest Symposia coordinator(s) to organize sessions.

### 3.2.8 Program

- Compose and maintain an evolving program structure.
- Prepare front matter for printed program.
- Work with abstract submission contractor to prepare and submit abstracts for program.
- Work with selected program publisher or online publisher on timeline and submission of all materials for program.
- Prepare and print addendum of late breaking abstracts and program items as necessary.

### **3.2.9 Fundraising**

- Prepare a meeting prospectus for distribution to potential sponsors.
- Work with fundraising committee and serve as administrative liaison for communications with potential sponsors.
- Track confirmed sponsors and fulfill sponsor agreement in accordance with prospectus.
- Provide confirmed sponsors with appropriate paperwork to finalize contributions.

### **3.2.10 Meeting Budget**

- Prepare meeting budget and update upon review by President, Secretary/Treasurer, and Program Chair.
- Provide reports on meeting associated spending upon request.

### **3.2.11 Meeting evaluation services**

- Prepare and launch a web based survey to meeting attendees post-event.
- Provide summary report of survey findings.

## **4 Committees/Task Forces**

### **4.1 Nominating and Awards Committee**

#### **4.1.1 Authority**

The Nominations Committee is tasked with soliciting nominations for various awards. The committee has the authority to select the winners of all ASMB awards based on applications. The committee also prepares a slate for the annual and biennial elections for President-elect, Secretary/Treasurer, and Council to fill vacant slots.

#### **4.1.2 Membership**

The Nominations Committee shall be chaired by the Past President who chairs the committee for the two year term immediately following their term as President . The committee can have up to three volunteers from Council as selected by the chair. These members serve a one year term which may be repeated once.

#### **4.1.3 Duties and Responsibilities**

1. The committee identifies individuals who should be considered for both the Senior and Junior Investigator Awards presented at the biennial meeting.
2. Identifies individuals to be considered for election as officers and/or into council.
3. Review related web pages and make suggestions for keeping content up-to-date.

### **4.2 Finance and Fundraising Committee**

#### **4.2.1 Membership**

The Finance and Fundraising Committee is chaired by the society Secretary/Treasurer. Members include the President, President-Elect, Past President, Fundraising chair, and the Executive Director. 1-2 other members as appointed by the President is appropriate. This group will prepare a provisional annual Society budget and submit it for Council approval. Additionally this group will focus on a) government grants, b) corporate sponsorships, and c) corporate membership and relations.

#### **4.2.2 Authority**

It is the responsibility of this Committee to prepare an Annual Society Budget and submit it for Council approval. This budget shall include estimated income sources and appropriate estimates of expenditures of committees, officers, meetings, and publications. The committee makes recommendations concerning investment policies to the Council and considers means to increase Society income. This group has the authority to act on behalf of the society with regards to partnerships and relationships with corporate entities and government granting agencies in an effort to obtain financial support for the society

#### **4.2.3 Duties and Responsibilities**

1. Prepares a consolidated annual budget to be submitted for Council approval. The budget shall be prepared in consultation with the Society Office. The budget shall specify expenditures for all officers, Council and all standing committees of the Society.
2. Reviews annually the financial records of the Society.

3. Makes recommendations to Council regarding means of increasing Society income, investment policies, justifiable expenditures, and cash balances.
4. Makes recommendations to Council concerning the raising and disbursing of funds relative to the Biennial Meeting and Program.
5. Assists in the performance of Treasurer's duties.
6. Recommends policy relative to allowable expenses concerned with necessary travel of officers or committee members and symposium speakers.
7. Sets rules (subject to Council approval) relative to required receipts and record keeping on the expenditure of budgeted funds by Officers and Committee Chairs.
8. Reviews activities of Fundraising Committee to ensure coordination of solicitations in support of Annual Meetings.
9. Reviews related web pages and makes suggestions for keeping content up-to-date.
10. Contact corporate representatives and establish and maintain long term relationships which will yield meeting sponsorship and corporate memberships.
11. Explore expanding benefits to corporate members to grow the pool of this membership category.

## **4.3 Communication and Outreach Committee**

### **4.3.1 Membership**

This committee shall be composed of a chair as appointed by the President and four members from the general membership appointed by the President, each serving four years. Members can be identified by a call for volunteers in the newsletter.

