

to promote, pursue, and advance the science of mycology



*Regulation and
Policy Manual*

2023 Revision

**North American
Mycological Association**

**THE NORTH AMERICAN MYCOLOGICAL ASSOCIATION
REGULATION AND POLICY MANUAL
2023 Revision**

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THE NORTH AMERICAN MYCOLOGICAL ASSOCIATION

REGULATION AND POLICY MANUAL 2022 Revision

I. PURPOSES, HISTORY, AND MAINTENANCE OF THIS MANUAL

1. Purposes.

- a. To set forth regulations for the management of The North American Mycological Association (NAMA).
- b. To set forth and clarify the duties and responsibilities of the officers and committees of NAMA.
- c. To give continuity to the functions of NAMA.
- d. To assist newly-elected officers and newly-appointed committee chairs in assuming their duties by giving them the benefit of the experience of their predecessors.

2. Maintenance.

- a. No changes will be made in this Manual without the approval of the Board of Trustees.
- b. The Chief Operating Officer shall prepare and distribute annually to the officers of NAMA and to the Board of Trustees a memorandum setting forth actions of the Board which amend this Manual. A new revision shall be prepared and distributed every five years or at such other times as the Board may from time to time establish. The Chief Operating Officer shall be the custodian of this Manual and distribute a copy to each officer and member of the Board of Trustees and relevant excerpts to each committee chair at the time of election or appointment. Committee chairs will be responsible for distributing copies of the appropriate material to their committee members. Trustees, officers and committee chairs are urged to submit suggestions to the Chief Operating Officer annually, or more frequently if the need arises, for additions to or revisions of this Manual. Suggestions from any NAMA member will be welcomed.

3. Incorporation.

- a. NAMA is incorporated as a non-profit in the State of Ohio. Ohio's non-profit laws are available online at: <http://codes.ohio.gov/orc/1702>. This Policy Manual uses the term "Trustee" to mean "Director" as described in the Ohio law.

II. NAME, RESTRICTIONS ON USE OF NAME AND INFORMATION

1. Name.

- a. The name of the association shall be THE NORTH AMERICAN MYCOLOGICAL ASSOCIATION and shall be abbreviated as NAMA.

2. Unauthorized Use of Name.

- a. The unauthorized use of the name of the association or any endorsement of advertising or business ventures is prohibited.
- b. The Board of Trustees may expel any member for violating this prohibition.

3. Unauthorized Use or Sale of the Directory or Mailing List.

- a. The unauthorized use or sale of the NAMA directory or mailing list is prohibited, and a notice to that effect shall be printed annually in the NAMA Directory. Authority to use or sell the mailing list shall rest with the President.

4. Unauthorized Statements About the Consumption of Fungi.

- a. The making of any statement, oral or written, in NAMA's name, or in any manner that states or implies, directly or indirectly, that NAMA authorizes or sanctions the person making the statement to the effect that any mushroom or fungus is safe for human consumption is expressly prohibited unless such statement has first been approved by the Toxicology Committee and authorized by the Board of Trustees or the Executive Committee.

5. Statements Respecting Dangerous or Harmful Fungi.

- a. Statements denouncing dangerous or harmful fungi shall first be approved by the Toxicology Committee as to form and content to protect NAMA from error or inaccuracies.

III. DUES, PUBLICATIONS, FINANCING, OTHER MATTERS RESPECTING ORGANIZATION

1. Dues.

- a. All dues must be paid in US Dollars.
- b. Dues Levels.

Members shall pay dues as follows:

	Electronic Delivery Annual Dues
Membership within North America (includes immediate family members in the same household)	\$30
Members of a NAMA Affiliated Club	\$25
Sustaining Membership (NA)	\$60 or more
Student Membership (NA)	\$15
Life Membership	\$500 One Time
Non-profit Organization	\$80
Organization	\$130

- a) Sustaining Members include those who contribute a minimum of \$60 to help support NAMA and may further designate sponsoring of: 1) Foray Scholarship(s), 2) Endowing Chief Mycologist position, 3) NAMA Award for Contribution to Amateur Mycology, and 4) Community Awareness of NAMA.
- b) Current Institutional Trustees do not pay annual membership dues.
- c) From time to time, some libraries are named as corresponding members for exchanging journals.

c. Affiliated Clubs.

