

# **Animal Behavior Society**

## **HANDBOOK OF THE EXECUTIVE COMMITTEE, COMMITTEE CHAIRS, LIAISONS, AND REPRESENTATIVES**

Updated Summer 2022

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## Constitution

### *ANIMAL BEHAVIOR SOCIETY CONSTITUTION*

*(Adopted 28 December 1964. Last revised April 2019).*

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#### Article 1. The Society Name

The name of this society is the "Animal Behavior Society".

## **Article 2. Purpose**

The purpose of this society shall be to promote and encourage the biological study of animal behavior in the broadest sense, including studies at all levels of organization using both descriptive and experimental methods under natural and controlled conditions. Both research studies and the dissemination of knowledge about animal behavior through publications, educational programs, and activities shall be encouraged.

## **Article 3: Membership**

Any person engaged in the scientific study of animal behavior or interested in furthering such study may apply for membership and be admitted to the Society. Members are expected to abide by the current version of Society's Code of Ethics and Member Conduct. Only members in good standing shall be entitled to vote on any of the affairs of the Society; members may be dropped for non-payment of dues or violation of the Society's Code of Ethics and Member Conduct. Changes to membership or awards resulting from violations to the Society's Code of Ethics and Member Conduct will be the result of a majority vote of the Executive Committee.

Classes of Membership: The Society shall consist of Members and Fellows. Fellows are members who have engaged in research in animal behavior for at least ten years and who in the opinion of the elected officers and current Fellows of the society have made distinguished contributions to the field. Not more than 10% of the active membership shall be Fellows (*Revised by Society-wide voting 2010*). All conditions of membership shall apply equally to Members and Fellows.

A student in good standing at a recognized college or university may apply for membership. Such application must be endorsed by a Member, Fellow of the Society, or by a Department Chairperson.

## **Article 4: Officers**

### ***Section 1.***

The officers of this Society are: President, First President-Elect, Second President-Elect, Past-President, Program Officer, Program Officer-Elect, Treasurer, Parliamentarian, Executive Editor, Secretary, Public Affairs Officer, Diversity and Equity Officer, and Graduate Student Representative (*Revision by society-wide vote 2020*).

### ***Section 2:***

Duties: To perform the functions and responsibilities stated in the Constitution and in the Bylaws, Article II.

### ***Section 3.***

Term of Office: The term of office shall be one year for President, First President-Elect, Second President-Elect, Past-President, Program Officer, and Program Officer-Elect. The term of office shall be two years for the Graduate Student Representative. The term of office shall be three years for Secretary, Treasurer, Parliamentarian, Executive Editor, Diversity and Equity Officer, and Public Affairs Officer. All terms will commence following the last date scheduled for the annual meeting, at which time the terms of the outgoing officers will end. The expiration date of the terms of the Secretary and Treasurer shall be arranged so only one is elected in any one year. A Program Officer-Elect shall be elected every year, becoming Program Officer the following year. A Second President-Elect shall be elected each year, becoming successively First President-Elect, President, and Past-President. In the cases of death or resignation of the President or First President-Elect, these offices shall be filled by the above stated succession. Other offices becoming vacant shall be filled by special election of the membership. Officers are eligible for re-election, but are limited to two terms in any one office (*Revision by society-wide vote 2020*).

### **Article 5: Executive Committee**

The officers of the Society listed in Article 4, Section 1, and three Members-at-Large shall comprise the Executive Committee, which is empowered to conduct the business of the Society between meetings. Members-at-Large of the Executive Committee shall be elected for terms of three years with one member elected each year.

### **Article 6: Meetings**

The Society shall hold at least one regular business and scientific meeting per year, the time and place of the meetings to be determined by the Executive Committee. Notice of all meetings shall be announced in the NEWSLETTER at least one month before the date set for the meeting.

A quorum for the Executive Committee shall be at least 2/3 of the committee's voting members. A quorum for the Society shall be thirty members. All actions of the Executive Committee shall be reported to the membership at the annual business meeting (*Revised by society-wide voting 2018*).

### **Article 7: Standing Committees**

Chairpersons of standing committees shall be appointed by the President with the consent of the Executive Committee; membership of the committees shall be appointed by the President in consultation with the Committee Chairperson, and reported annually to the Executive Committee. The membership of standing committees shall be appointed for terms of not more than three years. Members may initiate the formation of committee activities by request for authorization and approval from the Executive Committee at any time, or from the membership at the annual business meeting (*Revised by society-wide voting April, 2019*).

## Article 8: Elections

### *Section 1.*

General Elections: Whenever an office becomes vacant or is scheduled to fall vacant, the Nomination Committee shall, through the Secretary, publish to the membership at least thirty days before voting occurs the name(s) of qualified individuals willing to serve who are members in good standing. Additional nominations for all positions except for the Graduate Student Representative may be made in letters to the Executive Committee signed by five or more members in good standing and submitted by the deadline announced in the NEWSLETTER. The full slate of graduate student representatives shall be narrowed at the business meeting followed by an electronic ballot after the meeting. Elections shall be held by mail or electronic ballot, with provision for write-in votes. The Secretary shall tabulate and record the vote, and notify the candidates and the Executive Committee of the results of the election. The candidate receiving the highest number of votes cast for that office shall be elected; in case of tie, a run-off election shall occur. The results shall be announced in the next NEWSLETTER. (*Revision by society-wide vote 2020*)

### *Section 2. Impeachment:*

a. Impeachment of Officers: All elected officers of the Society are impeached from office for failure to carry out their duties as outlined under Article II of the Bylaws or violations of Article 13 of the Constitution. Such action shall be taken whether or not the impeachable offenses were performed with malicious intent.

b. Initiation of Impeachment: Impeachment proceedings may be initiated by the presentation of a petition for impeachment to the members of the Executive Committee. The petition must be signed by at least 3% of the members of the Society. The petition should outline in detail the offenses and available evidence.

c. Prosecution and Proceedings: Upon receipt of a petition as described in Subsection b, the accused officer shall relinquish his office until the proceedings are completed. The Executive Committee shall give the petition for impeachment to the Parliamentarian which shall be responsible for the investigation and prosecution of the charges.

The impeachment proceedings shall take place before a quorum of the Executive Committee called together in emergency session within 120 days of the presentation of the petition for impeachment. The Executive Committee shall decide the culpability of the officer by majority vote. The impeached officer, if convicted, may appeal the decision of the Executive Committee to the general membership at the next annual meeting. A two-thirds majority of members voting at that meeting shall be necessary to reverse the decision.

d. Succession: When the petition for impeachment has been filed, the office relinquished shall be filled in the following manner:

(1) The President or First President-Elect shall be replaced by the officer designated in Article 4, Section 3, of the Constitution.

(2) The Executive Editor shall be replaced by a member of the Editorial Advisory Board chosen by the President and approved by the Executive Committee.

(3) The Second President-Elect, Past-President, Secretary, Treasurer, Program Officer, or Parliamentarian shall be replaced by a Member-at-Large appointed by the President with the consent of the Executive Committee.

The interim appointee shall serve until a permanent replacement is elected. If the appeal of the impeached officer fails, or if no appeal is made, a special election shall be held for replacement.

e. Appointed Positions: Persons appointed by the President, such as committee chairpersons, serve at the pleasure of the Executive Committee. Their resignation may be requested by the Executive Committee. The vacancy will be filled by an appointee of the President with the consent of the Executive Committee.

### ***Section 3. Election of Fellows:***

a. Election of Fellows shall be conducted annually by a secret ballot of the Executive Committee.

b. The number of Fellows shall not exceed 8 in a given year.

c. Nomination of Fellows shall be from the list of members in good standing of the Animal Behavior Society.

d. Members and members-elect of the Executive Committee are not eligible for nomination during their service on the Executive Committee.

e. Each active Fellow and each member of the Executive Committee may nominate one prospective Fellow.

## **Article 9: Dues**

### ***Section 1.***

The Society shall be empowered to collect annual dues.

### ***Section 2.***

The Executive Committee shall be empowered to change dues as needed.

## **Article 10: Bylaws**

## **Section 1.**

Bylaws: for the Society may be enacted by the membership. The Bylaws may be amended or new ones enacted by a majority vote, a quorum being present, at any business meeting of the Society.

### **Article 11: Amendments to the Constitution**

Amendments may be proposed by the Executive Committee, by a majority vote at a business meeting, or by a petition to the Executive Committee signed by 15 or more members of the Society. Proposed amendments to the Constitution must be submitted to the membership for voting by mail, email, or other transmission method as the Executive Committee deems reasonable and confirmed by a two-thirds vote of those members returning marked ballots. The results of the vote shall be announced in the next issue of the Newsletter (*Revised by Society-wide voting 2016*).

### **Article 12: Liaison and Relationship with Other Societies**

#### ***Section 1.***

Other societies interested in the study of animal behavior may be invited by the Executive Committee to a mutual exchange of non-voting representatives.

#### ***Section 2.***

Visiting foreign scientists engaged in animal behavior research and not members of the Animal Behavior Society may present papers at annual meetings and, for a period of not more than two years, receive the ABS NEWSLETTER. This courtesy shall be requested of the Society.

### **Article 13: General Prohibitions**

#### **Section 1.**

Notwithstanding any provisions of the Constitution or Bylaws which might be susceptible to a contrary construction:

- a. The Society shall be organized and operated exclusively for scientific and educational purposes;
- b. No part of the net earnings of the Society shall or may under any circumstances inure to the benefit of any private shareholder or individual, except for services rendered, designated awards, or research grants administered by the Society;
- c. Not more than 20% of the activities or proceeds of the Society shall consist of carrying on propaganda, or otherwise attempting to influence legislation;

d. The Society shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office;

e. The Society shall not be organized or operated for profit;

f. The Society shall not:

(1) lend any part of its income or corpus, without the receipt of adequate security and reasonable rate of interest to;

(2) pay any compensation, in excess of a reasonable allowance for salaries or other compensation for personal services actually rendered to;

(3) make any part of its services available on a preferential basis to;

(4) make any purchase of securities or any other property for more than adequate consideration in money or money's worth from;

(5) sell any securities or other property for less than adequate consideration in money or money's worth to; or

(6) engage in any other transactions which result in a substantial diversion of its income or corpus to any officer, member of the Executive Committee, or substantial contributor to the Society.

The prohibitions contained in Subsection f do not mean to imply that the Society may make such loans, payments, sales, or purchases to anyone else, unless such authority be given or implied by other provisions of the Constitution or Bylaws.

## **Bylaws**

### [Article I. Dues](#)

### [Article II. Duties of the Officers](#)

### [Article III. Duties of the Executive Committee](#)

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### [Article V. Code of Ethics and Member Conduct](#)

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### [Article VII. Distribution on Dissolution](#)

## **Article I. Dues**

Section 1. Annual dues shall be the sum of the society membership fee plus a percentage of the cost to the society of delivering the journal to the member in the format or formats chosen by that member (*Revised at ABS Business Meeting, 2011*).

Section 2. Members may apply to the Treasurer for Emeritus status upon retirement.

## **Article II. Duties of the Officers**

### **Section 1. President:**

- a. Preside over the Executive Committee and business meetings and assume overall concern for the affairs of the Society.
- b. With the consent of the Executive Committee, appoint the Chairpersons of standing committees of the Society and such temporary committees as may be desirable; appoint membership of standing committees in consultation with the Committee Chairperson.

### **Section 2. First President-Elect:**

- a. Assume the duties of the President in the latter's absence or inability to serve.
- b. Serve as Chairperson of the committee to determine the recipient of the Founders' Award (see Article VI).

c. Serve as a member (ex officio) of the Board of Professional Certification.

**Section 3. Second President-Elect:**

a. Substitute for the First President-Elect in case of absence or inability to serve.

b. Serve as a member (ex officio) of the Education Committee.

c. Serve as Chairperson of the committee to determine the recipient of the Warder Clyde Allee Award (see Article VI).

d. Distribute rules and coordinate the program presentation for the Warder Clyde Allee Award.

**Section 4. Past-President:**

a. Substitute for the Second President-Elect in case of absence or inability to serve.

b. Serve as member (ex officio) of the Education Committee.

c. Serve as Chairperson of the Nomination Committee.

d. Serve as Chairperson of the Career Awards Committee.

**Section 5. Secretary:** *(revised by vote at EC meeting 2017)*

a. Coordinate arrangements for Executive Committee and business meetings and record the minutes thereof.

b. Conduct all authorized mail and electronic mail ballots.

c. Make purchases and employ assistance as authorized in the budget in order to expedite the business of the Society. The Secretary shall be reimbursed from the funds of the Society for such expenses.

**Section 6. Treasurer:**

a. Coordinate with the Central Office in the collection of all dues for the Society and be in charge of all funds received by the Society.

b. Coordinate with the Central Office in the mailing of notices of dues to members annually and the receipt of dues.

c. Present a financial statement of the Society as of June 30 to the Executive Committee.

c. Prepare the annual budget and submit the budget to the Executive Committee for review and approval.

d. Disburse funds and oversee the disbursement of funds by a designated employee of the Central Office of the Society on requisition from the appropriate officers and committee chairs as specifically set forth in the approved budget.

e. Serve as Insurance Representative for the Society (*Enacted at ABS Business Meeting, 2009*).

**Section 7. Program Officers:**

a. Organize and coordinate programs for scientific meetings.

b. Coordinate the organization of symposia and workshops and receive and arrange the titles and abstracts of papers submitted for the scientific meetings of the Society.

c. Advise the hosts of regional meetings in procedures and in setting up local committees.

d. Arrange for publication and distribution of the abstracts of meetings of the Society.

**Section 8. Executive Editor:**

a. Serve as Executive Editor or Editors of the journal(s).

b. Encourage balanced publication of both field and laboratory studies having fundamental relationship to the natural life of animals.

c. Each Executive Editor shall appoint Associate Editors and members of the Board of Consulting Editors, subject to the approval of the Executive Committee.

d. Fill vacancies on the Editorial Board as appropriate, subject to the approval of the Executive Committee.

e. Along with the outgoing Ethics Editor, advise the President on appointment of the Chair of the Animal Care Committee, as that Chair also serves as Ethics Editor for the journal, *Animal Behaviour* (*Revised at 2013 ABS Business Meeting*).

**Section 9. Parliamentarian:**

a. Serve as Parliamentarian at all Business and Executive Committee meetings.

b. Revise the [Constitution](#), [Bylaws](#), and [Policy](#) as directed by appropriate vote of the membership or Executive Committee.

**Section 10. Public Affairs Officer** (*enacted at EC meeting 2017*)

a. Chair the Public Affairs Committee

b. Take charge of the society's efforts in media outreach, social media, and advocacy.

c. Oversee editing of the ABS newsletter.

**Section 11. Graduate Student Representative** (*enacted at EC meeting 2017*)

- a. Represent graduate student views and interests in Executive Committee meetings

**Section 12. Diversity and Equity Officer** (*proposed at EC meeting 2020*)

- a. Officer whose focus is primarily issues of diversity, equity, and inclusion for all activities of the Animal Behavior Society.
- b. Member of the Diversity Committee and the Nominating Committee

**Article III. Duties of the Executive Committee**

***Section 1. Duties of the Officers:***

- a. Conduct the affairs of the Society between meetings and review and establish policies and procedures in line with the Constitution and Bylaws of the Society.
- b. Set the time and place for meetings, decide qualifications for membership in the Society, consent to appointments by the President, and prepare agenda for the business meetings.
- c. Confirm nominations by the Editors for the Editorial Board.
- d. Approve budget recommendations and establish the annual budget; approve expenditures in any budget category in excess of the annual budget. This shall be done at a designated meeting of the EC at approximately the end of the fiscal year (Oct/Nov).
- e. Appoint required representatives to various boards, councils and societies for terms to be specified and recorded by the Secretary.
- f. Meet at the time of the annual meeting of the Society, consider proposals by any member of the Society, receive committee reports, and conduct other business. When feasible, the meeting should be held before the business meeting so the actions of the Executive Committee can be made known to the membership.
- g. A subset of the officers, consisting of the President, Past President, Program officer, Diversity and Equity Officer, and other officers designated by the current president or executive committee, shall comprise the Safe Behavior Committee which will review allegations of behavior in violation of the Society Code of Ethics and Member Conduct and recommend actions to the full Executive Committee as detailed in Animal Behavior Society Policy.

***Section 2. Duties of the Members-at-Large:***

- a. Serve in an advisory capacity to the officers and may be called on to fill temporarily vacant offices, chair ad hoc committees, or may be appointed as liaison persons with other societies.

- b. Serve on the Research Grants Committee with the senior Member-at-Large chairing the committee.
- c. Serve on the Career Awards Committee.

## **Article IV. Duties of the Committees**

### ***Section 1. Committee Chairs:***

- a. Committee Chairs shall be appointed for three years, with reappointments possible (*Enacted at the ABS Business meeting, 2009*).