### **4.3.2 Authority**

The committee formulates general policy concerning all publications and website and makes final decisions concerning publications and website, subject to review and approval by the council. The primary purposes of this body are to modify and maintain the ASMB newsletter and website as a viable means of communication, responsive to the needs of the membership, with oversight from the Council. The Committee works closely with the ASMB Executive Director to meet these goals, to maintain and update the Website, newsletter, and any other society communiqués.

### **4.3.3 Duties and Responsibilities**

1. Reviews suggestions from the ASMB membership regarding all publication-related issues, deliberates and makes final recommendations on all matters concerning publications of the Society, both in terms of scientific merit and cost.
2. Works with the newsletter editor-in-chief in compiling issues annually.
3. Review related web pages and make suggestions for keeping content up-to-date.
4. Review website content and suggest regular updates.
5. Investigate new technology as related to website design and function for continuing website functionality improvements.
6. Investigate social media and other technologies to improve the general marketing of the society in serving the membership.



## **4.4 Membership Committee**

### **4.4.1 Membership**

The Membership Committee is composed of a chair, usually a current member of Council and appointed by the President, plus 4 to 5 members, each serving a term of three years. A council member, as appointed by the President, will serve as a liaison between the committee and the council.

### **4.4.2 Authority**

The primary purposes of this body are to increase individual memberships in the Society and to determine effectiveness of member recruitment initiatives. This may include a review of member benefits and efforts to increase networking opportunities for members. The committee chair also confers with the Executive Director on acceptance of new member applications and Emeritus applications.

### **4.4.3 Duties and Responsibilities**

1. Handles all requests for Emeritus membership.
2. Reviews membership drive efforts and makes recommendations for enhanced processes.
3. Tracks membership numbers and committee liaison reports to council.
4. Reviews member benefits and makes suggestions on enhanced programs.
5. Review related web pages and make suggestions for keeping content up-to-date.

## **4.5 Professional Development and Diversity Committee**

### **4.5.1 Membership**

The Professional Development and Diversity Committee is composed of a chair as appointed by the President from Council plus 3 to 4 members, each serving a term of three years and is eligible for re-appointment. The council may suggest, and the President appoint, a new chair from the pool of current committee members.

### **4.5.2 Authority**

The group has the authority to plan activities and propose programs focused on professional development, career transitions, career mentoring, and diversity of the society. Issues relevant to membership at any stage of their career will be addressed with special emphasis on young investigators. Proposals are to be provided to Council for approval.

### **4.5.3 Duties and Responsibilities**

1. Plan and organize a biennial event for the membership to be held at the biennial meeting. Breakfast round-table discussions, grant writing workshop or other career-related workshops on topics of interest for young investigators. Discussion leaders and presenters for these sessions are to be sought from among the professional membership of the ASMB.
2. Reports to Council via the liaison on activities.
3. Enhance the knowledge and skills of ASMB members through access to educational and mentoring opportunities.
4. Development of career development events at ASMB meetings and of the Society's website content.
5. Maintenance of a list of "Resources" on the ASMB webpage (Members only) with topics such as career advice, starting a new lab, the informed job search, etc.
6. Review related web pages and make suggestions for keeping content up-to-date.



## **5 Annual Meetings**

### **5.1 Scientific Program Chair(s)**

#### **5.1.1 Membership**

The Chair of the biennial meeting is the current President-elect of the society. Additional co-chairs may be selected from the membership with approval by the council. If the meeting is defined as being joint with another society, the ASMB Scientific Program Chair will work jointly with the other society's named chair to complete the duties.

#### **5.1.2 Authority**

The Chair(s) will work to ensure that the biennial meeting for which he/she is responsible is conducted with the excellence to which the Society aspires and is currently accustomed to. The Program Chair shall work closely with the Executive Director and coordinate their activities with the President of the Society, the Executive Committee, and Council. The chair is authorized to make decisions about the scientific program and meeting budget as approved by the Executive Committee.

#### **5.1.3 Duties and Responsibilities**

1. Chair should begin work immediately upon assignment.
2. Forms a program committee of at least five members broadly representative of the areas of matrix biology. Two members of the committee should be current members of Council.
3. Reviews member survey input from previous years for topic/speaker consideration.
4. Works with the Fundraising Chair to ensure financial security and sponsor support of the event, utilizing personal contacts in industry wherever possible.
5. With the Program Committee, plans keynote, plenary and concurrent sessions including topics and invited speakers.
6. Contacts invited speakers with formal invitation.
7. Finalizes Scientific Program as approved by the Program Committee and Executive Committee.
8. Identifies the venue city and site along with the Executive Director and Executive Committee.
9. Coordinates other events related to the meeting in planning the program.
10. Reviews submitted abstracts for selected talks and poster presentations. May utilize input of concurrent session chairs/invited speakers for these selections.
11. Works with Executive Director to ensure proper marketing of the meeting to include a "save the date" postcard, "call for abstracts" brochure and regular web and email postings.
12. As requested, works with societies or individuals requesting to hold a "Guest Symposium" prior to or after the annual meeting.
13. Works with the Executive Director and publication services to ensure proper submission of abstracts for electronic publishing.
14. Utilizes contacts with local members and meeting supporters to aid in meeting planning.