- a) The Board of Trustees or the Executive Committee may designate amateur and professional mycological organizations as affiliated.
- b) An "affiliated" mycological organization shall pay dues to NAMA in the amount of \$35.00 per year. Currently paid-up members of those clubs shall be entitled to a reduction in their NAMA dues and may submit their dues to the NAMA Membership Director or their club treasurer.
- c) When NAMA receives a request for membership information in the association, it shall, in responding, also refer the interested individual to the closest affiliated organization.
- d) Affiliated organizations shall have the right to appoint a representative to the Board of Trustees who shall have full voting privileges on the Board.

d. Organizations.

- a) Non-profits, Not-for-profits, corporations, incorporations, limited liability companies and individual vendors may join NAMA as member
- b) Non-profit memberships shall cost \$80 per year, invoiced January 1.
- c) Memberships of other corporate organizations shall be \$130 per year, invoiced January 1.
- d) Organization memberships include one (1) designated individual membership.
- e) The Executive Committee shall create and define benefits for this level of membership, such as a listing on the NAMA website or an event listed in the *Mycophile*.
- f) Organization members shall have no voting rights within NAMA.
- g) The Executive Committee shall have full authority to allow or deny an organization's membership for any reason it sees fit.

2. Publications.

- a. NAMA shall publish an annual journal known as *Mcllvainea* wherein shall be published papers concerning taxonomy, mycophagy, and other scientific subjects, which papers shall be submitted to appropriate authorities for review before publication.
- b. NAMA shall publish a quarterly newsletter known as *The Mycophile* wherein shall be published all financial accountings, reports and official notices respecting annual meetings or any other affairs of the association, and such publication shall constitute full and complete notice to the membership of the association thereof. The *Mycophile* will also make announcements of regional and international forays, but shall restrict such announcements to basic information (not to include advertisements).
- c. Editors of NAMA Publications shall be solicited from the membership and appointed by the president. Other positions, such as Copy Editor, and section editors (Book Review, Science, Recipes, etc. can be appointed as needed).
- d. The *Mycophile*, *Mcllvainea*, the NAMA Website, NAMA social media channels and program guides (events) shall be allowed to sell advertising or sponsorship within their pages.
 1. Advertising may include, as examples: display ads, events, sponsored articles, etc.
 2. Any advertising or sponsorships must be connected with an individual, organization or affiliated-club membership, i.e. an entity must have a NAMA membership in order to advertise within NAMA's publications or channels.
 3. The editors of the respective publications shall have editorial discretion and are expected to maintain the integrity of their publications.
 4. The Executive Committee shall have full oversight and is permitted to deny or allow any sponsorship or advertising for any reason it sees fit.
 5. The Fundraising Committee shall coordinate efforts and be permitted to use this vehicle to raise funds
 6. The use of the funds raised through advertising shall be considered general operating funds, to be used at the discretion of the Executive Committee.

e.

3. Financing.

NAMA shall be financed through membership dues, fees, and contributions. Fund-raising shall be undertaken only by express authority of the Board of Trustees in consultation with the fundraising committee.

4. Parliamentary Law.

Roberts Rules of Order (Robert's Rules of Order Newly Revised (RONR (11ed.) 2011)) shall be the official guide to parliamentary procedure for the conduct of NAMA meetings.

5. Ex Officio Trustees.

All ex officio trustees shall be counted in arriving at a quorum and shall be entitled to vote.