### ***Section 2. Membership Committee:***

- a. Shall consist of a Chairperson appointed for three years and at least three other members each appointed to a three-year term such that at least one term expires each year.
- b. Is responsible for solicitation and recruitment of professionals and students as new members in Animal Behavior Society and for coordinating the necessary dues with the Treasurer.
- c. Is responsible for the creation and distribution of descriptive literature and information on goals, membership, dues, and benefits of the Society to individuals and groups interested in the Society.

### ***Section 3. Education Committee:***

- a. Shall consist of a Chairperson appointed for three years and at least six members appointed for staggered terms of three years each, such that at least two terms expire each year. The Second President-Elect and the Past-President shall serve ex officio. The Chairperson may appoint advisory members for one-year terms.
- b. Shall pursue activities that promote quality instruction and training in the area of animal behavior.
- c. Shall determine the recipient of the Penny Bernstein Distinguished Teaching Award (*Revised at 2013 ABS Business Meeting*).
- d. Shall meet at annual Society functions, when feasible.

### ***Section 4. Nomination Committee:***

- a. Shall consist of the immediate Past-president as Chairperson, the Diversity and Equity Officer, and the two Presidents who preceded him or her in office (*Revision at business meeting 2020*).
- b. Shall assemble a slate of at least one candidate for Executive Editor, Secretary, Treasurer, and Parliamentarian, and at least two candidates for all other elected offices of the Society. (*Revised at ABS Business Meeting, 2019*)

c. Forward said slate of candidates to the Secretary who will arrange for its publication in ballot form in the NEWSLETTER.

***Section 5. Animal Care Committee:***

a. Shall consist of a Chairperson appointed for three years and at least six members appointed for staggered terms of three years each, such that at least two terms expire each year.

b. Shall maintain a file on current federal and international legislation on animal welfare, endangered species, importation of research animals and related areas.

c. Shall provide advice to members who seek counsel regarding treatment of animals in proposed research, and be available for consultation by the Editor of ANIMAL BEHAVIOUR.

d. Shall inform the membership of new legislation and other important events relevant to the care and treatment of research animals.

e. The Chairperson shall additionally serve as Ethics Editor for the journal, *Animal Behaviour*, with specific responsibility of addressing all potential violations of animal care guidelines in submitted manuscripts (*Revised at 2013 ABS Business Meeting*).

***Section 6. Public Affairs Committee:***

a. Shall consist of a Chairperson appointed for three years and at least three members appointed for staggered terms of three years each, such that at least one term expires each year.

b. Shall receive and evaluate Resolutions submitted by the membership and present these, if appropriate, to the membership for vote at the annual Business Meeting. Shall make available to the membership the ABS procedures for submission of Resolutions.

c. Shall be responsible for promoting an appreciation and understanding of animal behavior and ethological research among the public at large.

***Section 7. Film Committee:***

a. Shall consist of a Chairperson appointed for three years and at least three members appointed for staggered terms of three years each, such that at least one term expires each year.

b. Shall maintain a film list of animal behavior films.

c. Shall work with the Program Officer in developing film sessions at the annual meeting.

d. Shall determine the recipients of the Jack Ward Film Award and the Animal Behavior Society Film Award (see Article VI). If unable to attend, the Chairperson of the Film Committee shall appoint a member of the committee to chair the judges.

***Section 8. Historian:***

- a. Shall consist of a Chairperson appointed for three years.
- b. Shall facilitate transfer of archival material to the Smithsonian Institution.
- c. Shall maintain the archives of the Animal Behavior Society.

***Section 9. Research Grants Committee:***

- a. Shall consist of the members-at-Large, with the Senior Member-at-Large as Chairperson, with at least three additional members appointed for staggered terms of three years each, such that at least one term expires each year.
- b. Shall annually award research grants of up to (U.S.) \$2000 to members of the Animal Behavior Society. No member may receive more than one award in any one year and the Treasurer in consultation with the Executive Committee shall designate the dollar amount to be awarded each year (*Amended at ABS Business meeting, 2009*).

***Section 10. Applied Animal Behavior Committee:***

- a. Shall consist of a Chairperson and Associate Chair each appointed for three years (and workload divided as the committee chooses) and at least five members appointed for staggered terms of three years each, such that at least two terms expire each year. (*Revision at business meeting 2020*)
- b. Shall identify and consider issues in applied animal behavior, bring these issues to the attention of the general membership and make recommendations to the Executive Committee.
- c. The Chair people shall work closely with the Chair and members of (*Revised at 2013 ABS Business Meeting*) the Board of Professional Certification, appointed by the President with approval of the Executive Committee, to conduct the Program for Certification of Applied Animal Behaviorists.
- d. The Chairperson shall include in the annual report to the Executive Committee any pertinent information concerning the Board of Professional Certification during the past year, and do so until the last active certification has expired (*Revised at ABS Business Meeting, 2012; Revised at 2013 ABS Business Meeting*).

***Section 11. Society for Integrative and Comparative Biology***

- a. Following the nomination of two candidates by the Nomination Committee of the Animal Behavior Society; one candidate shall be elected chairperson of the Division of Animal Behavior, by members of the Division; the President of the Animal Behavior Society shall then appoint the elected person SICB Liaison for three years.
- b. Shall represent the Division of Animal Behavior to the Executive Committee of the Animal Behavior Society, but shall not be a voting member of the Executive Committee.

c. Shall make every effort to coordinate Division programs and activities with those of the Animal Behavior Society whenever such coordination and cooperation are in the best interests of the field of animal behavior, and therefore of both the Animal Behavior Society and the Society for Integrative and Comparative Biology.

***Section 12. Career Awards Committee:***

a. Shall recommend candidates to the Executive Committee for the Outstanding New Investigator, Quest, Exemplar, Distinguished Animal Behaviorist, and Exceptional Service (Article VI, Section 5) awards.

b. Shall consist of seven persons including the Past-President, who chairs the committee, three junior members (not more than five years past the Ph.D. at the time of appointment) appointed for staggered terms of three years each such that at least one term expires each year, and three senior members (the Members-at-Large) appointed for staggered terms of three years each such that at least one term expires each year.

***Section 13. Advancement and Investment Committee (Revised at 2014 business meeting):***

a. Shall consist of a Chairperson appointed for three years and at least three other members each appointed to a three-year term such that at least one term expires each year, and the treasurer as an ex officio member (*Revised at 2014 E.C. business meeting*).

b. Shall develop long-range planning regarding endowments for the Society.

c. Shall establish and maintain mechanisms for soliciting contributions and bequests to Society's endowment funds.

d. Shall propose to the Executive Committee guidelines for governing the donation of money and articles of value to the Society's endowments.

e. The Chairperson shall be the point of contact for all potential gifts and donations (*Enacted at 2014 business meeting*).

***Section 14. Conservation Committee:***

a. Shall consist of a Chairperson appointed for three years and at least six members appointed for staggered terms of three years each, such that at least two terms expire each year.

b. Shall consider ways to publicize the important role of behavior with regard to the conservation of animals.

c. Shall aid in promoting symposia and invited paper sessions at ABS and related meetings on the interface of behavior and conservation biology.

d. Shall compile information on funding opportunities for those working in the interface of behavior and conservation biology.

e. Shall determine the recipient of the Richard Buchholz Conservation Behavior Award. (*Added at the ABS Business Meeting 2019*).

***Section 15. Latin American Affairs Committee:***

a. Shall consist of a Chairperson appointed for three years and at least four members appointed for staggered terms of three years each, such that at least one term expires each year.

b. Shall be responsible for solicitation and recruitment of professionals and students from Latin America as new members in the Animal Behavior Society.

c. Shall work to increase participation of Latin Americans in ABS meetings, and to foster collaboration between North American and Latin American researchers via workshops and mini-courses in Latin America (*Revised at ABS Business Meeting, 2010*).

d. Shall meet at annual Society meeting, when feasible.

e. Shall disburse funds in accordance with ABS EC approval. Shall maintain separate funds for Latin American student travel to ABS meetings and academic development funds to conduct workshops, short courses, and symposia (*Revised at ABS Business Meeting, 2010*).

f. Shall provide international transportation costs for up to two active ABS members to travel to a Latin American country to give an invited behavior plenary/keynote talk. (*Enacted at 2015 EC meeting*).

***Section 16. Diversity Committee:***

a. Shall consist of a Chairperson appointed for three years, the Diversity and Equity Officer, and at least five members appointed for staggered terms of three years each, such that at least two terms expire each year. (*Revised by society-wide vote 2020*)

b. Shall advertise and disburse the Ethnic Diversity Award for the meetings, and work with the Development committee to increase funds available for the Ethnic Diversity Award.

c. Shall pursue and promote activities designed to increase the diversity of our membership.

d. Should compile and disseminate information on funding and other opportunities that are directed specifically towards ethnically diverse members of our society.

***Section 17. Early Career Researcher (ECR) Committee (voted by the EC and membership 2020):***

a. Shall represent the interests of Early Career Researchers (ECRs) in ABS. ECRs are defined here as any researcher who has yet to hold a permanent faculty position or equivalent (e.g., lecturer, professional researcher). ECR includes, but is not limited to, undergraduate students, graduate students (Master's and PhD), research technicians pre-graduate school, and postdoctoral researchers.

b. Shall consist of at least two (2) graduate students, (2) postdoctoral researchers (defined by their positions at the time of appointment), and the Graduate Student Representative who will chair the committee.

c. Shall determine its own procedures for nomination, elections, and appointments.

d. Shall survey ECR members of the ABS to gauge opinions and identify priorities that represent the interests of ECRs in ABS. The survey should occur approximately annually.

***Section 18. ABS Social Media Team (voted by the EC and membership 2020):***

a. Shall manage the communications via social media (Twitter, YouTube, and other relevant platforms) between ABS and members, general public, etc. The goal of the Social Media Team will be to represent the society's efforts in research, outreach, and teaching, including communicating information and efforts by the society.

b. Shall consist of no more than eight (8) members of ABS. Social Media Team members will serve for as long as they are willing, up to two (2) years. New Social Media Team members will be solicited by current members and vetted before joining.

c. Shall be led by the Social Media Representative, who will serve a two (2) year term as a non-voting member of the Executive Committee. The Social Media Representative will, ideally, be selected from members of the Social Media Team, but may also be nominated and appointed by members of the EC.

**Article V. Code of Ethics and Member Conduct**

Section 1. Ethics related to scientific practice:

Members of the Animal Behavior Society:

- a. Shall conduct their professional affairs in an ethical manner as prescribed in this Code, shall endeavor to protect the profession of Animal Behavior from misunderstanding and misrepresentation, and shall cooperate with one another to assure the rapid and accurate interchange and dissemination of knowledge about animal behavior.
- b. Shall use their knowledge, skills, and training to assist in achieving the harmonious interaction of the human species with other organisms and the environment.
- c. Shall conduct research with animals consistent with "ABS/ASAB Guidelines for the Use of Animals in Research and Teaching" and under the auspices of the appropriate institutional committee.
- d. Shall not represent themselves as spokesperson for the Society or imply Society endorsement except with prior approval of the Executive Committee.
- e. Shall be guided by the following in preparing research reports for publication or public presentation:
  - i. The authors of a research report should be all and only those who have made a significant scientific contribution to the research, except that no one should be listed as an author without his or her consent.

- ii. Intellectual property rights should be respected. In particular, authors should include unpublished data, personal communications, or concepts of others in publications only as stipulated in an agreed upon policy or by consent.
- iii. Authors of scientific publications should avoid plagiarism. In particular, because material not attributed to previous publications is assumed to be original, authors should give proper acknowledgment when previously published work is included in a research report. (An obvious exception is material, such as the Pythagorean theorem, that is so widely known that citing the original would be pedantic.)
- iv. Authors shall not present or publish material that is fabricated or falsified, or from data that cannot be verified.
- v. At the outset of supervised, mentored or other collaborative research arrangements, participants are urged to arrive at mutually agreeable policies regarding publication of the results, including responsibility for data analysis, sharing data and analytical procedures, manuscript preparation, authorship, and disposition of records. All parties involved should take responsibility for informing their collaborators of these policies or becoming informed, as appropriate.
- vi. Authors are encouraged to practice the principles of open, transparent, and reproducible research (e.g., The Open Science Training Handbook, <https://open-science-training-handbook.gitbook.io/book/>). Consequently, authors are encouraged to use FAIR (Findability, Accessibility, Interoperability, and Reuse) data practices (<https://www.go-fair.org/fair-principles/>).

## Section 2. Ethics and Member Conduct related to participation in Society events and other professional interactions

The Code of Ethics and Member Conduct provided herein applies to all members of the Animal Behavior Society including student, professional, amateur, and retired members, and to all participants in Animal Behavior Society and Society-sponsored events. Membership or participation in the Animal Behavior Society and its sponsored events constitutes an agreement to adhere to the Code of Ethics and Member Conduct. These policies cover member conduct in all professional and educational settings and related environments, and in relation to both members and non-members. These settings may include, but are not limited to:

- Any professional workplace, networking event, or activity;
- Conferences, meetings, discussion panels, and other activities at Animal Behavior Society affiliated or sponsored meetings;
- Professional and educational field work settings, including transport vehicles and housing associated with such settings;

- Educational environments, including formal and informal educational spaces and housing associated with them;
- Informal spaces where there are social activities with Animal Behavior Society members;
- Informal and professional social networking sites and online platforms both affiliated and not affiliated with the Animal Behavior Society.

Participants in any event (virtual or in-person) hosted or sponsored by the Animal Behavior Society shall agree to abide by the ABS Code of Ethics and Member Conduct Attendees shall:

- a. Treat all program leaders, participants, attendees, staff, and vendors with respect and consideration, valuing a diversity of views and opinions.
- b. Neither harass nor request or accept inappropriate favor from students, employees, or colleagues.
- c. Communicate openly with respect for others, critiquing ideas rather than individuals - e.g., shall avoid personal attacks directed toward other attendees, participants, ABS staff and suppliers/vendors.
- d. Respect the rules and policies of the meeting/event venue.

Event attendees found to be in violation may be asked to leave the event and associated hotel accommodations, without warning or refund and at cost to the attendee, and may face additional consequences as further detailed in the “Procedures for Reviewing Reported Violations of the Code of Ethics and Member Conduct.”

Unacceptable Behavior by ABS Society Members includes:

- a. Harassment, intimidation or discrimination in any form, as further defined below.
- b. Physical or verbal abuse.
- c. Disruption of any aspect of an ABS sponsored event.
- d. Disrespectful depiction of others

Harassing Behaviors that are prohibited and which may result in disciplinary action include:

1. Harassment in any form, including sexual harassment, denigrating jokes, stereotyping, or a recurring pattern of microinvalidations, microassaults, microaggressions, and microinsults (see Section 12);
2. Physical abuse or intimidation, including disregard for another’s safety;
3. Verbal or written abuse or intimidation (in-person or remotely), including but not limited to: harmful or negative comments related to race, color, national or

ethnic origin, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, level of education, disability, or veteran status;

4. Violating the previously communicated (verbally or nonverbally) physical, emotional, and sexual boundaries of others through the continuation of otherwise prohibited behaviors, or through verbal or written comments founded on any personal aspect of another individual;
5. Photographing, recording, or video-taping of others and/or the dissemination or distribution of photographs, recordings and video-tapings of others without their consent.
6. Display or distribution of images or recordings not directly related to scientific research involving provocative behavior, bigotry, nudity, sexual activities, or physical force against oneself, another person, or a community;
7. Intentional, unwelcomed physical behaviors (in-person or remotely), including but not limited to: stalking, physical contact, and aggressive or intimidating displays and/or body language;
8. Threats (implied or real) of physical, emotional, professional, or financial harm;

Any other behaviors that may reasonably be assumed to have the effect of creating, contributing to, or maintaining an environment that is hostile toward or damaging to a person or group.

Any member of the Animal Behavior Society or anyone associated with an Animal Behavior Society Sponsored event can report a case of alleged misconduct to the following email: [safebehavior@animalbehaviorsociety.org](mailto:safebehavior@animalbehaviorsociety.org) or in person or by email to any member of the Executive Committee.

Procedures for reviewing cases of alleged misconduct by Members of the Animal Behavior Society will follow those outlined in the current version of our “Procedures for Reviewing Violations of the Animal Behavior Society Code of Ethics” policy, which also includes a section discussing the “Procedure for Revoking Awards and Removing Membership, and a listing of the current members of the Executive Committee.

## **Article VI. Awards**

***Section 1. Warder Clyde Allee Award:***

For the best student paper presented in the Warder Clyde Allee Session at the Annual Animal Behavior Society meeting. Rules and applications shall be available from the Second President-elect.