### **5.2 Guidelines for Scientific Program**

1. Online survey's requesting input from members and past attendees is processed each year and should be utilized in programming future programs.
2. Keynote address should be given on the first evening of the meeting in association with the official opening of the Biennial Meeting and the speaker should be a scientist of high stature and among the foremost in his/her field.
3. Senior and Junior Investigator Awardees to be programmed as Plenary and Concurrent speakers, respectively.

4. Plenary Sessions chaired by council members or others at appropriate professional level lasting 1.5 hours and composed of 3 invited speakers (30 min each)
5. Sixteen Concurrent Sessions (running 3 at a time) lasting 1.5 hours each and consisting of one invited speaker who will also serve as the session chair (30 min) and 3 selected talks (20 min each)
6. Guest Symposium as proposed by outside societies or individuals
7. Social events such as Opening Reception and social mixer
8. Two Poster Sessions (usually held during lunch or evening reception times)
9. Required ASMB Council and other society committee meetings
10. Scientific papers chosen for selected talks should be collated from a cohesive grouping.
11. Special session as organized by society committees such as workshops and panel discussions.
12. Structure open to change as long as no such changes have detrimental effects on the meeting budget, program quality etc. All changes to normal structure must be approved by the Program Committee and Executive Committee of the society.

### **5.3 Guidelines for Meeting Marketing**

1. Regular and updated Web postings on society website. Should begin immediately once a venue city and hotel have been defined.
2. Reciprocal postings on related society websites
3. Email blasts to ASMB database and other available databases
4. "Save the date" postcard (appendix) to include venue, dates and topics (one year prior to meeting). Keynote included if possible. Postcard to be mailed to database after the previous year's meeting and, if possible, presented onsite during the meeting. Also, display as a slide during meeting intermissions.
5. "Call for abstract" brochure (appendix) (early spring to coincide with the opening of registration and abstract submission. Document should include full preliminary program of Plenary and Concurrent sessions and speakers and all other available details. The Call for Abstracts should clearly indicate the areas of scientific interest of the Society. Great care should be made to make these explicit, interesting and timely.
6. Other various personal contact and networking wherever possible

### **5.4 Guidelines for Abstracts**

1. Abstract should be submitted by invited speakers if possible although this is not required
2. Regular abstract submission is open from early spring until early-mid-summer each year and submissions will be reviewed for inclusion as selected talks and poster presentations. Submission may also be reviewed for awards
3. Abstracts are submitted through an online system as provided by contracted services and will include options for oral and poster preference as well as award applications.
4. All abstracts will be accepted as poster presentations as long as the Program Chair and Program Committee agree with the quality, content and validity of the submissions. Those chosen as selected talks will have the option to also provide poster presentations as long as the space exists at the venue to include these in the poster program.
5. Late breaking abstract submission will open for 2-3 weeks in the mid-late summer prior to the meeting to allow submission of the most current work possible. Submissions will be considered for poster presentations and will be accepted as long as the Program Chair(s) agree with the quality, content and validity of the submissions

### **5.5 Guidelines for Sponsorship Solicitation**

1. At least one year prior to an annual meeting, a prospectus of the meeting (appendix) is to be prepared and sent to all potential meeting supporters. The prospectus includes a statement of meeting purpose and focus, preliminary program and sponsorship level options.