6. Place of Annual Meeting.

NAMA's annual meeting and all other membership meetings of the association may be held at any place within North America. It is traditionally held at the Annual Foray.

7. Compensation.

NAMA's officers and trustees, except for the Chief Operating Officer and Membership Manager, shall serve without compensation. It is the desire of the association that the officers and the association's attorney attend all annual meetings and such meetings of the board of trustees as may be practicable.

8. Seal.

The seal of the association shall be designed to emboss itself upon paper and shall be circular in design with the name of the association and the state of incorporation included therein.

9. Balloting.

Electronic or mail balloting may be used for elections or to decide questions brought by the membership to the Board of Trustees or the Executive Committee. In every instance of balloting, the Chief Operating Officer shall notify each member eligible to vote on the current issue a true and complete copy of the issue to be balloted upon. The voting party shall mark for or against, sign and date the ballot, and return it to the Chief Operating Officer. All such ballots shall be retained by the Chief Operating

Officer until after the next annual meeting. The result of the vote shall be entered in the minutes and shall also be announced to the trustees or committee so voting.

10. Calling Meetings of Members.

Meetings of voting members may be called by the President, the Board of Trustees, or 25% of the voting members.

The President or the Executive Committee may call a Special Meeting of Trustees. The meeting of the trustees duly elected, qualified and present at any such special meeting shall constitute a quorum for such a meeting, provided:

- a. 21 days' notice is provided via email or postal mail.
- b. A written agenda is provided at least 15 days in advance.

11. Quorum.

The quorum of meetings of Trustees shall be as provided in 1702.32, Ohio Revised Code, except for Trustees meetings held in connection with the annual meeting and Special Meeting of Trustees, for which meeting the Trustees duly elected, qualified and present at any such meeting shall constitute a quorum for such meeting.

If possible, Trustees may attend via a digital or video meeting platform, preferably with both phone and video access. Trustees attending via phone or video may be limited in their participation, but must be allowed to submit comments in advance to be read at the meeting during the appropriate part of the agenda.

Trustees may vote using appropriate digital balloting that indicates yay, nay or abstain and their votes shall be tallied by the secretary and added to the meeting minutes.

12. Restricted Business Transactions.

Loans, grants or assistance between the organization and any current or former officer, trustee or key personnel or related persons or such officer, trustee or key personnel or entities which are controlled by such persons are forbidden. Likewise, all business transactions between the organization and such parties shall be forbidden unless full disclosure is made at the time of the contract and that the parties exempt themselves from the vote on the issue. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the officer, trustee or key personnel is similar to that of persons who are

related by blood or marriage. A related entity is defined as any entity in which the officer, trustee or key personnel controlled 35% or more of the controlling interest in the entity.

13. Whistleblower Policy.

The organization has created a whistleblower policy in an attempt to encourage staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization. This policy specifies that the organization will protect the individual from retaliation. All reported violations shall be reported to the board of trustees of the organization at its annual meeting and/or to the executive committee or the appropriate level of management of the organization when the full board is not in session.

14. Documentation Retention and Destruction.

The organization shall maintain documents related to policies and procedures as well as copies of the annual meeting of the board of trustees, committee reports or other documents relating to the governance of the organization. These items shall be placed into the NAMA archives periodically at the direction of the Board of Trustees or the Executive Committee. Financial records, transactions documentation, bank statements and other records of the organization, unless they are designated as archival materials, shall be maintained by the organization for a minimum of five (5) years. Destruction of documents shall only be performed with the acknowledgment of the board of trustees or executive committee when the full board is not in session.

15. Conflict of Interest.

Officers, trustees and key personnel of the organization have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an officer, trustee or key personnel is in a position to influence a decision that may result in a personal gain for that person or for a relative. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the officer, trustee or key personnel is similar to that of persons who are related by blood or marriage. No “presumption of guilt” is created by the mere existence of a relationship with an outside entity. However, if any officer, trustee or key personnel have any influence on transactions with entities which are substantially under their control (defined as a 35% or greater ownership), it is imperative that they disclose this to the organization as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an officer, trustee or key personnel or a relative of such person has a significant ownership in an entity with which the organization does business, but also when an officer, trustee or key personnel or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving NAMA.