***Section 2. Founders' Award:***

For the best poster paper, presented in the Founders Poster Session at the annual meeting of the Animal Behavior Society. Rules and applications shall be available from the First President-elect.

***Section 3. Film Awards:***

- a. Jack Ward Film Award: For the best non-commercial film on animal behavior presented at the annual Animal Behavior Society meeting. Rules and applications shall be available from the Chairperson of the Film Committee.
- b. Animal Behavior Society Film Award: For the best commercial film on animal behavior presented at the annual Animal Behavior Society. Rules and applications shall be available from the Senior Member-at-Large.

***Section 4. Research Grant Awards:***

For the support of the best research proposals submitted to the Research Grants Committee by members of the Animal Behavior Society. Rules and applications shall be available from the Senior Member-at-Large. Five such awards will be given specifically to support diversity and inclusion (established 2020).

***Section 5. Career Awards:***

- a. Outstanding New Investigator Award recognizes an outstanding contribution in animal behavior by a new investigator.
- b. Quest Award recognizes an outstanding seminal contribution in animal behavior.
- c. Exemplar Award recognizes a major long-term contribution in animal behavior.
- d. Distinguished Animal Behaviorist Award recognizes an outstanding career in animal behavior.
- e. Exceptional Service Award recognizes extraordinary service to the Animal Behavior Society.
- f. Diversity Award recognizing longstanding and exceptional contributions to the diversification of the Animal Behavior Society. (established 2020)

***Section 6. Penny Bernstein Distinguished Teaching Award: (Revised at 2013 ABS Business Meeting)***

For sustained excellence in animal behavior instruction. Coordinated by the Education Committee to promote quality instruction in the area of animal behavior.

***Section 7: Genesis Award***

For the best undergraduate student poster(s) presented at the poster session of the Annual Animal Behavior Society meeting. Rules shall be available from the Education Committee (*Enacted by 2011 Society Business Meeting vote*).

***Section 8: Richard Buchholz Conservation Behavior Award***

For advancing research using animal behavior to address conservation related issues. Rules shall be available from the Conservation Committee (*Enacted by 2019 Society Business Meeting vote*).

**Article VII. Distribution on Dissolution**

Upon the dissolution of the Society, the Executive Committee shall distribute the assets and accrued income to one or more organizations, but which organizations shall meet the limitations prescribed in Section 1, Subsections a-f of Article 13 of the Animal Behavior Society Constitution.

## ***ANIMAL BEHAVIOR SOCIETY POLICY***

*(Last revised 22 January 2019).*

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### **1. Membership**

a. Membership in the ABS may be granted at any time subject to approval by the Executive Committee.

Applications may be received and approved at any time.

To facilitate approval of applications so that a "backlog" does not occur, the Central Office or delegated representative should normally be delegated to act for the Executive Committee in this regard (*Revised at 2007 E.C. meeting*).

Only in questionable cases need the full Executive Committee pass on membership. This would occur where doubt as to sincerity or competence of the applicant are at issue. Decisions on these cases should be reached no later than the Society's annual business meeting.

b. The Society should encourage all individuals who have an interest in the biological study of animal behavior to join the Society and to take an active role in Society affairs (*Revised at 1992 E.C. meetings*).

c. Student members must provide the name of a faculty member, department head, ABS member in good standing, or other document showing their current student status when joining or renewing their Society membership. In questionable cases, the Central Office may require additional proof of student status prior to granting the student rate (*Revised by E.C. December 2006; July 2007*).

d. A membership list, maintained by the Central Office, will be published online and updated daily (*Revised by E.C. July 2007*).

e. Visiting foreign scientists engaged in animal behavior research and not members of ABS may present papers at annual meetings and, for a period of not more than two years, receive the ABS NEWSLETTER, upon request from the Secretary.

## **2. Editorial Policy with Respect to ANIMAL BEHAVIOUR**

a. Once a year the editorial decisions of the European and American Executive Editors will be jointly reviewed in an effort to keep editorial policies as uniform and effective as possible.

b. Every other year to make available a reasonable amount of money (to be determined by the Treasurer) to the Executive Editor, President, or Treasurer for travel to Europe to conduct business pertinent to ANIMAL BEHAVIOUR (*Enacted at 1987 E.C. meetings*).

c. At the discretion of the Executive Editor, additional editorial help in the American editorial office may be appointed, subject to approval by the Executive Committee (*1986; revised at 1992 E.C. meetings*).

d. Any submitted manuscript reporting procedures which appear questionable to the Editorial Office will be referred to the Animal Care Committee, preferably before review (*Enacted at 1983 E.C. meetings*). In the case of a recommended rejection by the Animal Care Committee, the Executive Editor will inform the President (*Enacted at 1984 E.C. meetings*).

e. The Society will compensate the associate editors \$1500/year and the executive editor \$3000/year. (*Enacted at 2014 E.C. meetings*).

f. All potential editors of a Special Issue (SI), including ABS presidents, must submit a proposal for the SI to the executive editors for approval. Proposals will be shared between UK and US offices. The goal of this request is to avoid content overlap among SIs. (*Enacted at 2016 EC meeting*)

### 3. Public Issues

a. The President with the consent of the Executive Committee may appoint commissions to represent ABS on public issues.

b. ABS will consider the passage of Resolutions by the membership. The Public Affairs Committee will initially screen all Resolutions.

c. In order that the membership be provided with the opportunity to consider resolutions prior to their presentation at the annual meeting of the ABS, the text of such resolutions should be sent to the Public Affairs Committee prior to the first day of the scheduled meeting. The Committee shall duplicate and make available copies at the registration area and a copy is to be placed on a bulletin board labeled PROPOSED RESOLUTIONS.

d. Procedure for the introduction of resolutions at the annual business meeting of ABS.

1. Resolutions deal with the timely and substantive political and social issues and are transmitted by the ABS to external agencies, organizations, or the general public.
2. Written resolutions should be submitted to the Chair of the Public Affairs Committee 60 days prior to the annual business meeting. Each resolution should provide direction to the President so that it can be acted upon promptly.
3. Timely issues may be submitted up to 24 hours prior to the annual business meeting for evaluation by the Public Affairs Committee.
4. The Public Affairs Committee, as one of its responsibilities, will receive, evaluate, and if necessary, edit submitted resolutions. In the event that editing is necessary, or if the Public Affairs Committee deems the resolution to be inappropriate to the aims of ABS, this decision shall be transmitted to the submitter(s) no later than 15 days prior to the start of the meeting during which the annual business meeting is convened. The initiator(s) of the resolution may appeal, in writing, to the Executive Committee. Final decisions regarding resolutions reached by the Executive Committee during its annual meeting will not be subject to appeal during the interval between the meeting of the Executive Committee and the annual business meeting. The Executive Committee should reach a decision on the appeal within 2 months following the annual meeting.
5. Approved versions of resolutions will be made available to the members during the course of the meeting by being posted on available bulletin boards; hard or projected copies of resolutions will be available for distribution or viewing at the annual business meeting.
6. Approval by a simple majority of members voting at the annual business meeting is required for passage of a resolution.
7. Regardless of the fate of a resolution at the business meeting, a simple majority of those present can approve a mail ballot for the consideration of a resolution by means of the NEWSLETTER.

8. Approval of a resolution at the business meeting or by mail ballot will be followed by prompt action by the President of ABS as directed in the resolution.
9. Approved resolutions will be published in the NEWSLETTER.

#### 4. Regional Meetings

- a. Regional meetings are encouraged by ABS but are considered as independent of societal affairs. No financial support will be provided for regional meetings.
- b. Guidelines for the Organization of Regional Meetings are available from the Secretary. Each region should inform the Secretary of Local Hosts, for publication in the NEWSLETTER.
- c. The ABS name may be used for advertising Regional meetings. It is recommended that Regional meeting organizers obtain liability insurance.

#### 5. Elections

##### A. Officers

1. Schedules for election of officers will be as follows.
  - a. Nominations will be completed prior to the annual meeting and published in the Fall NEWSLETTER (*Revised at 1996, 2014, 2018 E.C. meetings*).
  - b. Nominees for Graduate Student Representative will be selected by graduate students in attendance at the ABS conference (*Revised at 2017 EC meeting*).
  - c. Nominees will be introduced at the ABS Business Meeting by the President.
  - d. The ballot and the proportion of the membership which voted in the last election will be published in the Spring NEWSLETTER (*Revised at 1996, 2018 E.C. meetings*).
  - e. Election results, including the proportion of the membership which voted, will be published in the Spring NEWSLETTER (*Revised at 1996, 2018 E.C. meetings*).
2. The number of votes received by each candidate will not be published.
3. The following statement should appear on the ballot for the annual election of ABS officers (*Enacted at 1983 E.C. meetings*).

"The order of listing of candidates may influence voting. Please avoid this bias and read the resumes of the candidates which appear in this NEWSLETTER. This year the candidates are listed in alphabetical order" (In alternate years -- "...candidates are listed in reverse alphabetical order.")

4. The Parliamentarian should provide information on accessing the Constitution, Bylaws, Policy and Handbook to each new Executive Committee member and Committee Chairperson (*Revised at 1997 EC meeting*).
5. Ballots sent either through the mail or by electronic mail must bear the voter's name or they will not be counted (*Revised at the 1996 E.C. meetings*).

6. The Secretary shall destroy all ballots submitted by members of the Society one month after the results of a vote are published in the NEWSLETTER, unless directed otherwise by the Executive Committee (*Enacted at 1983 E.C. meetings*).

## **B. Fellows**

*(Enacted at the 1987 E.C. meetings; revised at 1988 E.C. meetings, 2013 E.C. e-voting)*

1. The President will hold an election of new Fellows annually (*Revised at 1991 E.C. meetings*).
2. The President will obtain from the Membership Committee a list of eligible persons as determined by the [Constitution](#), Article 3 and Article 8, Section 3c. Nominees for Fellow must be active, regular members of ABS engaged in behavioral research. Members and members-elect of the Executive Committee are not eligible for nomination during their service on the Executive Committee.
3. The President will distribute the list of eligible persons to all members of the Executive Committee and to all active Fellows, as per the [Constitution](#), Article 3 and Article 8, Section 3c and e. The President will also distribute to the nominators a list of Fellows and a list of current Executive Committee members, members-elect, and members who have completed service on the Executive Committee within the year.
4. As per the [Constitution](#), Article 3 and Article 8, Sections 3b and 3f, the President will determine the maximum number of new Fellows that can be elected in the year of the election using the membership total on December 31 of the previous year (*Revised at 1999 E.C. meetings*). This number will not exceed six (*Revised at 2006 E.C. meetings; 2012 E.C. e-Voting*).
5. In the President's communication to the Fellows nominators, the President shall ask the nominator to submit a brief summary of the key contributions of the nominee to the field of animal behavior and explain how the nominee has contributed positively to dimensions of diversity and inclusion. In addition to this summary, the nominator may list up to three additional co-sponsors who wish to support this nomination. All co-sponsors must themselves be Fellows. A Fellow who acts as the nominator for one candidate may be listed as a co-sponsor for another (*Revised by 2013, 2018 E.C. e-Voting*).
6. The President will distribute nominations received (including his/her nominee), including a summary of key contributions of each nominee (written by the nominator), an explanation of how the nominee has contributed to dimensions of diversity and inclusion, and a list of co-sponsors to all members of the Executive Committee. To standardize the nominating materials, the summary and the list of co-sponsors should be the only materials sent to members of the Executive Committee. The Secretary will send out the ballot and include the following instructions for an instant runoff voting system: rank all candidates that you deem deserving from (X+1) for the single candidate deemed most deserving, (X) for the next highest and so on down, where X is the maximum number of new Fellows for a given year (see Policy, Section 5B). Assign a score of "1" to any other candidates and return the ballot within two weeks to the Secretary (*Revised at 2000, 2007 E.C. meetings; revised by 2008 E.C. e-Voting, 2013 E.C. e-Voting; revised 2014 E.C. meeting; revised by 2018 E.C. E-voting*).
7. Any candidate receiving "0" votes from more than one-third of eligible voters will not be considered further. Of the remaining candidates, cumulative scores will be tallied and up to

six candidates having the top cumulative scores will be elected Fellows (*Revised by 2008 E.C. eVoting; 2013 E.C. e-Voting*).

8. The Secretary will tabulate the results of the election and forward the information to the President.
9. The President will, taking into account the allowed maximum, determine the outcome of the election.
10. The President will notify, in writing or by e-mail, those who have been elected new Fellows and also the Secretary and Treasurer (*Revised by 2013 E.C. e-Voting*).
11. A list of new Fellows of the Animal Behavior Society shall be published in the NEWSLETTER, and all newly elected Fellows should be recognized and introduced by the President at the annual meeting of the society (*Enacted at 1983 E.C. meetings; Revised by 2013 E.C. e-Voting*).

## **6. Executive Committee Meetings**

Meetings of the Executive Committee are closed to those who are not members of the Executive Committee, except for the Historian and the Social Media representative who will act as *ex officio* members and any other persons invited at the discretion of the President. Invited participants have voice but not vote privileges. Discussions during those Executive Committee meetings are confidential, and should not be shared with others unless otherwise agreed. (*Enacted by 2011 E.C. e-voting; Revised at 2015 EC meeting; Revised by eVote September 2015, revised 2020*)

- a). Working days are Monday through Friday, inclusive; holidays are excluded.
- b). During discussion, members of the Executive Committee (EC) must clearly identify the motion they are addressing in the subject line of all email messages. For an e-mail message to be part of a meeting, it must be sent to all EC members (returned ballots are an exception). Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.
- c). A motion can be made by sending an email to the entire committee. To prevent confusion, a motion should clearly be labeled with "Proposed Motion" in the subject line of the message to distinguish it from other comments.
- d). A motion is seconded as soon as someone sends an e-mail stating that they are seconding it. A second should quote the motion being seconded, note the person making the motion, and state that it is being seconded.
- e). If a pending motion is not seconded during the 5 working days following submission, then that motion is DEAD.
- f). Motions posted on non-working days are considered to have been posted on the first working day following the posting.
- g). The debate period shall begin the first working day after the motion has been seconded. It shall last no longer than 10 working days. Normally, the President or Secretary would state the question after it is seconded, before discussion begins. However, since email provides a clear record of the wording of the motion (with modifications, if any), this step may be omitted from electronic meetings.

h). The President or Secretary is obligated to put the question (call for a vote) after 10 working days or when 2 full working days during the debatable period pass with no postings on the motion.

i). To conduct an e-mail vote, the President or Secretary shall send a ballot to the voting membership stating exactly what is to be voted on. The message should contain, at the beginning of the message, a clearly designated place for the member to mark a vote. The subject line (or equivalent) should state "ballot"

j). When the President or members call for a vote on a motion, the motion is open and members may vote on the motion. Everyone on the list is allowed, but not required, to vote yea or nay, or any other means of indicating assent or dissent within reason and common decency. This open period lasts for 7 working days or until the total number of votes equals a quorum (defined as either the presence of at least 2/3 of the voting members of the Executive Committee (EC) at a meeting, whether that be in-person or online or a combination thereof, or participation of at least 2/3 of the EC in a vote). The 7 day open period does not include the day the call for a vote was made. *Revised by EC e-Vote August, 2017.*

k). In a verbose public vote, each voter e-mails a completed ballot to all members. In a terse public vote, completed ballots are returned to the Secretary only. In most cases, votes by the EC will be terse public vote unless otherwise indicated. The votes for each option are tabulated to produce a report that the Secretary sends to members of the EC. This report is sent after a deadline, typically within 5 working days after close of the vote. Ballots returned after the deadline but received before the report is sent are valid votes and must be included in the report.

l). Once a quorum is reached, the vote is over and there is no need to wait for an official full count.

m). Members may vote to PAUSE the proceedings at any time. The motion to pause must include the date to suspend and date to resume deliberations following the pause.

n). Silence during/after the call for consensus or during the debate period should be interpreted as assent. Silence during the search for support to an objection should be interpreted as dissent with the objection. Silence during the formal vote should be interpreted as abstention. If there are insufficient votes to reach majority, then either everyone disagrees but does not want to go on record saying so, or no one is paying any attention. Either way, the vote fails and there is no consensus. This is appropriate, since if there are not enough people to reach simple majority, or enough people willing to support the call for consensus, then the call should not have been made, and the challenge to the call succeeds.

o). An equipment malfunction among the membership that significantly interferes with reading, writing, or delivering e-mail requires the chair to recess or adjourn the meeting without a vote. E-mail meetings shall not be held when equipment malfunction is a significant hindrance.

#### Members Rights and Privileges and Responsibilities

a). Members of the EC are entitled to receive all postings to the list, except the votes if they are by secret ballot seen only by the Secretary.

b). Each member has the responsibility to retain network services capable of (1) sending and receiving e-mail messages for the member and (2) providing internet access to the member.

