

SSR Membership Committee: Standard Operating Procedures
Updated: 05/2024

SSR Bylaws, Article XI: Section 4 (a): A Membership Committee will consist of at least ten Members of the Society (at least five from US-based institutions, and at least five from non-US institutions) along with one trainee member. The goal of the Membership Committee is to encourage and increase membership in the Society. To this end, the Membership Committee will reach out to both prior and potential members to encourage renewals/new memberships and direct the Emerging Investigator mini-grant program. At the Annual Meeting, the Membership Committee will advertise and send Committee representatives to the New Investigator Mixer and coordinate a variety of social engagement events (e.g., “lunch buddies”, dance/brewery tour/trivia night, organization board for dinner groups, etc.) to inclusively engage all members of the society, with a focus on integrating new members in meaningful interactions with current members.

Committee Mission: The work of the Membership Committee is crucial to retain and grow members through highlighting the advantages of SSR membership. Emphasis is placed on recruiting committee members who will develop innovative ways to encourage membership retention and stimulate recruitment.

Responsibilities and Goals:

1. Recommend to the Board of Directors any modifications relevant to membership that the committee views as potentially advantageous to the Society. These can include modifications to the current guidelines for membership, to the Nomination Form, and to strategies to be implemented for membership solicitation, promotion, nomination, recruitment, application, and application evaluation.
2. The Membership Committee, in collaboration with the office of the Executive Director, is then responsible for the implementation of approved modifications.

Leadership and Liaisons: As defined in the Bylaws of the Society, the Membership Committee is composed of at least eleven members. Currently, the Membership Committee is composed of the following individuals:

- Chair
- Vice-chair
- At least 8 committee members
- 1 trainee member

The **Chair** serves in this capacity for a one-year, renewable term of appointment. The duties specific to the Chair are as follows:

1. Writes a twice-yearly report to the Board of Directors (January and July)
2. Works with the assigned Board member who is liaison to the Membership Committee
3. Presents the yearly report to the Board at the Annual Meeting and addresses their concerns
4. Manages the Emerging Investigator mini-grant program and announces the winners at the Annual Meeting
5. Identify innovative means to increase identification of new members and sustain membership of existing ones

The **Vice-chair** serves in this capacity for a term of one year, after which he/she is usually invited to serve a term as Chair. The duties specific to the Vice-chair are as follows:

1. Works with the Chair to accomplish the goals of the Committee
2. Organizes a meeting of the Membership Committee during the Annual Meeting in the role of incoming Chair

General Operations: Between Annual Meetings, the work of the committee is achieved using e-mail, phone, and teleconference communication. At every Annual Meeting, an in-person meeting of the Membership Committee is held to enable members to discuss relevant committee issues.

Major Activities:

1. Membership invitations made to nonmember first and last authors of papers accepted for publication in *Biology of Reproduction* – the list will be provided by BoR
2. E-mailing reminders for current and former members to renew membership as well as identifying/reaching out to prospective new members
3. Prepare a rotating PowerPoint slide for display at the annual meeting to explain benefits of membership.
4. Manage the Emerging Investigator mini-grant program
5. Coordinate a variety of social engagement events to inclusively engage all members of the society at the Annual Meeting

Schedule:

General membership committee responsibilities (year starts in July):

JULY

- In-person meeting at the Annual Meeting to welcome new members and introduce incoming Chair and Co-Chair.
- Outline plans for coming year.

OCTOBER

- Committee Meeting

JANUARY

- Report for Mid-Winter Board Meeting

FEBRUARY

- Participate in the membership renewal drive by sending out targeted emails

MARCH

- Committee Meeting

Mini-grant schedule (2024):

Announce: March 1, 2024

Submission deadline: April 26, 2024

Reviews: May-June 2024

Announce outcomes: July 15, 2024 (at the Annual meeting)

Fund dispersed by: September 1, 2024

Modifications to this SOP require Board approval before they are applicable.