16. Insurance.

NAMA will provide Liability Insurance for Officers and Trustees in conjunction with NAMA's Liability Insurance.

17. Scholarship Fund

A scholarship fund ("the Fund") shall be created and maintained to fund annual scholarships.

1. The Fund may only be used to fund scholarships that advance mycology.
2. The annual scholarship-expenditures budget shall be calculated based on 5% of the 3-year trailing balance average of the fund calculated on the first day of each respective fiscal year (July 1st).
3. The monies for scholarship expenditure shall be set aside and earmarked to be awarded during that fiscal year. If not awarded, they will be transferred to the following fiscal year.
4. The Fund principal shall be invested in appropriate investment vehicles, as determined by the finance committee.
5. A minimum of \$2,000 must be applied each year to the NAMA Memorial Fellowship in order to abide by prior commitments.
6. The Executive Committee shall determine how the scholarship funds will be allocated each year. Future Executive Committees are encouraged to delegate scholarship fund allocation decisions to other committees and use the monies to support individuals attending NAMA events.

IV. TRUSTEES

1. Board of Trustees.

- a. The Board of Trustees is composed of the Executive Committee, the Institutional Trustees, the Regional Trustees and the Club Trustees.

2. Institutional Trustees.

- a. There are generally 4 or 5 professional mycologists appointed by the President, and approved by the Executive Committee, to serve as Institutional Trustees. Their responsibilities include attending the annual Trustees Meeting and assisting the organization as needed. Institutional Trustees are made honorary members as long as they are institutional trustees.

3. Regions and Regional Trustees.

The Board of Trustees shall designate geographic regions of the United States, Canada, and Mexico, consisting of affiliated organizations and members. These regions may be changed from time to time based on associations needs and membership levels. Each Region has an elected Trustee, who serves for three years and reports to the First Vice President. Regional Trustees shall be elected by the members of NAMA within that region according to the balloting procedure described below, with the elections staggered so that one third of the trustees are elected each year.

The Regional Trustee acts as the liaison between NAMA and the mycological clubs (both affiliated and unaffiliated) in his or her region. The responsibilities of the Regional Trustees - within their regions - are:

- a. To promote the growth and development of NAMA.
- b. To work with the Affiliated Clubs as follows: arrange to have Club events posted on the NAMA Website.
 - a) send NAMA information to the Clubs for publication in their newsletters, websites and message boards.
 - b) request Clubs to place a link to the NAMA website on their websites and message boards.
 - c) encourage Clubs to have their members join NAMA and add NAMA membership applications to their membership drives.
 - d) work with the NAMA Membership Director to collect the NAMA club dues in a timely manner.
- c. To identify and contact each non-affiliated mycological club and encourage it and its members to join NAMA, and provide any necessary assistance and/or paperwork.

- d. To submit an annual report to the Board of Trustees.

4. Club Trustees.

Each Affiliated Club is entitled to appoint a member of its club, who is a NAMA member, to participate in the annual Trustees Meeting as a full voting member.

V. OFFICERS

1. How Nominated.

The officers of NAMA shall be appointed and elected from nominees submitted by the Nominating Committee.

2. Appointed Officers.

- a. A Chief Operating Officer shall be appointed by and serve at the discretion of the Board of Trustees for three years, and may be reappointed indefinitely.
- b. Other officers whose elections are not provided for herein may be appointed from time to time by the Executive Committee or the Board of Trustees and shall serve at their discretion.