- c). The member shall not post messages to the list that are trivial, nonsensical, or offensive.
- d). Members have the right to expect the following information to be readily available. **(i)**. Membership list and number of votes required for a quorum. **(ii)**. [Bylaws](#) (available online). **(iii)**. Status of current motions (those not DEAD or APPROVED; votes underway; to be available online). **(iv)**. Downloadable archives of DEAD and APPROVED motions (currently available online).

## 7. Annual ABS Meetings

- a. There should be a lower annual meeting registration fee for pre-registrants than for those who register at the meeting. The exact fee schedule will be determined by the local organizer(s).
- b. It is the responsibility of the Secretary that the Spring NEWSLETTER shall carry a request for bids to host the annual meeting to be held three years hence. The President and First President- Elect are jointly responsible for obtaining bids for future annual meeting locations (*Revised at 1995, 2018 E.C. meetings*).
- c. Registration fees for the annual meetings will be waived for all Executive Committee members and members of the Social Media Team who have served over 6 months, and travel reimbursement funds can be requested from Executive Committee members to attend the annual meetings (*Revised at 1999 E.C. meetings; Revised at 2014 E.C. meetings; revised at 2016 EC meeting*).
- d. The Plenary Committee shall be comprised of Senior Program Officer (SPO), President, and Local Host/Designated Host (hereafter, Host™). The Host takes the lead in proposing at least two candidates to be the Keynote Speaker, in consultation with the rest of the committee, and assumes responsibility for his/her invitation once that person is selected. The program should include one or more plenary sessions in which Fellows of the Society review their research accomplishments in the context of their research areas. The SPO takes the lead in proposing at least two candidates to deliver the one Fellows Lecturer, after consulting with the other committee members. The President takes the lead in proposing at least two candidates to deliver the Distinguished Animal Behaviorist Lecture (or second Fellows Lecturer or President's Choice Lecturer), again in consultation with the rest of the committee. If a fourth plenary is to be scheduled, the Plenary Committee shall make that choice collectively from a docket of at least two candidates. In selecting a Keynote Speaker, Fellows Lecture, Distinguished Animal Behaviorist Lecture, and President's Choice Lecture, the Plenary Committee must explain how the selections help contribute to dimensions of diversity and inclusion. This group will discuss nominations and select the cohort of invited speakers of the annual meeting. Each Plenary Committee member shall be responsible for extending an invitation to their chosen speaker and for maintaining correspondence with the speaker as needed until the meeting. The Program Officers will schedule the time and day of the talks and will inform the other members of the Plenary Committee of these details. Selection of speakers shall not be restrictive except that the speakers shall not be members of the ABS Executive Committee at the time of selection (*Revised by EC eVote October 2006; revised by 2018 E.C. E-voting*).
- e. The Local Host is responsible for providing an honorarium to the Keynote Speaker (*Enacted at 1983 E.C. Meetings; revised at 1996 & 2000 E.C. meetings*).

- f. The purpose of the Keynote Address is to provide the membership with an opportunity to hear from an individual whose contributions are relevant to the study of animal behavior. The person selected should present a lecture that integrates aspects of animal behavior or relates the study to other fields in inquiry. Examples are neurology, linguistics, philosophy, engineering, and the environment. The Keynote Speaker need not be a member of the Society. It is expected that the Speaker be available for discussion during the meeting.
- g. ABS will meet with another organization for a meeting in addition to the ABS Annual Meeting whenever the geographic location and timing is compatible with the ABS Annual Meeting.
- h. Abstracts from the annual meeting of the Society should not be sent to libraries or individuals, upon request, since these are not published materials. Also, programs will not be sent to non members.
- i. The Society shall pay for the following for each keynote and plenary speaker: conference registration, approved travel expenses, lodging, the standard meal plan, the reception and banquet, and an honorarium (\$500 - \$2000) *(Enacted at 1983 E.C. meetings; revised at 1996 E.C. meetings; revised by eVote October 2006; Revised by eVote August 2014 following E.C. meeting)*.
- j. Concerning the taping of presentations at the national convention.

A person who desires to make audio recordings of a presentation must obtain permission from the speaker.

If a speaker's presentation is to be recorded, this will be announced by the moderator.

The following statements will appear in the program booklet:

- a. "Audio recording of presentations at ABS meetings is permitted only with prior approval of the speaker."
- b. "Video taping may be allowed only under special circumstances with prior approval of the Program Officers, the Executive Committee, and the speaker." *(Enacted at the 1986 E.C. meetings; revised at the 2000 E.C. meetings)*.

k. At the annual meeting of the Society, ABS does not allow commercial advertisement outside of the exhibit area, except with permission from the executive committee in coordination with program officers. Commercial advertisers will pay an exhibitor's fee which is established by the Program Officers in consultation with the Local Host. Sponsors will also pay a fee based on a fee schedule developed by the local hosts that will be used by ABS to defray costs of the meeting. Sponsors will be allowed to attach their logo to materials used and provided by the local host. *(Enacted at the 1985 E.C. meetings; revised at the 1990, 1992, 2000, & 2013 E.C. meetings)*.

l. The Society will make passes available to members of the press for purposes of attending the meeting *(Revised at 2000 E.C. meetings)*.

m. The local host should make arrangements for day passes for K-12 teachers and other local professionals who are not ABS members *(Enacted at 2000 E.C. meetings)*.

n. The local host will provide a free exhibit table and free registration for one NSF representative and one NIH representative *(Enacted at 2000 E.C. meetings)*.

- o. The EC will assume financial responsibility in the case of unanticipated losses for the ABS annual meeting. The host of the meeting must have budgetary approval by the Treasurer who represents the Society's interest before registration fees are set. Surplus meeting funds shall be returned to the Society by the meeting host (*Enacted May 2006; revised at 2007 EC meeting*).
- p. Program Officers may schedule up to 4 concurrent sessions for the Annual Meeting (*Enacted at 2012 E.C. meeting*).
- q. The Society will advance the local host \$10000 and charge the Program Officers to work closely with the Local Host and receive a preliminary budget for review by *October 15<sup>th</sup>* (*Enacted at 2014 E.C. meeting*).
- r. All symposia except the President's and Allee symposia will be funded a minimum of \$3000 for travel or accommodation and registration fees will be waived for symposium speakers. This amount will be re-evaluated every 3 years (*Enacted at 2014 E.C. meeting; Revised at 2015 EC meeting*).
- s. Retired by active members of the society are entitled to reduced registration fees to attend the annual ABS meeting. (*Enacted at 2015 EC meeting*)
- t. The Animal Behavior Society strives to create a safe and inclusive environment for its members. Based on the input of members, who were surveyed in August 2022, the Executive Committee of the Society recognizes the importance of holding annual meetings in locations where civil and reproductive rights are protected by law, and where members can therefore expect full access to adequate health care as well as freedom from discrimination and harassment. Consequently, we henceforth entrust the Program Officers and Executive Committee with prioritizing ABS members' rights and safety, as well as considering location accessibility and cost, in choosing meeting locations (*Enacted at 2022 EC Meeting*)

## **8. Paper Presentations at ABS Meetings**

- a. There should be no screening or rejection of formal presentations at ABS meetings except on the basis of submission or reception deadlines.
- b. Each ABS or ASAB member in good standing can submit one and only one abstract and is the only author of that abstract allowed to present the corresponding presentation. In addition, any member in good standing may also: (1) be an author on additional abstracts that he or she does not submit, (2) present one invited presentation (e.g. plenary, symposium or workshop), or (3) sponsor one film. (*Enacted at 2004 E.C. meetings.*)
- c. ABS members who fail to provide at least one week advance notice in writing to the Central Office if not presenting a paper scheduled for an ABS Annual meeting will not be allowed to present or sponsor a paper at the next annual meeting. Exceptions will be permitted by the Junior Program Officer only in the case of emergency. (*Revised at 2000 E.C. meetings.*)
- d. The following statement will appear on the Meeting registration forms: "By submission of an abstract to ABS, I declare that the research reported herein was conducted in compliance with all

laws applicable to my work and with the ABS Code of Ethics and Animal Care Guidelines." It shall be the policy of ABS that in the eventuality of a questionable abstract, the Program Officers will consult with the President and Executive Committee for appropriate action. (Revised at 1991 and 1998 E.C. meetings.)

e. A letter of inquiry shall be sent from the president of ABS and Chairperson of the Animal Care Committee to any individual giving a paper at the Annual ABS meeting, Division of Animal Behavior-Society for Integrative and Comparative Biology meeting or Regional meeting which is thought to violate the ABS Animal Care Guidelines. The letter should contain a request for an explanation and be accompanied by a copy of the ABS Animal Care Guidelines. Initial inquiries should be addressed to the President for final decision. In the case of multi-authored and sponsored papers, and additional authors and sponsors will also receive a copy of the material sent to the presenting author.

## **9. Grants and Awards**

The Animal Behavior Society confers recognition on its members through various awards, including meeting related awards (e.g., the Allee Competition, the Genesis Award), student awards (e.g., Student Research Grants, JEDI awards), career awards (e.g., Exemplar Award, Quest Award), and others (for a full list, see the society's website).

In general, each award is decided upon by a committee that is headed by a committee chair. Committee chairs and committee members may have conflicts of interest in judging candidates if they have a close connection with a candidate. Conflicts of interests may include, but are not limited to, cases in which the candidate is a current or former graduate research advisee (MS or PhD), a parent, child, spouse, or ex-spouse, a collaborator with whom they have published in the past 3 years, a current or former graduate student on whose thesis committee they have served in the past 3 years, a current or former undergraduate student whom they have advised or supervised in the past 3 years, or any other relationship not listed here that could be perceived as potentially influencing the committee member's evaluation. Note that COIs do not apply to nominations: a person may be nominated for an award by anyone, regardless of their relationship.

All committee members must declare actual, potential, or perceived conflicts of interest as soon as they become aware of them.

If a COI occurs for the committee chair, they will recuse themselves from chairing the committee as soon as they are aware of the COI. When this occurs, another member of the award committee will be chosen to chair the committee and present the award(s). The choice of new chair will be by majority vote among the remaining committee members.

The original chair can continue to work on the committee as a regular (non-chair) member. Regular (non-chair) committee members will not be recused from the committee itself in the case of a COI with a candidate, but they will be recused from discussing, judging or scoring the application or nomination of the candidate(s) with whom they have the COI.

If a committee member has a potential or perceived COI as defined above but does not feel that it causes an actual COI in their ability to evaluate the candidate, they can discuss with the committee, and a vote of the majority will decide whether they should be recused from evaluating that candidate.

## Allee Award

- a. The following rules govern the Allee Award for best student paper presented in the Warder Clyde Allee session at the annual meeting:
  1. The Allee Award is a 2-phased competition: submission of paper, and acceptance for the Allee Award session. Any independent graduate student research (including, but not limited to, the doctoral dissertation) is eligible. The work presented may be multiple-authored, as long as the student is the first author. The student should have the principal responsibility for the conceptualization and design of the research, the collection and analysis of the data, the interpretation of the results and the writing of the paper. It is acceptable to get editorial advice on the paper from the primary advisor (*Revised at 1992, 2003, 2009 E.C. meetings and 2011 E.C. e-voting*).
  2. The PhD degree for the entrant cannot have been conferred before the preceding ABS annual meeting (*Revised at the 2012 E.C. meeting*). Individuals engaged in dependent-care when they become eligible may enter the written portion of the competition, and then apply for a one-year eligibility extension for the oral competition, if selected. If an extension is approved, the individual can compete in the oral competition the year following initial eligibility.
  3. An individual can enter the session only once per lifetime.
  4. The Allee manuscript must consist of no more than seven double-spaced, line-numbered, text pages (11 point font or larger), followed by no more than a total of four tables and figures. This limit does not include abstract, references, or acknowledgments. Research that is already published may be included in the Allee paper as long as that work is cited appropriately. Allee manuscripts should be prepared with the same care and attention to detail as if the manuscript was being submitted to a leading journal, such as *Animal Behaviour*. (*Revised at 1994 E.C. meetings*) (*Extensively revised by EC eVote October, 2017*).
- b. The Allee Award Committee may, at its discretion, designate up to one Honorable mention when there are six to ten contestants and up to two Honorable Mentions when there are more contestants.
- c. The maximum number of participants in the Allee Award session will be limited to the number of presentations that can be included in a single day and will be determined by the Program Officer (*Revised at 2007, 2009 E.C. meetings*).
- d. The Senior Member-at-Large will assume responsibility for the Allee Award session in case the Second President-elect cannot act in this capacity.
- e. The amount of the Allee Award shall be a minimum of (U.S.) \$2,000, to be distributed at the discretion of the Allee Committee (*Enacted at 1983 E.C. meetings, revised by 2011 E.C. e-voting; revised at 2013 E. C. meeting*).
- f. The Host is to provide each Allee participant with a banquet ticket (*Enacted at the 1987 E.C. meetings*).
- g. Membership of the Allee session judging committee shall not include graduate students or more than one member from the same institution (*Enacted at the 1986 E.C. meetings; revised at the 1999 E.C. meetings*).
- h. The chair of the Allee judging committee handles correspondence regarding rules, regulations and information (*Enacted at 1996 E.C. meetings*).
- i. The deadline for submission of papers will be the abstract due date for the annual meeting. (*Enacted at 2009 E.C. meeting*) (*Revised by EC eVote October, 2017*).

## **Film Awards**

- a. The Jack Ward Memorial Film Award consists of (U.S.) \$1000, to be distributed at the discretion of the Film Award judges, plus certificates, as appropriate, for superior, non-commercial film(s) or videotape(s) in animal behavior presented at an annual meeting of the ABS. Non-commercial shall mean made by an individual largely associated with animal behavior from a teaching, research, and/or applied perspective; the assistance of professional photographers or a university media/photography department is allowed, but the film must be made primarily for educational/research purposes and not with the major goal of grossing an income for the individual or the professional photographers. Typically, it is the individual who initiates the film's production. The award need not be presented annually (*Enacted at 1984 E.C. meetings; revised at 2000 E.C. meetings; revised at 2013 E.C. meeting*).
- b. The Animal Behavior Society will present a plaque for the best commercial film in animal behavior presented at an annual meeting of the ABS. Semifinalists will receive a certificate of recognition. Commercial: Made by professional photographers/filmmakers with the express purpose of grossing a net profit; the film is promoted through extensive advertising and may be shown on national television as part of an ongoing series (example: National Geographic serials, Oxford films). Various scientists may or may not be used as consulting experts, but typically the scientist is not the individual initiating production of the film. The award need not be present annually (*Enacted at 1984 E.C. meetings*).
- c. Receipt of either award carries the privilege of listing the award in promotional advertising for the winning films (*Enacted at 1989 E.C. meetings*).

## **Founders' Award**

- a. The Founders' Memorial Poster Paper Award is to be given for the best Poster Paper presented at the Founders' Memorial Poster session at the annual meeting. For each year the award shall be named in honor of any one or more founders of the Animal Behavior Society that have died during the previous 24 months. In a period in which no founders have died the award shall be simply in honor of all founders of the Animal Behavior Society or in the name of a founder who died prior to establishment of the award; the President shall make the decision. No founder should be honored more than once.
- b. A "Founder" is defined as a person active in the six-year period 1960-65 and who was an elected officer or held a committee assignment in ABS or the ESA Section on Animal Behavior and Sociobiology or the SICB Division of Animal Behavior as recorded by the ABS Historian. This period involves the organizations preceding ABS that planned the transition to ABS and the first two years of ABS.
- c. The Poster Paper Award competition shall be conducted by the First President-elect of the Society. The First President-elect shall appoint a judging committee, including her/himself as chair and no more than one member from any institution. The committee chair, with possible advice and assistance from the other judges and the previous chair, shall develop a set of criteria for judging to posters (*Revised at 1999 and 2011 E.C. meetings*).
- d. Any graduate student or postdoctoral member of the society in good standing is eligible to enter the competition. There shall be one winner for the Founders' Memorial Poster Paper Award and a number of honorable mentions determined at the discretion of the Founders' judges. Winners will receive a certificate, and at least \$1000 in prize money will be distributed among the winners at the discretion of the Founders' judges (*Revised at 2013 E.C. meeting*). In the case of papers with multiple authors the award shall be made only to the senior author. The award certificate shall be presented during the Annual Meeting of the Society. The First President-elect

is responsible for having the certificate lettered appropriately prior to its presentation (*Revised at 2007 E.C. meetings; Revised by eVote July 2015*).

