

**POLICIES OF THE
ASSOCIATION FOR BIOLOGY LABORATORY EDUCATION, INC.**

Revised June 2008

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POLICIES ADOPTED BY BOARD OF DIRECTORS

1. ANIMAL USE POLICY

Given the underlying philosophy that learning is best facilitated through hands-on investigation, the Association for Biology Laboratory Education (ABLE) supports the principle that for investigating certain biological phenomena, the use of animals in teaching is recognized as an essential pedagogical device. Laboratory exercises that involve the use of animals must comply with the guidelines issued by the National Institutes of Health in the Guide for the Care and Use of Laboratory Animals (NIH Publication 85-23).

2. COPYRIGHT POLICY

2.1 Copyright of an individual chapter is owned by the author/institution.

2.2 ABLE holds copyright of the compilation.

2.3 The author of the chapter signs an agreement at the time the manuscript is submitted to the Editor whereby he/she acknowledges that (1) they or their institution owns copyright, (2) they agree to permit the use of their exercise/chapter by another individual subject to the conditions outlined in 4, 5, and 6 below. (These agreements will remain in ABLE's archives.)

2.4 Permission is granted for use solely at one's own institution with no intent for profit; written permission is not required.

2.5 Proper credit to the ABLE proceedings must be included in the user's laboratory outline for each use; a sample citation is given on the copyright page of each proceedings.

2.6 A request by an individual to use an exercise/chapter for a "for profit" use must be made directly to the author. ABLE's only condition in this regard is that proper credit to the ABLE proceedings must be included in the user's collected work for each use.

2.7 The general copyright notice in each new proceedings volume appears as follows (same as that used in Volume 15 with the exception of text in italics): *Compilation © (year) by the Association for Biology Laboratory Education (ABLE) All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the copyright owner. Use solely at one's own institution with no intent for profit is excluded from the preceding copyright restriction unless otherwise noted in the copyright notice in the individual chapter in this volume. Proper credit to this publication must be included in your laboratory outline for each use; a sample citation is given above. Upon obtaining permission or with the "sole use at one's own institution" exclusion, ABLE strongly encourages individuals to use the exercises in this proceedings volume in their teaching program.*

- 2.8 The copyright notice on the title page of each chapter should appear as follows: © (year) (author or name of institution).
- 2.9 ABLE does not register its copyright of compilation with the U.S. Copyright Office. (The author/institution is free to register their copyright if they wish to do so.)
- 2.10 Each potential workshop presenter must be informed of the content in the above recommendations (that are relevant to them) prior to their agreeing to present their workshop. This information could readily be included in the *Guidelines for Workshop Presenters*.

3. DISCLAIMER STATEMENTS FOR THE PROCEEDINGS VOLUMES

Laboratory Safety:

Although the laboratory exercises in this proceedings volume have been tested and due consideration has been given to safety, individuals performing these exercises must assume all responsibilities for risk. The Association for Biology Laboratory Education (ABLE) disclaims any liability with regards to safety in connection with the use of the exercises in this volume.

Animal Use:

Given the underlying philosophy that learning is best facilitated through hands-on investigation, the Association for Biology Laboratory Education (ABLE) supports the principle that for investigating certain biological phenomena, the use of animals in teaching is recognized as an essential pedagogical device. Laboratory exercises that involve the use of animals must comply with the guidelines issued by the National Institutes of Health in the Guide for the Care and Use of Laboratory Animals (NIH Publication 85-23).

4. ABLE POLICY ON HONORARIA AND RELATED PRESENTER EXPENSES

Major Workshops

- 4.1 One (1) honorarium is given per major workshop at a value of \$200 US. These honoraria are paid by the Treasurer and are not included in the Host's conference budget. The honorarium is sent to the presenter when the workshop text has been received by the *Proceedings* Editor. If the workshop text is not submitted to the Editor then the honorarium is not awarded.
- 4.2 The conference registration fee is waived for one (1) presenter per major workshop; this can be increased to two or more presenters per workshop at the discretion of the host. This enables the presenter to participate fully in the conference's activities, including attending workshops on the days that they are not presenting. The registration waivers for the major presenters are included in the Host's conference budget.
- Whether or not the presenters of major workshops pay themselves to attend the banquet is at the discretion of the Host. If the presenters do not pay for the banquet then this amount is included in the Host's budget. It is at the discretion of the host whether or not to invite conference preparation staff to the banquet.

- 4.3 All presenters must pay for their own transportation, accommodations, and meals (other than those meals included with registration).
- 4.4 The Host provides laboratory equipment and materials for major workshops, providing that a final materials list is feasible and received in a timely manner in order to be considered by the host institution. The cost of consumable materials is included in the Host's budget. If the Host cannot provide certain equipment or supplies then the presenter will provide these at his/her own expense.