3. Elected Officers.

- a. The following officers shall be elected: the President, First Vice President, Second Vice President, Secretary, Membership Director, and Treasurer. The term of each elected officer shall commence on January 1 of the year following his or her election and extend for three years or until his or her successor has been elected and qualified, whichever is later.
- b. Elected officers may hold the same office for more than one three-year term but may not serve for more than two consecutive terms, except for the Membership Director and Treasurer who may be reelected indefinitely.

4. General Duties and Responsibilities; Vacancies.

- a. All officers of NAMA shall perform the duties and bear the responsibilities determined by the Board of Trustees and stated in

this Manual.

- b. Any officer unable or unwilling to perform the duties and bear the responsibilities stated herein may be removed from office or asked to resign at the discretion of the Executive Committee.
- c. Action for removal and replacement of an officer may be initiated by any member of the Executive Committee for just cause. In the event of such removal, all pertinent association records and properties in the possession or control of the officer shall be returned to the Chief Operating Officer.
- d. In the event of a vacancy in any office or Regional Trustee position, the Executive Committee may appoint a person to serve until the next annual election or meeting of the membership, at which time NAMA members in attendance from the affected region shall caucus and elect a person to serve the remainder of the term.
- e. Upon termination of office, each officer shall promptly convey records and properties of NAMA in his or her possession or control to the incoming officer.

5. Duties and Responsibilities of Specific Officers.

a. CHIEF OPERATING OFFICER

- a) Shall be appointed by and serve at the discretion of the Board of Trustees for a three-year period of time, or for any number of successive three-year periods of time subject to annual review and shall receive compensation at a level set by the Trustees.
- b) Shall lend administrative support to the Board of Trustees in keeping with the NAMA Articles of Incorporation and the then current Regulations and Policy Manual.
- c) Shall report to the President of NAMA.
- d) Shall be responsible for handling the routine correspondence for officers and the committee chairs of the organization.
- e) Shall handle and/or coordinate with the marketing committee concerning all press releases regarding national forays, other NAMA initiatives and mycological information of a general nature.

- f) Shall refer non-routine phone calls and letters to the appropriate officer(s) or committee chair(s).
- g) Shall maintain the organization's seal, office, mailing address and telephone.
- h) Shall be responsible for the printing and distribution of association brochures and other materials.
- i) Shall distribute special mailings to new members and to life members as directed by the Membership Director.
- j) Shall be responsible for the duplication and distribution of reports of actions of the Board of Trustees and the association's committees.
- k) assemble and distribute an annual NAMA Report that is a summary of the activities of NAMA during the year.
- l) Shall maintain historical files of the organization: the minutes, lists of officers, lists of awards, etc. (This work may be done by a volunteer archivist.)
- m) Shall attend and participate in the annual meeting and meetings of the Board of Trustees. Expenses for attending these meetings shall be covered in the NAMA budget.
- n) Shall be a member ex officio of all committees of NAMA except the Nominating Committee and the Awards Committee.
- o) Shall prepare and distribute the agenda for each business meeting of NAMA and its Board of Trustees one month prior to the meeting.
- p) Shall submit an annual report to the Board of Trustees

b. MEMBERSHIP MANAGER

- a) Shall keep records of all members.
- b) Shall forward dues to the Treasurer, and membership lists to the Trustees and to the Treasurer.
- c) Shall forward to the President and chairs of the appropriate committees the names of members expressing interest in

specific fields of endeavour.

- d) Shall submit an annual report to the Board of Trustees.
- e) Shall manage incoming member-related communications, responding in a timely manner to inquiries and questions. Shall manage any inquiries from internal or external sources relating to membership status.
- f) Shall manage member access to NAMA digital resources.
- g) Shall oversee member bulk email and/or other targeted member communications, i.e. email blasts.
- h) Shall be responsible for carrying out membership drives both digitally and in person as directed by the Executive Committee.
- i) Shall receive an annual stipend of \$5,000.

c. PRESIDENT

- a) Shall promote the growth and development of NAMA.
- b) Shall preside at the meetings of NAMA and its Board of Trustees.
- c) Shall appoint the chair of each committee and shall be a member ex officio of all committees of NAMA except the Nominating Committee and the Awards Committee.
- d) Shall, with the assistance of the Board of Trustees, set the date of the annual meeting.
- e) Shall advise and assist the Secretary and the Chief Operating Officer in the preparation and distribution of the agenda for each business meeting of NAMA and its Board of Trustees at least 30 days prior to the annual meeting.
- f) Shall submit an annual report to the Board of Trustees.

d. FIRST VICE PRESIDENT

- a) Shall promote the growth and development of NAMA.