- e. With at least 10 entrants in the competition the judges may award one honorable mention. With at least 20 entrants in the competition, the judges may award two honorable mentions and so on. There is no requirement that the judges award any honorable mentions. The First President-elect shall write to the family of the deceased founder(s) honored by the award for that year to inform them of the selection(s).
- f. A note regarding the Founders' Award shall be placed in the information accompanying the Abstract/Transmittal forms and a check-off box should be included on the forms so that members can indicate their intention to enter the competition.
- g. When the Program Officer notifies those who have submitted abstracts of their scheduled place on the program she/he should also send them a list of suggestions for preparing an effective poster paper (*Passed by mail vote October 1986; revised at 1989 E.C. meetings*).
- h. The chair of the Founders' Award Poster Competition handles correspondence regarding rules, regulations and information (*Enacted at 1996 E.C. meetings*).

### **Career Awards**

*(Enacted at the 1987 E.C. meetings; revised at the 1990, 1991, 1992, 1993 and 1997 E.C. meetings)*

- a. The Career Awards Committee will solicit nominations from the membership and generate nominations to be presented to the EC for approval. An announcement will be placed in the Fall issue of the NEWSLETTER that describes the awards and invites members of the society to make nominations (*Revised at the 1997, 2009, 2010, 2018 EC meetings*).
  - i. For the Outstanding New Investigator, Quest, Exemplar, Diversity, and Distinguished Animal Behaviorist awards the nomination should include 1) a letter indicating which award the nominee is being proposed for and providing details on why the nominee should be considered for that award including a statement about how the nominee has contributed positively to dimensions of diversity and inclusion, 2) the nominee's CV and 3) additional supporting letters from colleagues solicited by the nominator. Materials should be sent to the Past President by November 30. Members and members-elect of the Executive Committee are not eligible for nomination during their service on the Executive Committee. Nominees for the Outstanding New Investigator Award may be no more than 10 years post-Ph.D. (excluding family and medical leave time) (*Revised at the 2009 and 2010 EC meetings; revised by E.C. e-Voting 2018*).
  - ii. For the Exceptional Service Award the nominator should include 1) a letter outlining the contributions that the nominee has made to the Animal Behavior Society including a statement about how the nominee has contributed positively to dimensions of diversity and inclusion and 2) additional supporting letters from colleagues that have been solicited by the nominator. Materials should be sent to the Past President by November 30 (*Revised at the 2009 and 2010 EC meetings; 2013 EC meetings; revised by E.C. e-Voting 2018*).
- b. Awards do not have to be given every year. Final action by the Executive Committee on nominations presented by Career Awards Committee requires a majority affirmative vote with at least six yes votes. (*Revised by e-vote, July 2017*)
- c. The Past-President is responsible for all aspects of the award process, including invitations, plaques and presentations, as well as nominations.
- d. Award winners will be announced at the banquet (*Revised at 2014 EC meeting*).

- e. The new Secretary will send out a ballot and include the following instructions for an instant runoff voting system: rank all candidates that you deem deserving from (X+1) for the single candidate deemed most deserving, (X) for the next highest and so on down, where X is the maximum number of nominees for a given award in a given year. Assign a score of "1" to any other candidates and return the ballot within two weeks to the Secretary (*Revised at 2014 EC meeting*).
- f. Ties shall be resolved by a runoff election in which the tied candidates are ranked as above and voters are given two days to return ballots. In case of a tie in the runoff, the award shall be given to all tied candidates. (*Revised at 2017 EC meeting*).

### **Research Grants**

- a. The objective of the grants is to provide financial support for the biological study of animal behavior in the broadest sense, including studies at all levels of organization using descriptive and/or experimental methods under natural and/or controlled conditions. The Chairperson will attempt to maintain a diversity of research interests and experiences on the Research Grants Committee when appointing new members. In addition, no more than one member of the committee should come from any one institution (*Revised at 1999 E.C. meetings*).
- b. The Chair of the Research Grants Committee shall see that there is no conflict of interest concerning the judges and the applicants (*Enacted at the 1987 E.C. meetings*).
- c. Only members of the ABS who are enrolled in a graduate program may apply (see exception in 13 d). Current members of the Executive Committee or the Research Grants Committee are ineligible. Grant awards may not exceed (U.S.) \$2000 (*Revised by EC eVote September 2007; October 2009*). Awards will not fund salaries, stipends, tuition, single items of equipment exceeding (U.S.) \$500, or indirect costs. The committee may recommend funding at a level less than the amount requested and may award less than the entire amount of money allocated by the Executive Committee (Bylaws Art. IV, Sec. 10B) if the proposals are deemed to be not of sufficient quality (*Revised at 1992, 1993 & 1996 E.C. meetings*).
- d. Grants will be available annually for members of the ABS who are residents of a developing nation and are conducting research at an institution in a developing nation. The following nations shall not be considered as developing nations: the United States, Canada, Israel, Japan, Australia, New Zealand, Iceland, Norway, Sweden, Finland, Denmark, Germany, the Netherlands, Belgium, Luxembourg, Ireland, Switzerland, Austria, Italy, France, the United Kingdom, Spain and Portugal (*Enacted at 1996, revised at the 1998, 2006 E.C. meetings*).
- e. The following priorities will be used as guidelines by the committee in awarding grants:
  - a. Small projects, entire budget.
    - i. Seed money for long-range funding from major funding source.
    - ii. Succinct projects not expected to result in long-term project.
  - b. Primary funding with supplemental support expected from other source(s).
  - c. Equipment, with the expectation that it will be used in future projects.
  - d. Supplemental funding for a larger project.
- f. Announcement of the availability of grant awards, where the applications and guidelines can be obtained, and the application deadline will be published in the two issues of the NEWSLETTER preceding application deadline. An announcement of the awards (Recipients' names, Project titles and Amount of awards) will be published in the next available issue of the NEWSLETTER following the awards.
- g. The letter that announces the research grant should include copies of the written reviews. The following points should be included in the letter: (a) acknowledgment of the award should be included in publications and talks (*Enacted at 1996 E.C. meetings, revised at the 1998, 2003 E.C. meetings*).

- h. To provide continuity, a folder and diskette that contains copies of documents and the lists of previous awardees should be sent to the incoming Chair (*Enacted at 1996 E.C. meetings*).
- i. Subsequent to consideration by the Research Grants Committee, research proposals and reviews shall be sent to the ABS Historian. They will be available for statistical studies, but no details on content may be revealed for 30 years following their receipt (*Enacted at 1986 E.C. meetings; revised at 1990 E.C. meetings*).
- j. Individuals may receive only one ABS research grant during their lifetime. Receipt of an ABS research grant does not preclude receipt of a developing nations grant in a subsequent year, and receipt of a developing nations grant one year does not preclude the receipt of an ABS research grant in a subsequent year (*Enacted at 1999 E.C. meetings; revised by E.C. e-vote October 2009*).

### **Graduate Student Travel Grant**

(Enacted at 2015 EC meeting)

- a. The objective of this grant is to provide financial support for graduate students to attend and present at the annual Animal Behavior Society meeting.
- b. Grants will be available annually and will be open to any active graduate student member of ABS.
- c. Receiving this award does not preclude students from applying for additional funding from ABS.
- d. The number of awards and dollar amount will be based on a recommendation from the Treasurer.
- e. The Members-at-Large, in conjunction with the Treasurer will organize, run, and administer these awards.

### **Caregiver Travel Grant**

(Enacted at 2015 EC meeting)

1. The Caregiver Travel Grant award is intended to provide financial assistance for active ABS members whose caregiving responsibilities for dependent persons would otherwise limit their ability to attend and present at the annual ABS meeting. Dependents include but are not limited to young children and aging parents. Receiving this award does not preclude ABS members from applying for additional funding from ABS. (*modified at 2016 EC meeting*)
2. Funds may be used to aid in caregiving costs that will enable ABS members to attend the annual meeting (e.g., airfare for caregiver, childcare of dependent care costs).
3. Grants will be available annually and will be open to any active ABS member.
4. The Members-at-Large, in conjunction with the Treasurer, will organize, run, and administer these awards.

### **Charles Henry Turner Award**

(Enacted at 2015 EC meeting)

- a. The Charles Henry Turner Award was named for one of the very first African American scientists to publish in animal behavior. It is an undergraduate travel and professional development award instituted by the ABS Diversity Committee in 2002 to promote its goal of

- increasing the diversity of the ABS membership by encouraging researchers of all ages, levels, and ethnic groups to participate in the annual meetings.
- b. The Turner Award is made annually to a number of undergraduate students following a competitive review of applications by a sub-committee of the Diversity Committee. The number of awards will be determined in consultation with the Treasurer.
  - c. The Turner Award covers all meeting expenses (travel, housing, registration, meals, one-year membership in ABS, a meeting t-shirt) for each of the awardees, as well as a day-long pre-meeting workshop for orientation and professional development (organized, presented and managed by the Diversity Committee), and connection with at least one mentor from the ABS membership during the opening reception of the meeting.
  - d. Applicants for the award may be at any stage of their undergraduate career (not secondary school) or recently graduated, but may not have finished their undergraduate degree earlier than the end of the fall semester prior to the annual meeting covered by the award.
  - e. Turner Awardees who have completed research projects of the quality to produce a poster are entered in the Genesis Award competition, but the poster presentation is not required for selection for the Turner Award, and awardees are allowed to give an oral presentation if recommended by their undergraduate research advisor.

### **Genesis Award**

(Enacted by 2011 E.C. e-voting and revised at 2011 E.C. meetings)

- a. The Genesis Award is given for the best Undergraduate Poster presented at the poster session at the annual meeting.
- b. To be eligible for the Genesis Award, the first author of a poster must be a current undergraduate or high school student, or have earned their undergraduate degree no earlier than the Spring immediately preceding the conference.
- c. All undergraduates and high school students submitting poster abstracts are automatically entered for consideration for the Genesis Award.
- d. The judging committee shall consist of the three-person Genesis Subcommittee of the Education Committee, who will serve as and select additional judges as needed, based on the number of posters in any year's competition. Two of the three members of the Genesis Subcommittee would be either from primarily undergraduate institutions, or in positions such as those associated with undergraduate honors programs that involve undergraduate education entirely. The Education Committee shall maintain and annually make available to the Genesis Subcommittee a set of criteria for judging of posters based on the instructions included in the endowment agreement (Revised at 2013 E.C. meeting).
- e. Winners of the Genesis award shall receive a certificate and (U.S.) \$200 and honorable mentions shall receive a certificate and (U.S.) \$100. The award certificates shall be presented at the closing banquet of the Annual Meeting of the Society.

### **10. Ethnic Diversity Fund**

- a. The Ethnic Diversity Fund was established by the original donor to help encourage participation at ABS meetings by individuals belonging to ethnic groups under-represented in the ABS. It was suggested that the money could be used to help students to attend ABS meetings by helping to defray the cost of attendance, and if funds were available, it could be extended to offer a

minority research grant or to help defray costs of African, Central American, South American or Mexican researchers who are not students. Other uses of the Diversity Fund, aimed at increasing diversity within the ABS, may be allowed at the discretion of the ABS Executive Committee (*Revised at 2011 E.C. meeting*).

- b. Earnings from the Fund are therefore available to cover a limited number of the ABS annual meeting registration fees to aid attendance by students who will increase the participation of racial minorities under-represented in our field. Under-represented minorities includes, but is not limited to, minorities from developing nations, minorities living in developed nations, and individuals of Native American, First Nation/First Peoples, Aboriginal or Maori descent (*Revised at 2011 E.C. meeting; revised at 2013 E.C. meeting*).
- c. The number of awards will be determined by the interest earned by the Ethnic Diversity Fund in each year and by the amount of the student registration fee. Availability of the award will be announced by the President in the Spring NEWSLETTER and the recipients of the awards will be determined by a lottery run by the Diversity Committee, in consultation with the Members-at-Large, and include all valid applications received before a date set by the President, in accordance with guidelines provided by the Executive Committee (*Revised at 2013 E.C. meeting*). Applications for the award should be sent directly to the chair of the Diversity Committee (*Revised by E.C. e-vote Nov. 2014, Nov. 2018*).

## 11. Symposia

- a. Symposia should be approved by the Executive Committee approximately one year in advance of the proposed symposium date.
- b. ABS will support symposia in addition to the Presidents' symposium that have been approved by the Executive Committee for presentation at ABS Annual Meetings. The Program Officer and Program Officer-Elect will determine which symposia are to be proposed to the Executive Committee for approval, and may nominate as many symposia as can be reasonably supported by the PO budget, or request additional EC support for symposia judged to be particularly important or costly. Support for symposia from the PO budget may include travel expenses, registration fees, and room and board expenses of speakers while at the meeting (*Enacted at 1987 E.C. meetings; revised at 1996 and 2012 E.C. meetings*).
- c. The Program Officer-Elect shall communicate early with the Local Host so that the Host shall waive the registration fees for symposium participants who are outside the area of animal behavior (*Enacted at the 1987 E.C. Meetings; revised at 2000 E.C. meetings*).
- d. Such support from the Animal Behavior Society may not be extended to symposium speakers who were members of the Executive Committee when the symposium was approved (*Enacted at the 1987 E.C. Meetings*).
- e. Guidelines for symposium organizers are available from the Program Officer (*Revised at 2000 E.C. meetings*).
- f. The Executive Committee must approve all symposia proposed for the Division of Animal Behavior, SICB. The individual who votes on DAB symposia prior to the ABS Executive Committee receiving the proposals for approval shall be that person who will be the Executive Officer (Divisional Chairperson) of the Division of Animal Behavior at the time the symposium occurs (*Revised at 1996 E.C. meetings*).
- g. The President will organize a President's Symposium, subject to approval by the Executive Committee, which will be presented at the ABS Annual Meeting during the Past-Presidential year. Papers from this President's Symposium, after consultation with the Executive Editor of *Animal Behaviour*, will be used to produce a special issue of the journal. The Society will set

aside funding for the symposium (U.S. \$15,000) with the understanding that the Past-President will seek NSF funding for support (*Revised at 2012 E.C. meeting*).

- h. Both in proposing symposia and in selecting which symposia to support, nominators and the E.C. must explain how the symposia contribute positively to dimensions of diversity and inclusion (*Added by E.C. e-Voting 2018*).

## 12. Relationship to Affiliated Organizations

- a. ABS is affiliated with the Society for Integrative & Comparative Biology (SICB), American Institute of Biological Sciences (AIBS), the American Association for the Advancement of Science (AAAS), Coalition for Education in the Life Sciences (CELS), and American Association for Accreditation of Laboratory Animal Care (AAALAC) (*Revised at 1995 & 1996 E.C. meetings*).
- b. SICB funds budgeted for ABS can be used the Executive Committee members (officers) to represent ABS at SICB meetings (*Revised at 1996 E.C. meetings*).
- c. The president shall act as AIBS Liaison and ABS Delegate to the AIBS Governing Board and will summarize for the ABS membership those AIBS activities which are relevant to ABS members (*Revised at 1992 & 1999 E.C. meetings*).
- d. The First-President Elect may appoint, in consultation with the Executive Committee, liaisons to other organizations to attend meetings and summarize for the ABS membership those activities which are relevant to ABS members (*Revised at 2004 E.C. meetings*).
- e. The term of office for liaisons will not be more than three years (*Enacted at 1992 E.C. Meetings*).

## 13. Finances

- a. The Animal Behavior Society, Inc. is registered as a not for profit corporation in the State of Delaware. Effective September 23, 2015, the Society's registered agent and registered office are at 1201 Orange Street, #600, Wilmington, Delaware, 19899. (Updated by eVote, July 2017).
- b. The First President-elect, elected concurrently with the Treasurer, will be listed as an authorized signature on all ABS accounts for the duration of the Treasurer's term. The Treasurer shall appoint, with the confirmation of the Executive Committee, a member of ABS as alternate signer for ABS investments and monetary transactions for the duration of the Treasurer's term (*Revised at the 1997 EC meeting*).
- c. Annual dues should be paid 4-6 weeks in advance of expiration of current membership to ensure no gaps in journal delivery or online access.
- d. Mailing labels or the membership list can be sold for one-time use for purposes deemed by the Treasurer to be acceptable and relevant to the study of animal behavior (see also [25. Use of the Society Name and Logo](#)).
- e. The NEWSLETTER and dues notices should contain a statement that voluntary contributions may be made by the membership. The ABS NEWSLETTER should periodically contain a statement suggesting that ABS can be made the beneficiary of an estate or named in a will.
- f. All members of the Executive Committee and chairpersons of committees who have received any money from the Treasurer during the fiscal year and any past or present officers holding ABS funds, must submit a statement of money received, expenditures, and money on hand at the end of the fiscal year, 30 June. This report should be sent to the Treasurer and members of the Executive Committee (*Enacted at 1983 E.C. meetings*).

- g. Individuals who receive travel support funds from ABS must submit receipts for travel costs (e.g., airfare) to the Central Office. The cost per mile driven can be reimbursed only up to the IRS rates. Reimbursement for food/lodging can be reimbursed only up to the IRS per diem rate for the area. If receipts are not provided, travel moneys already distributed may be reported to the IRS as income (*Enacted by 2011 E.C. e-voting*).