2. NIH R13 grant (appendix) is to be applied for at the appropriate time in consideration of the NIH deadlines for submission. President contacts NIH Institutes to request letters of support for the application. President-elect prepares proposal with input from the Executive Committee.
3. Regular emails and contacts should be made by the Program Chair, Fundraising Chair, Executive Committee, and all Council members on an ongoing basis to secure funds for the meeting.
4. In accordance with best practices, sponsors will not be provided any preferential treatment in the scientific program with regards to abstracts or invited speaker. Sponsors will be provided only with the benefits as outlined in the prospectus

## **5.6 Biennial Meeting Site Selection**

1. Sites and times for future meetings, which are determined by the Scientific Program Chair(s) on advice of the Program Committee and as approved by Council, should be chosen at least two years in advance.
2. Consideration of the following details is required:
  - a. Site of the meeting. Recommended hotel(s) in that city with a description of the convention facilities available for our biennial meeting.
  - b) Proposed date (month and year). Biennial Meetings are traditionally held between late September and early November every other year
  - c) If a pre-meeting workshop is being recommended, a statement as to where it will be held in relation to the Biennial Meeting should be issued
  - d) Availability of local financial support and effect of site selection on other potential sponsorships.
  - e) Access of the city to commercial transportation.
  - f) Features of the city that would be attractive to the membership of the Society.
  - g) Room rates and general expenses that would apply to both the individual attendees and the meeting budget as a whole.
  - h) Local community of scientists with interest in matrix biology.

## 6 Awards

### 6.1 Senior Investigator Award

The Senior Investigator award is presented to an established researcher for outstanding, continued contributions to the field. To be considered for this prestigious award, the nominee must be a current ASMB member, be active in matrix-related research, and be well recognized for making important scientific contributions to matrix biology. The awardee is invited to speak at one of the Plenary Sessions during the biennial meeting and is presented with a plaque, an honorarium of \$1000, and complimentary conference registration. Nominations are called for from the membership prior to the biennial meeting. The ASMB Nominating Committee, chaired by the Past President, will make the final selection among candidates, subject to the approval of the ASMB council.

### 6.2 Renato Iozzo Award

This award will be given to a mid-career investigator, 5-15 years from their first faculty or equivalent appointment, in a fashion that distinguishes the qualifications of the awardee from the recipients of the current Junior and Senior Investigator Awards. The vision of this award is to identify an outstanding, associate professor-level researcher who is “up and coming rather than established”. The person should be distinct from the Junior and Senior awards. It is hoped that this award will encourage the awardee to stay in the field and to “give back”. The ASMB Nominating Committee, chaired by the Past President, will make the final selection among candidates, subject to the approval of the ASMB council. Award nominations must originate from ASMB members and be accompanied by a complete CV and at least three letters of support, including one from an ASMB sponsor. The additional letters should come from leaders in the discipline who may or may not be ASMB members. The sponsor’s letter should provide an in-depth description of the candidate’s accomplishments and their impact on the discipline of matrix biology as well as a listing of key papers and accomplishments. Additional letters, solicited by the sponsor or the selection committee should emphasize the scientific impact of the candidate’s current work and the prospect of continuing contributions to the field. The awardee will be required to be an active member of the ASMB at time of the award, and he/she will be required to deliver a platform talk during the biennial meeting of the Society. The award will be presented at the biennial meeting and will consist of a plaque, a \$5000 honorarium, and complimentary conference registration.

### 6.3 Junior Investigator Award

This award is presented to a newly established, independent investigator who has already made a high-impact finding (or findings) and who shows much promise for continued accomplishments. To be considered for this prestigious award, the nominee must be within 6 years of their first faculty or equivalent appointment, be a current ASMB member, and hold an entry-level faculty appointment (e.g., Instructor, Assistant Professor, or equivalent) at an accredited institution or be an entry-level scientist in industry. Nominees for the Junior Investigator Award are put forth by a sponsor and must include the CV of the nominee, a letter of support by the sponsor, and at least one other letter of support. The ASMB Nominating Committee, chaired by the Past President, will make the final selection among candidates, subject to the approval of the ASMB council. The awardee is invited to speak at a Plenary or Concurrent Session during the biennial meeting and is presented with a plaque, an honorarium of \$750, and complimentary conference registration.

\*within 6 years their first faculty or equivalent appointment.

## 6.4 Student Travel Awards

### 6.4.1 Selected Talks

Five (5) Travel Awards will be given to outstanding abstracts selected for oral presentation in thematic concurrent sessions at the ASMB biennial meeting. To be considered for one of these awards, the candidates must be a trainee (i.e., a student or postdoctoral fellow) and an active ASMB member. Each candidate needs to indicate their preference that their abstract be considered for an oral presentation by checking the appropriate boxes on the abstract submission form. Candidates must submit a CV and letter of recommendation (from an advisor or other senior investigator) during the abstract submission process. The abstracts are reviewed by Executive Committee or Program Committee before the meeting and those chosen will then be informed. Each awardee is presented with a certificate and an honorarium of \$500 and will be recognized at the meeting.