- b) Shall substitute for the President in the absence or incapacity of the President and if not up for re-election, shall chair the Nominating Committee.
- c) Shall coordinate with the Regional Trustees, offering whatever assistance is needed for their work with local clubs.

e. SECOND VICE PRESIDENT

- a) Shall promote the growth and development of NAMA.
- b) Shall substitute for the President in the absence or incapacity of both the President and the First Vice President, and, if the First Vice President is up for reelection, shall chair the Nominating Committee.

f. SECRETARY

- a) Shall keep minutes of each business meeting of NAMA and of its Board of Trustees and distribute copies of the minutes to the Executive Committee and the Regional Trustees no later than two months after the meeting.
- b) Shall prepare a summary of the minutes, including the financial report, and submit it for publication in The Mycophile.
- c) May issue NAMA checks for authorized expenses with NAMA business in conjunction with the Treasurer and the Chief Operating Officer.

g. TREASURER

- a) Shall collect, bank and disburse funds as necessary to maintain the business of NAMA.
- b) Shall transfer to the Endowment Fund any designated income in a timely manner.
- c) Shall submit to the Chief Operating Officer at least 30 days prior to the annual meeting an annual report for distribution to the Board of Trustees, which report shall include the addresses and amounts of all NAMA funds in all NAMA accounts.

- d) Shall arrange for an external audit if and when required by the Board of Trustees.
- e) Shall make available any passwords needed for access to financial records and sufficient checks to the President and another member of the
- f) Executive Committee, if necessary, for authorized access to NAMA funds.
- g) Shall file, or arrange to have filed, reports as a tax-exempt organization with the IRS, as required.
- h) Shall serve as a member of the Finance Committee.

h. WEBSITE ADMINISTRATOR

- a) Is an ex-officio member of the Executive Committee.
- b) Duties - See Website Committee.

VI. COMMITTEES

1. Creation of Committees.

- a. Committees shall, in accordance with the Articles of Incorporation, be designated by the Executive Committee or Board of Trustees at their discretion, and their Chairs shall be appointed and removed by the President, subject to review by the Executive Committee or Board of Trustees.

2. Members: Terms.

- a. Unless otherwise specifically provided for in this Section V, committees shall consist of three or more members who shall serve for three years. Committee Members shall be selected by the committee Chair, subject to the approval of the President.

3. Duties of Committees in General.

- a. Committees shall carry out the duties assigned to them in this Manual, or by the Executive Committee or Board of Trustees, under the leadership of the Committee Chairs.

4. Duties of Committee Chairs.

The duties of each Committee Chair shall be:

- a. To chair each committee activity, whether by meeting, correspondence or other means of communication.
- b. To vote in committee meetings only in case of a tie vote, or when this policy is specifically waived.
- c. To be responsible for implementing the committee's goals as set forth in this Manual.
- d. To account for all expenses incurred in the discharge of committee duties.
- e. To notify the President and the Membership Director of proposed changes in committee membership as necessary.
- f. To prepare an annual report and budget report to be submitted to the Chief Operating Officer at least 30 days prior to the annual meeting for distribution to the Board of Trustees.
- g. Upon termination of office each Committee Chair shall promptly convey all NAMA records and properties in his or her possession to the Chief Operating Officer.