#### **14. Gift & Donation Policy**

- a. Cash Gifts. Gifts of money in any form (cash, checks, and/or credit card charges) will be accepted for either restricted or unrestricted purposes. Unrestricted money gifts will be added to the general operating fund of the Society. Restricted money gifts will be accepted for the designated purpose, provided that purpose is in accord with the Society's policies.
- b. Endowments. Donors may endow any of the Society's programs. For a minimum endowment of \$10,000, the Society will consider renaming the program in honor of the donor or an honoree of the donor's choice.
- c. Scholarships and Awards. Donors may fund the Society's scholarship and awards programs, or create a new scholarship or award. For a minimum donation of \$10,000, the Society will consider renaming the scholarship or award in honor of the donor or an honoree of the donor's choice.
- d. Bequests. Gifts from a program of planned giving (bequests, life insurance, and/or charitable lead trusts) will be accepted for either restricted or unrestricted purposes.
- e. Gifts of Personal Property. Gifts of personal property will be accepted only if the Development Committee believes that a reasonable market value exists for the item(s). An appraisal for the fair market value of the items(s) will be provided to the donor. A proportion of the value of the gift may be used to market the item(s).
- f. Gifts of Negotiable Securities. Gifts of securities for which there is an active secondary market will be accepted under the same place as gifts of cash. It is understood that the conversion of the securities to cash will be at the discretion of the *ad hoc* Investments Committee.
- g. Gifts of Non-negotiable Securities. Gifts of securities for which there is no readily available secondary market, such as stock in private corporations and closely held securities, may be accepted at the discretion of the *ad hoc* Investments committee. The Committee may agree to hold such securities for a specified period of time if it believes it is in the interests of the Society to do so.
- h. Gifts of Real Estate. Gifts of real estate will be accepted at the discretion of the *ad hoc* Investments Committee. An appraisal of the property will be made at the expense of the donor. Real estate gifts will be sold promptly unless it is in the interests of the Society to hold the real estate as an investment.

#### **15. Insurance**

- a. Every fourth year (beginning 1995) the Second President-elect will be designated Insurance Representative for the Society and retain that role while on the Executive Committee.
- b. The Insurance Representative will obtain information on the type and cost of insurance and make recommendations for action to the Executive Committee.
- c. The Insurance Representative will interact with insurance companies on behalf of the Society to maintain satisfactory insurance coverage, such as Directors and Officers Insurance as well as Liability Insurance.

## 16. ABS Committees

- a. *Ad hoc* committees will be re-evaluated on an annual basis and disbanded when their function is completed.
- b. Standing Committee membership and activities will be reviewed bi-annually by the Executive Committee. The Chairperson of each Committee will be charged with the responsibility of submitting an interim and annual report to the Executive Committee providing the information for the review. Additionally, each Standing Committee Chairperson will maintain a current roster of Committee members and distribute this roster to members of the Executive Committee. The roster is to include the name, address, and date and term or appointment for each member (*Revised at 2008 E.C. meeting*).
- c. The revision and publishing of the Guide to Undergraduate and Graduate Programs in Animal Behavior publication should be done annually by the Education Committee in coordination with the Central Office (*Enacted at 1989 E.C. meetings; revised at 2006 E.C. meeting*).

## 17. Subscriptions

- a. Persons or institutions may subscribe to the Journal only or NEWSLETTER only. Subscription prices for the NEWSLETTER, based on production and mailing costs of the NEWSLETTER, will be established by the Treasurer in consultation with the Executive Committee. Subscribers to the Journal and/or NEWSLETTER are not members of the Society and are not entitled to other privileges of membership (*Enacted at 1983 E.C. meetings*).
- b. The price for a non-member subscription to the NEWSLETTER will be (U.S.) \$8.00 per year (*Enacted at 1983 E.C. meetings; revised at 1992 E. C. meetings*).

## 18. ABS Policy Changes

- a. A list of long-term ABS Policy will be updated concurrent with EC votes by the Parliamentarian based both on the minutes of the recent annual meeting provided by the Secretary and on electronic votes conducted by the EC. An updated version of the handbook shall be posted online with each update (*Revised at 1992 & 1999 E.C. meetings and eVote of the EC January 2005; Revised by EC eVote, September 2017*).
- b. In recording minutes, the Secretary of the Society should make a special effort to have "policy" statements distinguished from "other" statements and to record policy decisions made during the Executive Committee meetings in such a way that a motion and action on the motion are clear.

## 19. Ethics

- c.
  - a. ABS Code of Ethics and Member Conduct resides in the Bylaws.
  - b. Procedures for Reviewing Reported Violations of the Code of Ethics and Member Conduct by a member of the Animal Behavior Society
    1. A member who wishes to report a potential violation of the Code of Ethics and Member Misconduct may report this conduct to the Safe Behavior Committee (SBC) as follows:
      - i. Emails sent to [safebehavior@animalbehaviorsociety.org](mailto:safebehavior@animalbehaviorsociety.org) will be received by the ABS management company (SPLtrak at time of writing) and/or another reporting channel as

designated by the SBC.

- ii. Reports sent to a member of the ABS Executive Committee will be forwarded to the ABS management company by forwarding an email report to [safebehavior@animalbehaviorsociety.org](mailto:safebehavior@animalbehaviorsociety.org) or writing up a summary based upon a verbal or non-email written report. A summary will be sent to the SBC [safecommittee@animalbehaviorsociety.org](mailto:safecommittee@animalbehaviorsociety.org).
- iii. Published articles by a reputable news source alleging ethics violations by a member of ABS will be considered a report of ethics violations.
- iv. Upon receipt, the ABS management company will review the report to ensure that no member of the SBC is named in the misconduct report, or has a conflict of interest, before passing it on to the committee. If a member of the SBC is named or there is a conflict of interest with any member of the SBC, they will be replaced by another agreed upon members of the EC. If there is conflict with alternate members EC the case will go to a third-party consultant.
- v. The ABS management company will inform the SBC of any prior reports concerning the accused party.
- vi. If the Safe Behavior Committee is made aware that a member of the ABS society has been found to have engaged in ethics or conduct violations at their home institution or by another professional institution or organization (e.g., a journal or another professional society) that may also be considered a violation of the ABS Code of Ethics and Member Conduct, they are charged with making a recommendation regarding consequences consistent with their operations detailed below.

2. The Safe Behavior Committee will review the details of the allegation as follows:

- i. The SBC will first determine if the reported behavior is in violation of the ABS Code of Ethics and Member Conduct. During this stage, the SBC may contact the accused party to inform them of the report and request a voluntary cessation of ABS-related activities until the SBC concludes their determination.
- ii. In the absence of a full review, the SBC and the accused party may engage in conversations and mutually agreed upon actions to directly address the reported behavior.
- iii. If a full review is warranted, a member of the SBC will contact the accused party to inform them of the report and the initiation of the review process. Names of reporters will not be included, unless specifically requested by the reporter, but an overview of the violations will be provided. At the time of initial contact, the accused party will be offered an opportunity to respond to the report with a written statement within 7 days.
- iv. During a review, the Safe Behavior Committee will ask the ABS management company to put a hold on the accused party's membership.
- v. During the review, the committee may ask for more information from the accused party. Accused parties will be made aware of this policy, ABS Procedures for Reviewing Reported Violations of the Code of Ethics and Member Conduct.
- vi. If necessary, the Safe Behavior Committee will, with the help of professional consultants, conduct an investigation to obtain additional information from individuals other than the

accused party This investigation may include interviewing witnesses, reviewing documents, and obtaining any information necessary to reach a conclusion on the reported violation. The SBC will use the “more likely than not” standard to determine the credibility of parties and witnesses in reaching its determination on the reported violation.

vii. The Safe Behavior Committee will, with or without the input of a professional consultant and/or a lawyer, decide on consequences, if any.

viii. The SBC must reach a majority vote on consequences before they can be enacted or recommended to the EC.

3. If the Safe Behavior Committee concludes that the reported behavior and/or accused party was not acting in violation of the ABS Ethics Policy:

i. The ABS management company will strike through the report entry and will add a note of when and why the report was negated. Such action will effectively remove the accused party from the reporting document but will retain a record of the report and outcome.

ii. The Safe Behavior Committee will inform the accused party, reporting party, and any other individuals directly involved in the review of the outcome.

4. If the Safe Behavior Committee concludes that the reported behavior and/or alleged violator was acting in violation of the ABS Ethics Policy, they will also recommend appropriate consequences.

i. The Safe Behavior Committee will inform the accused party, reporting party, other survivors and witnesses, and any other individuals directly involved in the review, of the outcome.

ii. The Safe Behavior Committee will provide the ABS management company a record of each case that is not dismissed to be archived in a confidential document. The record will take the form of the written report shared with the EC verbally.

iii. The confidential document of reported cases will be managed and accessed only by the ABS management company so as to keep the information confidential. The ABS management company will consult this confidential report document for prior offenses by the party in question and if a name is present, it will be brought to the attention of the Safe Behavior Committee.

5. Potential consequences for violations of the ABS Code of Ethics may include, but are not limited to:

i. Receipt of a verbal or written warning, indicating that any future misconduct may carry serious consequences.

ii. Removal from an in-person or online meeting or event. Such an action can be done without warning or refund and at cost to the individual.

iii. Removal from an ABS-related committee, position, and/or consideration for an award or grant.

- iv. Prohibition from attending future ABS meetings and events permanently or for an indicated time (e.g., 5-year ban).
- v. Revocation of past ABS-related accolades (e.g. society awards and honors)
- vi. Removal from the current and all future ABS activities, including membership of the Society.

6. If the Safe Behavior Committee recommends revoking awards, membership, or banning future membership or participation, they will:

- i. Present a confidential verbal report to the Executive Committee with details and identities redacted for those that wish to remain anonymous.
- ii. The Executive Committee will engage in a discussion about the appropriateness of the suggested consequence(s)
- iii. The EC will hold a formal vote as detailed in Procedures for Revoking Awards and Removing Membership (below).

7. Procedure for Revoking Awards and Removing Membership

i. A recommendation from the Safe Behavior Committee to revoke past ABS-related accolades or to remove a society member from all current and future ABS-sponsored events, including revoking and/or preventing future membership, will require a majority vote of the ABS Executive Committee.

ii. The Executive Committee evaluation will proceed as follows:

- a. The alleged violator will be contacted by a member of the Safe Behavior Committee and informed of the committee's recommendation.
- b. The alleged violator will be invited to provide a written statement to be read to the Executive Committee during the discussion of the case. The alleged violator will be given a minimum of 7 days to provide a written statement.
- c. A special Executive Committee meeting will be scheduled to discuss the case. The case will not be discussed over email.

iii. If the Executive Committee supports the SBC's recommendation, the accused party, reporting party, other survivors and witnesses, and any others directly involved in the review will be informed of the outcome.

iv. Recommendation to revoke awards and/or remove membership can result from behavioral and/or scientific ethics violations.

c. Procedure in cases of alleged misconduct by Certified Applied Animal Behaviorists. (Enacted at 1992 E.C. Meetings.)

- a. Allegations of misconduct by a Certified Applied Animal Behaviorist may be reported to any other Certified Applied Animal Behaviorist or to the Chair of the Board of Professional Certification. Anonymous allegations will not be considered.
- b. Certified Applied Animal Behaviorists should report allegations of misconduct by a Certified Applied Animal Behaviorist to the Chair of the Board of Professional Certification.
- c. Depending on the alleged misconduct, the Chair of the Board of Professional Certification may direct the complaint to the Board of Professional Certification.
- d. After deciding to deal with a complaint, the Board of Professional Certification will request written documentation from the parties involved. Policies governing jurisdiction {Policy 23 b 3, second paragraph), confidentiality, conflicts of interest, and public notice (Policy 23 b 10) shall apply, mutatis mutandis.
- e. Documentation of the case will be circulated to members of the Board of Professional Certification. Members of the Board and Committee (if consulted) should submit their written evaluations to the Chair of the Board.
- f. Based on the written statements, the Chair of the Board will prepare a written summary and recommend action. This preliminary report will be circulated to members of the Board and revised in accordance with their opinions and at the discretion of the Chair of the Board.
- g. After approval by consensus, the final report will be circulated to the Board of Professional Certification. The final report must summarize the evidence, state of conclusion, and make a decision. Penalties may include:
  - i. Reprimand: a letter outlining the problem and suggesting that such problematic actions be avoided in the future will be sent.
  - ii. Suspension: certification will be suspended for a period to be determined by the Board.
  - iii. Permanent decertification.
- h. The final report and decision will be communicated to the parties involved and the Executive Committee by letter from the Chair of the Board.
- i. Either party may appeal the decision to the President of the Animal Behavior Society within 30 days of receiving written notification of the decision of the Board. If appealed,
  - i. The President will appoint an ad hoc Appeals Committee which will be chaired by the Second President-elect, and will include the recently retired Past-President and an appointed member who is not a chair of a committee or a member of the Executive Committee or the Board of Professional Certification.
  - ii. The Appeals Committee will receive all materials relevant to the case from the Chair of the Board of Professional Certification and will review these materials and the decision rendered.
  - iii. The Appeals Committee may solicit any additional material they deem necessary. Respondents shall have the right to present new material not previously known or easily available to them.
  - iv. The Appeals Committee will submit a written report to the Executive Committee for a decision at its next meeting. The Second President-elect, as Chair of the Appeals Committee, will answer any questions raised at the meeting. A majority vote of the Executive Committee, meeting in executive session, will decide the case. The final report of the Appeals Committee and the decision of the Executive Committee will be communicated to the parties

involved by letter from the President. This decision is final and may not be appealed.

## 20. Archives

- a. The Historian will facilitate that records of ABS be placed in the Smithsonian Institution Archives, including copies of the minutes of all ABS meetings. The Historian should retain a copy of the Minutes of the Executive Committee meetings which may be requested by individuals or organizations on a short-term loan basis. The Historian shall see that the files are updated on an annual basis.
- b. Quoting archival materials shall require the permission of the ABS President and Secretary (*Enacted at the 1985 E.C. Meetings*).
- c. Guidelines for Archives (*Enacted at the 1990 E.C. Meetings*):

Location. The Archives of the Animal Behavior Society are maintained at the Smithsonian Institution Archives, 900 Jefferson Drive S.W., Washington, D.C. 20560.

ABS Liaison. The liaison from the ABS to the Smithsonian is the ABS Historian.

Purpose. The purpose of the Archives is to maintain records of the Society so that they may be available for examination by future members or officers and by qualified scholars interested in the ABS, its activities, and its members.

Contents. The Archives will include all official documents of the ABS including minutes and accounts of all meetings, fiscal records, substantive correspondence, and other materials related to the activities and history of the Society. Note that material related to the journal, *Animal Behaviour*, is maintained in a separate archive at the Archives of the History of American Psychology, Akron, Ohio.

Procedures for Deposition. All officers and committee chairs are responsible for forwarding requisite material to the Historian at an appropriate time after leaving office. The Historian will make an annual deposition to the Smithsonian.

The Historian should remind departing officers and committee chairs of their responsibilities for deposition of ABS documents. It may be appropriate for those leaving office to forward the documents of the office to his/her successor for use during the subsequent term. The two should reach some arrangement as to the procedure for the eventual deposition of the materials to the Archives and inform the Historian of this agreement.

Sensitive Materials. Should there be sensitive materials concerning individuals, an arrangement should be made with the Historian concerning the handling of these items. If necessary, access can be restricted to certain people or papers can be sealed for specified periods of time.

Duplicate Files. The Historian will maintain copies of such materials as the current Constitution, Bylaws, Policy, recent NEWSLETTERS<sup>2</sup>, recent committee reports, and other materials. Such materials should thus be submitted in duplicate -- one copy for the Archives and one for the Historian.

### Materials for inclusion:

- i. ABS Constitution, Bylaws, and Policy. All versions of the constitution, Bylaws, and Policy should be preserved. Upon making any changes in these documents, the Parliamentarian should forward two copies to the Historian.
- ii. Annual Reports of all Officers and Committees. Copies of annual reports should be forwarded to the Historian when accepted by the Executive Committee.
- iii. Minutes. Minutes of all meetings, including the Annual Business Meeting, the Executive Committee meetings, and meetings of both standing and ad hoc committees.
- iv. Fiscal Records. Copies of the annual audited Treasurer's report and other financial materials.
- v. Annual membership lists and copies of membership directories.
- vi. Programs and abstracts from each meeting. The Junior Program Officer should arrange to have one copy of the program and abstracts for the Archives (*Revised at 2000 E.C. meetings*).
- vii. Correspondence. All officers and committee chairs should forward significant correspondence concerning their function to the Society. This will include correspondence among officers, with outside individuals, and related materials.