### 6.4.2 Poster Presentations

Five (5) Travel Awards are selected onsite at each biennial meeting by a panel of judges who review the presented posters. The award is open to students and postdoctoral fellows who indicate at the time of abstract submission that they wish to apply for the award. Candidates must submit a CV and letter of recommendation (from an advisor or other senior investigator) during the abstract submission process. These awards are limited to active ASMB members. The award is presented onsite at the biennial meeting and is accompanied by a certificate and an honorarium of \$500.

### 6.4.3 Minority Travel Awards

Three (3) Travel Awards will be given to minority candidates who submit outstanding abstracts for presentation at the ASMB biennial meeting. To be considered for one of these awards, the candidate must meet the criteria of a minority or member of an underrepresented population as defined on the NIH website. Candidate must be a trainee (i.e., a student or postdoctoral fellow) and an active ASMB member. Each candidate needs to indicate their preference that their abstract be considered for an oral presentation by checking the appropriate boxes on the abstract submission form. Candidates must submit a CV and letter of recommendation (from an advisor or other senior investigator) during the abstract submission process. The abstracts are reviewed by Executive Committee or Program Committee before the meeting and those chosen will then be informed. Each awardee is presented with a certificate and an honorarium of \$500 and will be recognized at the meeting.

## 6.5 Founders Award

The ASMB Founders Award is named to honor the individuals whose efforts led to the establishment of the Society. This award will recognize the highest level of scientific excellence in extracellular matrix and cell-matrix interactions in **young scientists** in transition toward their first independent career positions, and who have demonstrated a visible commitment to a career in matrix research and the activities of the ASMB. The Award ceremony will include presentation of a plaque and a brief presentation at the Conference. The awardee's presence at the ASMB Conference will include support for travel, registration, and two nights' lodging.

Appropriate applicants should be ASMB members who are scientists in training, who have not yet received a fully-independent faculty appointment, and who are within 7 years of award of their doctoral degree. Women and minority scientists are strongly encouraged to apply.

Applicants will be asked to submit an application package as a PDF document that contains (1) a complete NIH biosketch, (2) a one-page statement describing their most significant contributions to date, involvement with the ASMB, future research directions relevant to the field of matrix biology, and (3) copies of up to three peer-reviewed research publications (not reviews) illustrating a commitment to matrix-related research. Separately, applicants should solicit three letters of recommendation from mentors/senior collaborators (not fellow trainees) in the field of matrix biology.

## **6.6 Iozzo Trainee Award**

Three Iozzo Trainee Awards will be presented in conjunction with each ASMB Biennial Meeting. One award will be given to a graduate student and two awards given to postdoctoral fellows who have demonstrated outstanding contributions to the field of matrix biology and a continuing commitment to matrix biology research. The awards will include an honorarium of \$1000 each. Candidates must be ASMB members enrolled in a Ph.D. program or with no more than 5 years of postdoctoral training at the time of nomination submission. Selection criteria will include matrix-related publications, total publications, having secured independent fellowships, and a demonstrated interest in matrix biology. Requirements include: a letter of nomination from a mentor or close collaborator who is an ASMB member, a statement from the applicant summarizing his/her contributions to the field of matrix biology and addressing the candidate's career plan as it relates to matrix biology, a Curriculum vitae, and an abstract submitted to the ASMB biennial meeting.

Up to six nominees will be selected to present their research at a special session at the ASMB biennial meeting. The winners will be chosen based on the scientific quality of their overall body of work, commitment to a career in matrix biology and the submitted abstract. These awards will be supported by the Iozzo Award Fund.

## **6.7 Other Awards and Honors**

Any recommendation for new awards and honors made by the Council or membership will be referred to the Nomination Committee for discussion and recommendation. The Nomination Committee can initiate recommendations and other ideas for Awards and Honors appropriate to the goals and objectives of the Society.



## 7 Policies/Procedures

### 7.1 General Rules for Society Expenditures

1. Society funds for travel require prior budgeting and prior Presidential approval unless specified herein. Where practical, reimbursement for the lowest available transportation cost and lowest suitable hotel/motel accommodations will be used.
2. Society contractual agreements will be reviewed by the Society Office prior to consummation. The President is authorized to sign contracts in the name of the Society.
3. All reimbursements are ruled by the ASMB reimbursement policy with regards to councilors, invited speakers, etc.