SSR: 3/XX/2024

FINAL: 3/XX/2024

Appendix 1: Advantages of SSR Membership

“Why should I join SSR—after all, it costs money? What will I get from being a member of SSR?”
These are the sorts of frequently asked questions (FAQs) from colleagues asked to join SSR:

What is the SSR?

It is an organization of people who share a common interest, e.g., reproductive biology, endocrinology, etc.

What does the SSR do?

- SSR holds annual meetings at which scientists present data, learn the latest information in their field, and meet fellow scientists
- SSR publishes the journal *Biology of Reproduction* (BOR), a top journal in the field
- SSR fosters conversations with its members on current political issues related to science: research funding, animal use, ethics, etc.
- SSR also advocates on behalf of its members through FASEB.
- SSR has a long tradition of supporting the career development of trainees and young investigators.
- SSR produces podcasts, webinars, and hosts Rising Star seminars, all of which are available online to members.

What will I get from being a member of SSR?

You will join an outstanding group of scientists with whom you share a common interest. You will have the opportunity to make contacts with other scientists. Your voice will be heard when you join thousands of scientists to speak to our congressional leaders and other parties regarding scientific issues. In addition, the SSR is a terrific forum for trainees – they will present their work to an international audience, meet scientists from around the world, and learn about all the amazing work being done by SSR members. As a member, the registration fees to attend the national meeting and publication costs will be reduced. The cost of a trainee membership is less than the difference between the annual SSR meeting's registration fees for nonmembers and members. Only trainee members are eligible submit abstracts for travel award consideration to the Annual Meeting. Likewise, the savings on page charges for members will easily pay for itself. Membership also gives access to BOR online, where every issue of *Biology of Reproduction* is available. Early-Stage Investigator members are eligible to apply for mini-grants to jumpstart a research project. Other member benefits include the electronic newsletter, SSR Online Job Board, webinars, and SSR podcast series.

What is the cost of membership? (Updated 3/XX/2024)

SSR annual membership dues are the same for US and non-US scientists, with the exception of reduced rates for scientists from Developing Countries (see list). These dues are: \$300 for regular members; \$150 for regular members from developing countries; \$100 for associate members; \$100 for postdoctoral fellows; \$75 for graduate students; \$0 for undergraduates and emeritus. There are also reduced rates for scientists affiliated with international partner societies.

A 5% reduced rate for 3-year memberships

Categories

Regular – “Any individual who has demonstrated professional competence in and made scientific contributions to the field of reproductive biology shall be eligible for Regular Membership in the Society” (Bylaws Article V, Section 1(a)).

Associate – “Any individual or institution with a scientific interest in the field of reproductive biology shall be eligible for Associate Membership” (Bylaws Article V, Section 1(d))

Trainee – “Any individual in training in the field of reproductive biology and who has been recommended by a Regular Member shall be eligible for Trainee Membership” (Bylaws Article V, Section 1(e))

Emeritus – “Regular Members in retirement, with at least ten years of regular membership in the society, shall be eligible to petition the Executive Director to have the Board of Directors grant them emeritus status” (Bylaws Article V, Section 1(b)).

Benefits

- Online subscription to the monthly journal, *Biology of Reproduction*
- Subscription to SSR's Newsletter published in February, June, and October
- Eligibility for awards
- No page charges for articles published in *Biology of Reproduction*
- Reduced registration rates for SSR's Annual Meeting
- Regular members may hold office, nominate and elect Directors and Officers of the Board, nominate members, and change the Bylaws
- Access to member database to easily connect with other SSR members
- Trainee members are eligible for travel awards to attend the Annual Meeting and receive reduced registration fees
- SSR podcase series
- SSR online job/career board
- Early-stage investigators eligible for “Emerging Investigator” mini-grant awards
- FASEB affiliation

FINAL: **3/XX/2024** (Updated **3/XX/2024**)

*Directors can serve as ex-officio members on committees but cannot be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote**

*As approved by the SSR Board of Directors at the **2024** Summer Board Meeting.