5. Standing Committees.

The standing committees of the association shall be as follows:

a. EXECUTIVE COMMITTEE

- a) For any calendar year, the Executive Committee shall be composed of the then current officers of NAMA and three additional trustees selected by the President. The trustee members of the Executive Committee so selected shall serve on the Executive Committee for one year beginning January 1 after they are selected and may serve consecutive terms. The immediate past president is a member of the Executive Committee. The Chief Operating Officer is an ex-officio member of the Executive Committee. The Website Administrator is an ex-officio member of the Executive Committee and is selected by the President for review and approval by the Executive Committee.

- b) Shall conduct the management of the affairs of NAMA when the Board of Trustees is not in session. Any question for consideration of the Executive Committee shall be discussed and voted on. Polling of Committee members may take place by email, mail, or phone. Issues requiring a decision which contradicts this Policy Manual may be brought by the President to the Board of Trustees for discussion and a vote.
- c) Shall approve spending requests for items over \$200 above the budget. The President may approve amounts up to \$200 over budget.
- d) Shall be responsible for the removal of any NAMA officer or Committee Chair unable to perform the duties of office.

b. NOMINATING COMMITTEE

- a) Shall be chaired by the First Vice President, unless the First Vice President is up for re-election, in which case the committee shall be chaired by the Second Vice President. Regional trustees shall serve as committee members.
- b) Shall solicit suggestions for nominations for all open Officer and Regional Trustee positions from the general membership by means of a notice to be published in *The Mycophile*, shall thereafter announce in *The Mycophile* its nominations, shall receive nominations from the floor of the annual Trustees' Meeting, and shall present the nominations for each office to the Trustees for election.
- c) Shall obtain consents-to-serve of persons nominated for office and prepare or obtain a short biographical description of the qualifications and experience of each candidate for distribution to Trustees prior to the annual meeting. (NOTE: In order to qualify as a nominee from the floor, the person so nominated shall have already given his or her consent-to-serve.)
- d) The chair of the committee shall submit copies of a list of the nominees (reserving space for nominees made from the floor) as part of an annual report.

c. VISUAL ARTS COMMITTEE

- a) Shall consist of at least three persons who are interested in mushroom and mushroom related arts and photography

- b) Shall promote the exchange of information on the techniques involved in mushroom-related arts.
- c) Shall offer photography workshops and art displays at the annual foray, and when conditions are suitable, presentations and workshops on the crafts of dyeing and making paper with fungi, on mushroom illustration and painting, and mushrooms in art.
- d) Shall submit or recruit relevant articles for publication in *The Mycophile*.
- e) Shall conduct, through the Arts Contest Director whom it appoints, an annual arts contest to be held in conjunction with NAMA's annual foray.
- f) Shall publish the policies, procedures, rules, divisions, judging criteria, fees, and awards for the annual contest.

d. LINCOFF AWARD SELECTION COMMITTEE

- a) Shall consist of all past recipients of the Award, who shall serve for life, except that a member who does not participate in the Committee's work for two consecutive years may be dropped.
- b) Shall consider nominees for the Award annually and, if appropriate, select a recipient by the following method:
 - (1) The Chair shall place an announcement of the Award, along with a call for written nominations, due no later than April 1, in the January/February issue of *The Mycophile*. Each nomination should be accompanied by a statement detailing the nominee's relevant accomplishments and qualifications.
 - (2) In early April the Chair shall send to each Committee Member a document containing the names of the current nominees and supporting documentation as well as the names and supporting documentation of all unsuccessful nominees from the previous five years (provided however, that a nominee who received no votes in the balloting for two consecutive years may be dropped from further consideration without prejudice). Accompanying this document shall be a preliminary ballot listing the nominees in alphabetical order and instructing each member to

vote for the two nominees deemed most qualified for the Award and to return the ballot by May 1.