Mini Workshops

- 4.5 Presenters of mini workshops receive a \$50 US honorarium and provide most of their own supplies.

Board Members

- 4.6 The Proceedings Editor receives an honorarium of \$1,000 US for each proceedings volume completed.
- 4.7 Board members are entitled to request from the President that their registration fee be waived for the annual conference; this is typically reserved for board members who have to pay for most of their own conference expenses. The member pays the registration fee to the Host and requests reimbursement from the Treasurer.

Future Hosts

- 4.8 Conference registration fees will be waived for up to 2 people from a future host institution. In addition, lodging costs for one night will be paid for up to 2 people from a future host institution. This allows future hosts to arrive early and attend the Board meeting the year before they host a conference.

5. DUTIES OF THE NOMINATIONS COMMITTEE

- 5.1 The Nomination Committee will consist of the four Members-at-Large, President and President-Elect (when applicable) or Past-President (when applicable). The Chair of this committee will be the Member-at-Large in their third term of office.
- 5.2 The Nominations Committee will prepare a slate of candidates for election from those submitted by ABLE members. The slate shall be completed by September 1 of the year preceding the election.
- 5.3 The Nominations Committee Chair will affirm, in consultation with the Membership Chair, that all candidates are current members and have been members in good standing for at least one year. (Article 4.3.1.)

- 5.4 The Nominations Chair will give each candidate two forms (these forms are to be completed and returned no later than October 1):
- (a) The CANDIDATE FOR ABLE ELECTION form which identifies the position being sought and asks for the candidate's institution and home addresses, phone and fax numbers, and e-mail address. This form is to be returned to the Nominations Chair. He/she will record the information and forward the form to the Secretary.
 - (b) The INFORMATION FOR LABSTRACTS form which gathers background information concerning the candidates academic position(s), academic background and training, services to ABLE, and requests a statement concerning the candidates "vision" for ABLE. This form is to be returned directly to the Editor of Labstracts.
- 5.5 The Election Officer will prepare the election ballot as instructed by the Nomination Committee Chair. The Election Officer will receive the updated membership list from the Chair of the Membership Committee. The Election Officer will conduct the elections electronically, March 15th through April 1st. The Election Officer will communicate results to the Nominating Committee Chair and to the President.
- 5.6 The President will send letters to all candidates informing them of their election status and term of office.
- 5.7 The Nominations Chair will prepare a report for the President on the results of the election. The report should include statistics on the number of ballots returned and the number of votes for each candidate. The Nominations Chair will also prepare a report for the Board Meeting noting any concerns to be addressed for future elections. This latter report will not include the number of votes for each candidate.
- 5.8 All ballots should be sealed and archived for a period of one year.

HISTORY OF POLICY ADOPTION

1994

1. *Animal Use Policy*. Adopted at the Board of Directors' Meeting of June 6–7, 1994 (page 25 of the Minutes), and at the Annual Business Meeting of June 9, 1994 (page 4 of the Minutes), Emory University, Atlanta, Georgia, USA.
2. *Copyright Policy*. Ibid.
3. *Disclaimer Statements for the Proceedings Volumes*. Ibid.

1996

- 4.1 – 4.8 *ABLE Policy on Honoraria and Related Presenter Expenses*. Adopted at the Board of Directors' Meeting of June 11, 1996, Boston University, Boston, Massachusetts, USA (page 4 of the Minutes).

Policy section adopted at the Board of Directors' Meeting of June 11, 1996, Boston University, Boston, Massachusetts, USA (page 4 of the Minutes).

1997

- 4.1 Honorarium increased from \$200 US to \$300 US. Adopted at the Board of Directors' Meeting of June 9, 1997, University of Calgary, Alberta, Canada. Item 4.4 of the Minutes.
- 4.9 ABLE Policy on Honoraria and Related Presenter Expenses. Ibid, item 6.7 of the Minutes.

2003

1. *Duties of the Nominations Committee*. Composition of Nominations Committee and establishment of Election Officer adopted at Board of Directors' Meeting of June 3–4, 2003, University of Las Vegas, Las Vegas, Nevada, USA. [Note: The Election Officer was made a member of the Nominations Committee at the 2007 meeting at the University of Kentucky.]

2006

- 4.1 Honorarium decreased from \$300 US to \$200 US. Adopted at the Board of Directors' Meeting of June 6, 2006, Purdue University, West Lafayette, Indiana (item 6.10 of the Minutes).
- 4.6 *Changed to give presenter award and to specify responsibility for providing supplies*.
- 5.7 *Changed policy to clarify the routing of election results and to remove the possibility of vote tally for candidates becoming general information*. Board of Directors' Meeting of June 6, 2006, Purdue University, West Lafayette, Indiana (item 6.10 of the Minutes).

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