It is not necessary to preserve such materials as routine requests for information, such as those often directed to the Secretary, dues payment forms collected by the Treasurer, ballots collected in elections and other material that can be summarized, with the summary to be preserved.

- viii. Records of Awards Decisions. Chairs of the committees to make awards (e.g., the Allee Award, the film awards, and research support awards) should provide lists of nominees or contestants, awards made and research proposals and reviews (*Revised at the 1997 E.C. meeting*).
- ix. Newsletters and other publications of the Society.
- x. Programs, abstracts, and related materials concerning animal behavior regional meetings.
- xi. Photographic Record. All officers and committee chairs are asked to donate photographs of themselves for inclusion. Other photos of activities of annual meetings and elsewhere are solicited, as they document the flavor of ABS activities.

## **21. Use of the Society Name and Logo**

- i. The name Animal Behavior Society on items for sale shall require written approval of the President in consultation with the Treasurer and First President-elect.
- ii. Any unauthorized use of the ABS name as expressed or implied endorsement or certification may be grounds for termination of membership (*Enacted at the 1987 E.C. Meetings*).
- iii. Any apparent misuse of the Society's name should be brought to the attention of the President. The President should instruct the user that the use of Animal Behavior Society affiliations in any commercial venture should be

- accompanied by a disclaimer that such advertisement does not signify endorsement by the Society (*Enacted at the 1985 E.C. Meetings*).
- iv. ABS film awards carry the privilege of listing the award in promotional advertising for the winning films (see Sec. 10c).
  - v. The ABS logo can be used by Society members for educational and research-related activities and acknowledgement of the Society; however, it cannot be used for commercial purposes (*Enacted by E.C. through e-vote Nov. 2015*).

## **22. Mailing Lists and Labels**

1. Mailing labels will be sold only if the exact materials to be mailed out have been examined and approved by the Treasurer or, in the case of non-routine requests, approved by the Executive Committee. A charge of (U.S.) \$90 per 1000 labels will be made (*Enacted at 1985 E.C. Meetings; revised 1989 & 2000 E.C. Meetings*).
2. Specific requests for ABS mailing labels will be denied if 20% of the Executive Committee votes not to make them available (*Enacted at the 1986 E.C. Meetings*).

## **23. *ABS/ASAB Guidelines for the Treatment of Animals in Behavioral Research and Teaching***

Behavioral studies are of great importance in increasing our understanding and appreciation of animals. In addition to providing knowledge about the diversity and complexity of behavior in nature, such studies also provide information crucial to improvements in the welfare of animals maintained in laboratories, zoos, and agricultural settings. The use of animals in behavioral research and teaching does, however, raise important ethical issues. While many behavioral studies are non-invasive and involve only observations of animals in their natural habitat, some research questions cannot be answered adequately without manipulation of animals. Studies of captive animals necessarily involve keeping animals in confinement, and manipulative procedures and surgery may be necessary to achieve the aims of the research. Studies of free-living animals in their natural habitats can cause disruption, particularly if feeding, capture, marking or experimental procedures are involved.

While the furthering of scientific knowledge is a proper aim and may itself advance an awareness of human responsibility towards animal life, the investigator must always weigh the potential gain in knowledge against any adverse consequences for the animals and populations under study. This is equally true for the evaluation of animal use in animal behavior teaching activities. In fact, animal behavior courses provide an excellent opportunity to introduce students to the ethical obligations a researcher accepts when animals are studied.

In order to help their members make what are sometimes difficult ethical judgments about the procedures involved in the study of animals, the Association for the Study of Animal Behaviour and the Animal Behavior Society have formed Ethical and Animal Care committees, respectively. These committees jointly produced the following guidelines for the use of all those who are engaged in behavioral research and teaching activities involving vertebrate and invertebrate animals. These guidelines are general in scope, since the diversity of species and study techniques used in behavioral research precludes the inclusion of specific details about appropriate animal care and treatment. The guidelines will be used by the Editors of *Animal Behaviour* in assessing the

acceptability of submitted manuscripts. Submitted manuscripts may be rejected by an Editor, after consultation with the Ethical or Animal Care Committee, if the content violates either the letter or the spirit of the guidelines. These guidelines supplement the legal requirements in the country and/or state or province in which the work is carried out. They should not be considered an imposition upon the scientific freedom of individual researchers, but rather as helping to provide an ethical framework which each investigator may use in making decisions related to animal welfare.

a. Legislation

Investigators are accountable for the care and well-being of animals used in their research and teaching activities, and must therefore abide by the spirit as well as the letter of relevant legislation. For those who reside in Great Britain, a summary of the laws designed to ensure the welfare of animals is given by Crofts (1980); detailed guidance on the operation of the Animals (Scientific Procedures) Act, 1986 is provided by the Home Office (199). In the U.S.A., federal, state, and local legislation and guidelines may apply. In particular, the care and use of many vertebrate laboratory animals are regulated under the Animal Welfare Act and its amendments and regulations (code of Federal Regulations, Title 9) and/or the policies of the Public Health Service (NRC 1996; PHS 1996). Guidelines for farm animals used in research and teaching may also be applicable (Guide Development Committee 1988). In Canada, guidance can be obtained from the Guide to the Care and Use of Experimental Animals (Canadian Council on Animal Care 1992).

In Britain, lists of threatened species and laws aiming to protect them can be obtained from the International Union for the Conservation of Nature, Species Conservation Monitoring Unit (219C Huntington Road, Cambridge CB3 0D1, U.K.). In the U.S.A., information pertaining to The Endangered Species Act Of 1973 may be found in the Code of Federal Regulations (Title 50, 1973). Lists of endangered species can be obtained from the Office for Endangered Species, U.S. Department of the Interior, Fish and Wildlife Service (Rm. 430, 4401 N. Fairfax Dr., Arlington, VA 22203, phone 1-800-358-2104) or from the Committee on the Status of Endangered Wildlife in Canada, Canadian Wildlife Service (Environment Canada, Ottawa, Ontario K1A 0E7).

Investigators working in other countries must familiarize themselves with legislation both on animal welfare and on threatened and endangered species and conform with the spirit and letter of the laws. When submitting manuscripts to Animal Behaviour, all authors must confirm in their cover letter that they have adhered to the legal requirements of the country in which the study was conducted.

b. Choice of Species and Non-animal Alternatives

Investigators should choose a species for study that is well suited for investigation of the questions posed. Choosing an appropriate subject usually requires knowledge of a species' natural history and phylogenetic level. Knowledge of an individual animal's previous experience, such as whether or not it has spent a lifetime in captivity, is also important. When research or teaching involves procedures or housing conditions that may cause pain, discomfort or stress to the animal, and when alternative species can be used, the researcher should employ the species which, in the opinion of the researcher and other qualified colleagues, is least likely to suffer (OTA 1986). Live animal subjects are generally essential in behavioral research, but non-animal alternatives such as video records from previous work or computer simulations can sometimes be used (Smyth 1978). Material of this kind also exists for teaching purposes and can be used instead of live animals to expand the range of behavioral subjects available to students.

c. Number of Individuals

The researcher should use the smallest number of animals necessary and sufficient to accomplish the research goals, especially in studies which involve manipulations that are potentially detrimental to the animal or the population. The number of animals used in an experiment can often be dramatically reduced by pilot studies, good experimental design and the use of statistical tests that enable several factors to be examined simultaneously. Hunt (1980), Still (1982) and McConway<sup>2</sup> (1992) discuss ways of reducing the number of animals used in experiments through alternative designs. Useful reference works are Cox (1958) and Cochran & Cox (1996).

#### d. Procedures

Investigators are encouraged to discuss with colleagues both the scientific value of their research proposals as well as possible ethical considerations. There are several models for evaluating animal research which can be of use when making ethical decisions (Bateson 1986; Orland 1987; Shapiro & Field 1988; Donnelly & Nolan 1990; Porter 1992). If procedures used in research or teaching involve exposure to painful, stressful or noxious stimuli, the investigator must consider whether the knowledge that may be gained is justified. Bateson (1991) discusses the assessment of pain and suffering. Additional information can be obtained from the U.S. National Academy of Sciences Publication, "Recognition and Alleviation of Pain and Distress in laboratory Animals" (NRC 1996), and from the American Veterinary Medical Association panel report on animal pain and distress (AVMA 1987). Researchers are urged to consider the use of alternative procedures before employing techniques that are likely to cause physical or psychological discomfort to the animal. Pain or suffering should be minimized both in duration and magnitude to the greatest extent possible under the requirements of the experimental design. Attention should be given to proper pre- and post-operative care in order to minimize preparatory stress and residual effects. Unless specifically contraindicated by the experimental design, procedures that are likely to cause pain or discomfort should be performed only on animals that have been adequately anaesthetized. Analgesics should be used after such procedures to minimize pain and distress whenever possible (Flecknell 1985; Benson et al. 1990).

The following more specific points may be of use:

1. Fieldwork. Investigators studying free-living animals must take precautions to minimize interference with individuals as well as the populations and ecosystems of which they are a part. Capture, marking, radio-tagging, collection of physiological data such as blood or tissue samples or field experiments may not only have immediate effects on the animal, but may also have consequences such as a reduced probability of survival and reproduction. Investigators should consider the effects of such interference and use less disruptive techniques, such as individual recognition by the use of natural features rather than marking (Scott 1978) where possible. Cuthill (1991) discusses the ethical issues associated with field experiments and recommends pilot investigations to assess potential environmental disruption and follow-up studies to detect and minimize persistent effects. Investigators should weigh the potential gain in knowledge from field studies against the adverse consequences of disruption for the animals used as subjects and also for other animals and plants in the ecosystem. When an experimental protocol requires that animals be removed from the population either temporarily or on a long-term basis, investigators should ensure that suffering or discomfort are minimized not only for the removed animals but for others dependent on them (e.g., dependent offspring). Removed individuals and their dependents must be housed and cared for appropriately. Sources of further information of field techniques are the books edited by Stonehouse (1978) and Amlaner & Macdonald (1980).

2. **Aggression, Predation and Intraspecific Killing.** The fact that the agent causing harm may be another non-human animal does not free the experimenter from the normal obligations to experimental animals. Huntingford (1984) and Elwood (1991) discuss the ethical issues involved and suggest ways to minimize suffering. Wherever possible, field studies of natural encounters should be used in preference to staged encounters. Where staged encounters are necessary, the use of models should be considered, the number of subjects should be kept to the minimum needed to accomplish the experimental goals, and the experiments made as short as possible. Suffering can also be reduced by continuous observation with intervention to stop aggression at predefined levels, and by providing protective barriers and escape routes for the subjects.
3. **Aversive Stimulation and Deprivation as Motivational Procedures.** Aversive stimulation or deprivation can cause pain or distress to animals. To minimize suffering, the investigator should ascertain that there is no alternative way of motivating the animal and that the levels of deprivation or aversive stimulation used are no greater than necessary to achieve the goals of the experiment. Alternatives to deprivation include the use of highly preferred foods and other rewards which may motivate even satiated animals. Use of minimal levels requires a knowledge of the technical literature in the relevant area; quantitative studies of aversive stimulation are reviewed by Church (1971) and Rushen (1986) and the behavior of satiated animals is considered by Morgan (1974). Further comments on reducing distress due to motivational procedures are to be found in Lea (1979) and Moran (1975).
4. **Social Deprivation, Isolation and Crowding.** Experimental designs that require keeping animals in over-crowded conditions, or that involve social deprivation or isolation, may be extremely stressful to the animals involved. Because the degree of stress experienced by the animal can vary with species, age, sex, reproductive condition, developmental history and social status, the natural social behavior of the animals concerned and their previous social experience must be considered in order to minimize such stress.
5. **Deleterious Conditions.** Studies aimed at inducing deleterious conditions in animals are sometimes performed in order to gain scientific knowledge of value to human or animal problems. Such conditions include inducing diseases, increasing parasite loads, and exposing animals to pesticides or homeostatic stressors. Where feasible, studies inducing a deleterious condition in animals should address the possible treatment or alleviation of the condition induced. Animals exposed to deleterious conditions that might result in suffering or death should be monitored frequently and, whenever possible, considering the aims of the research, humanely killed as soon as they show signs of distress. If the goals of the research allow it, the investigator should also consider experimental designs in which the deleterious condition is removed (e.g., removing rather than adding parasites as the experimental treatment) or in which naturally occurring instances of deleterious conditions are observed.

e. Endangered Species

All research on endangered or locally rare species must comply with relevant legislation and be coordinated with official agencies responsible for the conservation effort for the particular species under study. Legislation and sources of help in identifying endangered species have been outlined in Section A. Members of threatened species should not be placed at risk except as part of a serious attempt at conservation. Observation alone can result in serious disturbance, including higher predation rates on nests or young, or their abandonment, and should only be undertaken after careful consideration of techniques and of alternative species. Investigators should also consider further adverse consequences of their work, such as opening up remote areas for subsequent access or teaching techniques of anesthetization and capture which might be misused (e.g., by poachers).

#### f. Procurement of Animals

When it is necessary to procure animals either by purchase or donation from outside sources, only reputable suppliers should be used. For workers in the U.K., advice about purchasing animals may be obtained from the Laboratory Animal Breeder's Association, Charles River (U.K.) Ltd., Manson Research Centre, Manson Road, Margate, Kent CT9 4LP. In the U.S.A., information on licensed animal dealers can be obtained from the local office of the U.S. Department of Agriculture (U.S.D.A.). Other sources of information on laboratory animal suppliers in North America are the American Association for Laboratory Animal Science (M524 Biological Sciences Building, University of Alberta, Edmonton, Alberta T6G 3E9). If animals are procured by capture in the wild, this must be done in as painless and humane a manner as possible and must comply with any relevant legislation. Individuals of endangered species or populations should not be taken from the wild unless they are part of an active conservation program. So far as is possible, the investigator should ensure that those responsible for handling purchase, donated or wild-caught animals en route to the research facilities provide adequate food, water, ventilation and space, and do not impose undue stress.

#### g. Housing and Animal Care

The researcher's responsibilities extend also to the conditions under which the animals are kept when not being studied. Caging conditions and husbandry practices must meet, at the very least, minimal recommended requirements of the country in which the research is carried out. Guidance can be obtained from the Universities Federation for Animal Welfare (U.F.A.W.) handbook (Poole, 1987), the National Research Council (NRC 1985) guide, the U.S.D.A. Animal Welfare Act Regulations (Code of Federal Regulations), the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching (Guide Development Committee 1988), and the Canadian Council on Animal Care's Guide to the Care and Use of Experimental Animals (1992).

Although these publications provide general guidance, the housing and care regimes established for the commonly used laboratory animals are not necessarily suitable for wild animals or for individuals of wild species born in captivity. Special attention may be required to enhance the comfort and safety of these animals. Normal maintenance of captive animals should incorporate, as much as possible, aspects of the natural living conditions deemed important to welfare and survival. Consideration should be given to providing features such as natural materials, refuges, perches, and dust and water baths. Companions should be provided for social animals where possible, providing that this does not lead to suffering or injury. Frequency of cage cleaning should represent a compromise between the level of cleanliness necessary to prevent diseases and the amount of stress imposed by frequent handling and exposure to unfamiliar surroundings, odors, and bedding. Researchers in the United States should also ensure that the requirements outlined under the 1985 Amendment to the Animal Welfare Act to provide exercise for laboratory-housed dogs and to ensure the psychological well-being of captive non-human primates are met.

The nature of human-animal interactions during routine care and experimentation should be considered by investigators. Depending upon species, rearing history and the nature of the interaction, animals may perceive humans as conspecifics, predators or symbionts (Estep & Hetts 1992). Special training of animal care personnel can help in implementing procedures that foster habituation of animals to caretakers and researchers and minimize stress. Stress can also be reduced by training animals to cooperate with handlers and experimenters during routine husbandry and experimental procedures (Biological Council 1992).

#### h. Final Disposition of Animals

When research projects or teaching exercises using captive animals are completed, it may sometimes be appropriate to distribute animals to colleagues for further study or breeding, if permitted by local legislation. However, if animals are distributed care must be taken to ensure that the same animals are not used repeatedly in stressful or painful experiments and that they continue to receive a high standard of care. Animals should never be subjected to more than one major surgery unless it is an unavoidable element of a single experiment. Except as prohibited by national, federal, state, provincial, or local laws, researchers may release field-trapped animals if this is practical and feasible, especially if it is critical to conservation efforts. However, the researcher should assess whether releases into the wild might be injurious or detrimental both to the released animal and to existing populations in the area. Animals should be released at the same site where they were trapped (unless conservation efforts dictate otherwise), and only when their ability to survive in nature has not been impaired and when they do not constitute a health or ecological hazard to existing populations. If animals must be killed subsequent to a study this must be done as humanely and painlessly as possible; death of the animals should be confirmed before their bodies are discarded. A veterinarian should be consulted for advice on methods of euthanasia that are appropriate for the particular species being used. Additional information on euthanasia methods can be found in the report of the AVMA panel on euthanasia (AVMA 1993).