### 7.2 Elections

The Nominations Committee shall evaluate annually the offices in the society that will become open in the next year. A review of these positions is discussed and a slate of potential candidates is prepared for approval. The nominated candidates are to be considered based on the following:

1. Prior history of participation in Society activities (e.g., attendance at the annual meeting, appointed service on Society committee, service in elected positions or offices). For some offices, specific Society activities may be highly desirable (e.g., for President, the candidate should have served on Council).
2. Strength of scientific accomplishments and contributions.
3. Prior experience in administrative activities either of a general nature such as service in other scientific societies or of a specific nature such as providing expertise appropriate to a specific office.
4. The candidate should state willingness and availability to serve in the specific role.

Once an approved slate is obtained, membership status is confirmed and candidates have accepted the nomination, elections for offices will be presented to the membership via an online survey. Elections should be held in the fall such that the elected individuals are announced and take office at the beginning of the next calendar year.

### 7.3 Guest Society Symposia at Other Meetings

By consent of the council, ASMB will consider sponsoring guest society symposia at other society meetings. The meetings must have relevance to members of the Society and all meeting co-organizers must be full time members of the Society in good standing. All selected speakers representing the Society must also be current members in good standing. Organizers for these guest society symposia will be solicited through the ASMB council and are encouraged to recruit speakers who are located near the meeting. ASMB will also provide a meeting link on the Society's meetings website to assist with publicity for the meeting.

These funds will be dictated by the ASMB Reimbursement Policy (appendix). These provisions will only be honored if the host society agrees to:

1. Include the society's name on meeting announcements/flyers etc.
2. Allow the ASMB organizer to use ASMB slides and distribute ASMB materials (meeting announcements, newsletters, membership applications, etc.) at the symposium.
3. The meeting does not conflict with the biennial ASMB meeting.

## **7.4 Membership**

### **7.4.1 Procedure for Membership Application**

The Society welcomes applications for membership from any person whose qualifications and interests have been demonstrated by experience and publications. Applicants will send the society office a copy of their current CV and/or NIH biosketch. These documents are to be maintained by the society office. Once credentials are confirmed, the individual may join the society via online application and payment or via fax. If there is a question of the validity of an application, the final decision is to be made by the Membership Committee. Application for membership is not complete until payment has been received.

### **7.4.2 Criteria for Full Membership**

1. Applicants for membership should have an academic degree at the doctoral level and provide evidence of scientific achievement. The degree requirement may be waived in special instances at the discretion of the Membership Committee.
2. Documentation required for membership shall consist of a list of relevant publications in refereed journals.
3. Applications will be reviewed and approved by the Society office.
4. A check or credit card charge for annual dues payable to the Society must accompany the application.

### **7.4.3 Criteria for Post-Doc/Student Membership**

1. The Society welcomes applications for membership from post-doctoral researchers and students whose interests have been demonstrated by experience and/or publications.
2. Documentation required for membership shall consist of:
  - a) A list of relevant publications in refereed journals.
  - b) Student status confirmed by the department chair or by the student's advisor.
3. Student membership shall be renewable each year for a maximum of five (5) years and shall expire two (2) years after completion of the doctoral degree. Application for full membership in the Society will then be reviewed. Student membership does include voting privileges in the Society.
4. Payment for annual dues payable to the American Society for Matrix Biology must accompany the application.

### **7.4.4 Emeritus Membership**

A member may be granted Emeritus status if s/he: has retired from active research or training; is a current paid member in good standing; and has been a member for at least ten consecutive years. Requests are to be directed to the Membership Committee for approval. Members who wish Emeritus status because of prolonged disability from work may also apply but must fulfill the same tenure requirements. Emeritus members:

1. Are exempt from membership dues.
2. May subscribe to Matrix Biology at the reduced rate granted to members.
3. Will be listed in the directory as Emeritus member.
4. May register as member at the biennial meeting.
5. May vote in ASMB elections.

## **7.5 Communication Policy**

Official communications and statements of society positions are distributed by the Business Office to the membership and other audiences via the website and email communications. Text for standard communications related to membership and meetings follow standard templates. Communications outside of normal society business must receive Presidential and Council approval prior to distribution. Officers, Committee Chairs and others wishing to send a communication to the membership or other ASMB audiences, may provide a draft of text for approval to Council. Upon approval, the Business Office will distribute accordingly.

Social media is not considered an approved form of official society communications but may be used to further the reach of standard membership and meeting marketing efforts. Distribution of social media communications may be implemented by the Council appointed social media volunteer.