

Proposed New Procedure for Allocating Funds to Sections

The Botanical Society of America (BSA) annually allocates funds to each Section for its use in forwarding the Society's mission with emphasis on promoting sectional activity at the annual meeting. The present allocation system is based on membership with large sections (Systematics) receiving \$1000 and small sections (all the rest) receiving \$700. Unused funds return to the Society at the end of each fiscal year, and the majority of these funds generally remain unused.

To continue placing an emphasis on the annual meeting and to provide active Sections with more resources to support their activities, the Executive Council is proposing a new method of allocation with some qualifications. This will result in a redistribution of resources, but the total budget for sectional allocations will not be significantly changed.

1. Sectional qualification for the annual allocation – To qualify for an annual allocation each Section must at a minimum a) be represented at the annual BSA council meeting, b) submit a report of the Section's activities in furthering the mission of the BSA, including how their allocation was used, and c) conduct a business meeting of the Section. If approved this policy will take effect in the 2002-2003 fiscal year.

2. Distribution of Allocations – Annual allocations are made on October 1, the beginning of the fiscal year, and shall be at one of two levels depending upon the Section's activity at the last annual meeting. \$1150 shall be allocated to disciplinary Sections organizing one or more full contributed paper sessions (~10-12 presentations). The remaining disciplinary and regional Sections shall be allocated \$400. Since the activity of some Sections at the annual meeting is variable and dependent upon the presence of a co-convening society, the allocation may vary from year to year. In an effort to keep funding and participation synchronous, in those years when a co-convening society (e.g., but not limited to, Association for Tropical Biology, American Bryological and Lichenological Society, Phycological Society of America) meets with the BSA the allocation for the affiliated Section will be \$1150 for that fiscal year. If the co-convening society does not meet with the BSA in the following year, the allocation to the appropriate affiliated Section will return to the lower level. The Treasurer will notify sections of their allocational status and available funds.

3. Unused Allocations – Sections will be allowed to keep unused portions of their annual allocation for use in the next fiscal year, although the accumulation is limited to a total of no more than two years' allocations. If unused for two years, the funds will revert to the BSA, and the annual allocation will cease until the Section petitions the BSA Treasurer for an allocation by presenting a proposed activity and budget (invited speaker, social, symposium, etc.) for fund use. Allocational funds will not be transferred to any other sectional accounts or societies.

4. Use of Allocations – These funds are administered by the BSA Treasurer in accordance with policies established by the BSA Council and Executive Committee. Direct payments of awards and honoraria are made to the recipients. Officers of the Section or chairs of the award committees must provide the name of the award recipient, name and address of the awardee to the Treasurer prior to the 5 pm on the day of the BSA banquet for the awardee to receive their award at that time. Expenses may be billed directly to the Treasurer with prior notification by a Section officer. All other expenditures are handled as reimbursements supported by receipts. All payments to non-society members should be submitted by a sectional officer.