#### i. Obtaining Further Information

There are a number of organizations that provide publications and detailed information about the care and use of animals. These include The Canadian Council on Animal Care (1105-151 Slater Street, Ottawa, Ontario, K1P 5H3, Canada), the Scientists Center for Animal Welfare (7833 Walker Dr. , suite 340, Greenbelt, MD 20770, U.S.A., [scaw@erols.com](mailto:scaw@erols.com)), AAALAC International -Association for the Assessment and Accreditation of Laboratory Animal Care (1-800-926-0066, <http://www.aaalac.org>), NetVet? (<http://netvet.wustl.edu/>), National Academy of Sciences (<http://www.nas.edu/homepage/pubs/pubs.html>), National Academy Press (<http://www.nap.edu/readingroom/>) and the Universities Federation for Animal Welfare (8 Hamilton Close, South Mimms, Potters Bar, Hertfordshire EN6 3QD, U.K.). The Animal Welfare Information Center at the National Library (Room 205, Beltsville, MD 20705, U.S.A.) publishes a series of bibliographies on special topics and can also provide individualized database searches for investigators on potential alternatives, including techniques for replacement with non-animal models or alternative species, methods for reducing the total number of animals necessary to address the research question, and experimental refinements which can reduce pain and stress. For those with access to it, the Internet provides a wealth of information on animal care and welfare issues: Many of these are government web pages, particularly those of NIH and USDA. Good starting places are: <http://www.nih.gov/> and <http://www.aphis.usda.gov/>. Additional information at the APHIS site can be found at </reac/reachome.html>. On the NIH site is </grants/oppr/library> from which one can access the 1996 Institute of Laboratory Animal Resources (ILAR) Guide for Care and Use of Laboratory Animals (published by the National Academy Press) in its entirety, as well as get information on the IACUC Guidebook published by ARENA (Applied Research Ethics National Association). The Animal Welfare Information Center (AWIC) at the National Agricultural Library (NAL) can be accessed via the USDA home page, and they also have available a Compendium of Animal Resources (CARE) CD ROM. For more information, contact Michael Kreger at the NAL: email: [mkreger@nal.usda.gov](mailto:mkreger@nal.usda.gov) or write to AWIC, National Agricultural Library, 5th floor, 10301 Baltimore Ave., Beltsville, MD 20705.

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## **24. Program Certification of Applied Behaviorists**

*(Extensively revised by 2013 E.C. e-Voting)*

### a. Rationale

Animal behaviorists can be educated in a variety of disciplines including animal science, ethology, psychology, wildlife biology, behavioral ecology, and/or zoology. A professional applied animal behaviorist is a person with demonstrated expertise in:

- i. The theoretical principles of animal behavior,
- ii. The process of conducting empirical research on the behavior of animals in either a laboratory or field setting,
- iii. The application of animal behavioral principles to solution of animal behavior problems, and

- iv. The dissemination of accurate information about animal behavior through teaching and/or research.

Certification of applied animal behaviorists is a means of demonstrating to the public, as well as to colleagues and peers, the training required to practice as a professional applied animal behaviorist. Certification constitutes recognition by the Animal Behavior Society that, to its best knowledge, the certificant meets the educational, experiential, and ethical standards required by the Society for professional applied animal behaviorists. Certification does not constitute a guarantee that the applicant meets a specific standard of competence or possesses specific knowledge.

#### b. Objectives

The objectives of the Animal Behavior Society's Certification program are:

- i. To recognize the professional training of applied animal behaviorists by establishing specific standards and criteria for certification.
- ii. To educate and inform potential public and private clients and employers about the education and experience of applied animal behaviorists and to assist these same groups in evaluating applied animal behaviorists,
- iii. To assist the public in identifying applied animal behaviorists by establishing and maintaining a procedure for critical peer evaluation based upon defined minimum education, experience and ethical requirements,
- iv. To create and maintain public confidence in the advice and opinions of applied animal behaviorists as well-educated and experienced professionals who have pledged to uphold the Code of Ethics of the Animal Behavior Society and to act in the best interest of the public, and
- v. To provide public and private clients more positive access to professional advice in matters concerning applied animal behavior.

#### c. Levels of Professional Certification

- i. Associate Applied Animal Behaviorist
- ii. Certified Applied Animal Behaviorist

#### d. Requirements

##### Associate Applied Animal Behaviorist

1. Education. Masters Degree in a biological or behavioral science with an emphasis on animal behavior, from an accredited college or university. The applicant's undergraduate and/or graduate course work must include a minimum of 30 semester credits in behavioral science courses to include: 9 semester credits in ethology, animal behavioral and/or comparative psychology (e.g., experimental psychology).
2. Experience. Minimum of two years professional experience in applied animal behavior. The applicant must demonstrate the ability to perform independently and professionally in applied animal behavior. Examples include independent studies, data analyses, formulation and testing of hypotheses, and professional writing. Evidence of significant experience working interactively with a particular species (e.g., researcher, research assistant, or intern with a certified applied animal

- behaviorist) prior to working independently with the species in a clinical animal behavior setting (i.e., one involving the identification and resolution of an animal's behavioral problem).
3. Endorsement. A minimum of three letters of recommendation from animal behavior professionals, as described in the application for certification. One must come from a currently certified member of ABS and another from a regular member of ABS. Only two letters may come from the same institution.
  4. Links with the Society. Must be a member of ABS in good standing, have presented a case study or research-based paper or poster at an ABS meeting prior to initial certification or re-certification, and must maintain professional liability insurance at all times with ABS listed on their policy as an additional insured party (see below, f.vii).
  5. Validity. Once approved, certification is valid for 5 years and must be renewed annually. For renewal, a certificate holder must remain an ABS member in good standing, pay applicable annual fees, and provide proof of liability insurance as set out above.

### Certified Applied Animal Behaviorist

1. Education and Experience. Doctoral degree in a biological or behavioral science with an emphasis on animal behavior, including five years of professional experience; or a DVM (or VMD) plus two years in a university-approved residency in animal behavior, and three additional years of professional experience in applied animal behavior. Any of the degrees must include the course work required for an Associate Applied Animal Behaviorist. Also:
  - a. Demonstration of thorough knowledge of the literature, scientific principles, and principles of animal behavior.
  - b. Demonstration of original contributions or original interpretations of animal behavior information.
  - c. Evidence of significant experience working interactively with a particular species (e.g., researcher, research assistant, or intern with a Certified Applied Animal Behaviorist) prior to working independently with the species in a clinical animal behavior setting (one involving the identification and resolution of an animal's behavioral problem).
2. Endorsement: A minimum of three letters of recommendation from animal behavior professionals, as described in the application for certification. One must come from a currently certified member of ABS and another from a regular member of ABS. Only two letters may come from the same institution.
3. Links with the Society. Must be a member of ABS in good standing, have presented a case study or research-based paper or poster at an ABS meeting prior to initial certification or re-certification, and must maintain professional liability insurance at all times with ABS listed on their policy as an additional insured party (see below, f. vii).
4. Validity. Once approved, certification is valid for 5 years and must be renewed annually. For renewal, a certificate holder must remain an ABS member in good standing, pay applicable annual fees, and provide proof of liability insurance as set out above.

## Re-certification

Certification may be renewed for five year periods. To renew certification, an individual must apply for renewal, pay an annual fee, remain a member of ABS, present a case study or research-based paper or poster at an ABS meeting at least once in the previous 5 years, and show proof each year of current liability insurance with ABS listed on their policy as an additional insured party. Failure to meet these requirements will result in decertification. (*Upheld by vote at 2017 EC meeting.*)

### e. Ethics

Associate Applied Animal Behaviorists and Certified Applied Animal Behaviorists shall:

- i. Conduct their activities in accordance with the Code of Ethics of the Animal Behavior Society, with the highest standards of professional conduct and personal honor, and in accordance with the laws of applicable jurisdictions.
- ii. Accept employment to perform professional services only in the areas of their own competence and consistent with the Code of Ethics of the Animal Behavior Society. They shall seek to refer clients or employers to other applied animal behaviorists when expertise of such professionals shall best serve the interests of the public and the client/employer. They shall cooperate fully with other professionals in the best interest of the animals, the public and the client/employer. They shall act in accordance with ABS/ASAB Guidelines for the use of Animals in Research.
- iii. Refrain from advertising in a self-laudatory manner, beyond statements intended to inform prospective clients/employers of qualifications, or in a manner detrimental to fellow professionals. They shall follow ABS Policy for the use of the Society's name.

### f. Administration

Certification shall be administered by the Board of Professional Certification (BPC) consisting of six members including the First President-elect of the Animal Behavior Society who serves as an ex officio member. The Chairperson and Board members are appointed by the President of the Animal Behavior Society with the approval of the ABS Executive Committee (see below).

- i. Board Member Requirements. Board members must be certified and be ABS members in good standing. (The certification requirement does not apply to the First President-elect, who serves as an ex officio member not voting on certification applications). They should represent an appropriate range of training in animal species, theoretical perspectives, and areas of applied animal behavior. The BPC Chair's "certification file" is to be held by SPL trak.
- ii. Appointment. The President of ABS, in consultation with the Chairperson of the committee on Applied Animal Behavior and the Executive Committee, shall appoint members. Members appointed initially must be deemed certifiable.
- iii. Terms. Three year staggered terms such that no more than two terms expire each year.
- iv. Board Chairperson Responsibilities. The Board Chairperson will be responsible for:
  1. Maintaining hardcopy and computer files on all applicants with SPL trak.
  2. Maintaining a list of Associate applied Animal Behaviorists and Certified Applied Animal Behaviorists.

3. Preparing application materials for review by the Board.
  4. Chairing, and providing agenda for, meetings of BPC.
  5. Periodically advising applicants of status of their applications, including materials yet to be received.
  6. Informing applicants of the results of the BPC's review. The chairperson's name, address, and telephone number should clearly show on certificates to enable the public to interact with the Board (*Revised at 1992 E.C. meetings*).
  7. Coordinating the process of review for censure and suspension or revocation of certification.
  8. Advising Associate Applied Animal Behaviorists and Certified Applied Animal Behaviorists of yearly renewal and recertification requirements and deadlines.
  9. Maintaining the Board's budget.
  10. Providing a written and oral report on the status of the Certification Program to the ABS Executive Committee at each annual meeting.
  11. Providing information on individual applications or the Certification Program to officers of the ABS at their request, including information for any appeal proceedings.
  12. Forwarding all Certification Program equipment and records to the incoming Chairperson.
  13. Working with ABS Program Officer to organize CAAB programs to be presented at the ABS Annual Meeting, as appropriate.
  14. Forwarding Certificate of Coverage letters for professional liability/malpractice insurance from all applicants to SPL trak, annually, and confirming in each case that the policy insures at a minimum level of \$1 million per occurrence and \$2 million aggregate, with the Animal Behavior Society, 2111 Chestnut Avenue Ste 145, Glenview, IL 60025 listed in the policy as an additional insured organization
- v. Meetings. The Board will meet annually to review and act on applications. The Board may meet or act on applications more frequently at the request of a majority of the Board. For the first two years the Board will meet at the annual meeting of the ABS. Thereafter they may meet separately depending on the amount of business to be conducted and the Board's budget.
- vi. Financing. The ABS will provide startup expenses for the certification Program for the first two years. The Certification Program will reimburse the ABS for that amount during the first two years of operation. Thereafter the Certification Program will be self-sustaining through fees collected. The Board's budget will be allocated by the ABS Treasurer.
- vii. Fee Structure (same for both levels of certification) (*Revised at 2008 E.C. meeting*). Fees include Application Fees and Certification Program Dues (*Revised by EC eVote 2016*).

#### 1. Application Fees

Initial Application: \$100 (non-refundable, but also covers first re-application)

Re-application: \$100 (second and subsequent)

Recertification: \$100 every 5 years

## 2. Certification Program Dues

Annual Dues: \$50 per year

1. Application. All Initial, Yearly Renewal, and Recertification applicants will be required to submit the following materials whether they are seeking certification as an Associate applied Animal Behaviorist or a Certified Applied Animal Behaviorist.

Application Form

Degree Transcripts

Current Resume

Evidence of presentation (case study or research based) at ABS Annual Meeting within previous two years for initial applicants and within previous five years for those applying for yearly renewal (beginning January 2015)

Certificate of Coverage letter for professional liability/malpractice insurance at a minimum level of \$1 million per occurrence and \$2 million aggregate with the Animal Behavior Society, 2111 Chestnut Avenue Ste. 145, Glenview, IL 60025 listed on the policy as an additional insured organization.

Names, Addresses and Phone Numbers of Three References (initial applicants must have letters of reference sent; renewals must provide names and addresses of references.)

Fee

All completed Initial, Yearly Renewal, and Recertification applications will be sent to the Board Chairperson along with the fees (check payable to the Animal Behavior Society) and insurance Certificates of Coverage. The applications will be filed and maintained by the Chairperson (hardcopy and computer database) with copies deposited with SPLtrak monthly, and the fees will be forwarded to the ABS Treasurer on a monthly basis.

2. Re-application: An applicant may reapply for certification following denial by the BPC. The re- application may be based on completing deficiencies specified by the BPC or on exceptions deemed appropriate by the applicant.
3. Denials and Appeals Procedure. A decision by the BPC to deny certification may be appealed to the ABS Executive Committee by March 1. The appeal must be in writing to the President of the Animal Behavior Society. The reason(s) for denial shall be provided in writing

to the President of the ABS by the Chairperson of the BPC. The Executive Committee shall have the right to seek evidence from others. The decision of the ABS Executive Committee shall be delivered to the appellant in writing and shall be final.

4. Disciplinary Procedure. The BPC shall have the authority to censure a certificant, to suspend certification for a stated period, or to revoke certification on finding that an individual has willfully violated the ABS Code of Ethics and the Certification program or misrepresented the facts at the time of certification. Such a finding may be reached by concluding that an allegation of improper department is true.

A charge of misconduct may be presented in writing to the Chairperson of the BPC. Anonymous allegations will not be entertained. After reviewing the case, the BPC may elect to pursue the issue and render a written decision informing the certificant, the individual who initiated the charge and the president of the ABS. Any such action by the BPC may be appealed to the ABS Executive Committee, whose decision will be final.

5. Certification Program Dues

Annual Dues: \$50 per year

Program dues are to be used to promote, market and recruit for the Certified Applied Animal Behavior (CAAB) Program. Program dues will be deposited directly into a CAAB-restricted account, and are separate from Application fees, which are deposited into the ABS General Fund account.

Certification Program dues must be paid in full each year to maintain current certification status. Nonpayment of either Certification Program dues or ABS membership dues will result in suspension of certification until such time that dues are paid in full.

## 25. CONFLICT OF INTEREST

The Animal Behavior Society, and all Officers, Directors, Delegates, and Committee members shall scrupulously avoid any conflict between their respective personal, professional or business interests and the interests of the Society, in any and all actions taken by them on behalf of the Society in their respective capacities. If any Officer, Director, Delegate, or Committee member of the Society has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Society, including but not limited to transactions involving:

- i. The sale, purchase, lease or rental of any property or other asset;
- ii. Employment, or rendition of services, personal or otherwise;
- iii. The award of any grant, contract, or subcontract from the Society;
- iv. The investment or deposit of any funds of the Society; Such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he or she has an interest, or otherwise attempting to exert any influence on the Society or its components to affect a decision to participate or not participate in such transaction (*Enacted by EC eVote February 2008*).

## **26. The Animal Behavior Society (ABS) Central Office (CO)**

*(Enacted by 2013 E.C. e-voting; modified at 2016 EC meeting)*

- a. The CO was created to enable the Executive Committee, Officers and Standing Committees to more efficiently perform their duties and roles by providing necessary centralized services and data management. All items of business to be transacted through the CO are to be directed to the Society Manager, who will best decide whether the task fits within the CO duties and then to which member of the CO staff to assign the task. The Society Manager will report directly to the ABS President, who is charged with supervision and evaluation of performance (*Revised at 2013 E.C. meeting*). All other ABS Officers will consult with the ABS President and Manager prior to asking for CO staff assistance on various tasks.
- b. The ABS CO is managed by SPLtrak Conference and Management Services, and provides financial, conference, web, historical, and other services, as needed. (*Modified at 2016 EC meeting*)
- c. Journal Managing Editor
  - (1) Housed at Indiana University, with the CO, but reports directly to the American Executive Editor
  - (2) Manages the flow and assignment of all production tasks for the US Office of *Animal Behaviour*, including initial edit of accepted manuscripts, final edit, proofs prior to publication
  - (3) Manages correspondence and a database of accepted manuscripts
  - (4) Coordinates with the UK Office