- c) In early May the Chair shall send to each Committee Member a final ballot with the names of the two nominees receiving the highest number of preliminary votes. This ballot shall allow a member to indicate (a) that neither of the two members is qualified, or (b) that only one specified nominee is qualified, or (c) if both nominees are qualified, which one is preferred. The final ballot is to be returned by June 1.
- d) Only a nominee receiving the "only one qualified" or "preferred" vote of a majority of Committee members (not merely a majority of those voting) on the final ballot shall receive the award.
- e) The Chair shall inform Committee Members and the Chief Operating Officer of the balloting results. If a new recipient has been selected, the Chief Operating Officer shall so inform him or her and encourage attendance at the award presentation as well as arrange a suitable plaque or trophy and inform the Membership Director so that he or she may enter the name of the recipient as a NAMA life member.
- f) The Chair or his or her designee shall prepare a statement on each recipient's qualifications and accomplishments to be read at the award presentation and published in *The Mycophile*.

(1) Shall adhere to the following procedural rules:

- (a) Committee members shall not make nominations for the Award.
- (b) Married couples nominated jointly for the Award shall be treated in the balloting as if a single nominee.
- (c) Deceased persons shall not be eligible for the Award.
- (d) The Committee Chair shall not vote in the balloting for a new recipient except to break a tie.
- (e) The Committee shall maintain the strictest confidentiality in conducting its business.

e. CULTIVATION COMMITTEE

- a) Shall promote the exchange of information and techniques on the cultivation of mushrooms, primarily as an avocation; including but not limited to lectures and workshops at annual forays; providing material for NAMA's publications.
- b) Shall submit or recruit for publication in *The Mycophile* articles related to the cultivation of mushrooms.
- c) Shall consist of at least three members knowledgeable and experienced in the cultivation of mushrooms.

f. MYCOLOGICAL CULINARY ARTS COMMITTEE

- a) Shall consist of at least three persons who are interested in diverse aspects of Mycophagy
- b) Shall share information on methods of collecting, preparing, and preserving wild mushrooms for use as food, with consideration of artistic, creative, and healthful ways of preparing, storing, cleaning, preserving, and presenting edible mushrooms.
- c) Shall share information about the geographic and seasonal distribution of the significant edible species of wild mushrooms
- d) Shall share information, art, and stories related to the history of human culinary mushroom consumption (mythology, traditions, cultural significance, etc.).
- e) Shall submit or recruit articles related to cooking with wild mushrooms for *The Mycophile*.
- f) Shall arrange for at least one wild mushroom tasting event at each annual foray, including a cooking demonstration if conditions permit.
- g) Shall develop joint projects with the Cultivation Committee and partnerships with experts in relevant fields, including commercial enterprises that focus on mushroom cultivation.

g. EDUCATION COMMITTEE

- a) Shall, in cooperation with the Foray Committee and the program committees of various NAMA-sponsored functions,

arrange lectures, workshops, and courses on various aspects of mycology at such functions.

- b) Shall supervise the preparation and distribution of instructional material on various aspects of mycology.
- c) Shall be composed of at least three NAMA members interested in the teaching of mycology.
- d) Shall publicize and make available to NAMA members instructional material as it becomes available.
- e) Shall present a class for novice members at the annual foray.
- f) Shall encourage members or other interested mycologists to prepare teaching aids and offer to reimburse any contributor for expenses incurred in their production.
- g) Shall operate a central repository for collection, storage and distribution of these teaching aids.
- h) Shall publicize available materials in *The Mycophile*.
- i) Members may serve for more than three years.

h. FINANCE COMMITTEE

- a) Shall be composed of not less than four members, including the Chief Operating Officer and Treasurer.
- b) Shall establish one or more endowment funds, the proceeds of which shall be used to promote mycology.
- c) Shall create a portfolio consisting of conservative investments while making available sufficient operating funds for day-to-day expenditures by NAMA.
- d) Shall oversee the investments of NAMA's endowment and operating funds to provide the maximum income for the promotion of mycology.
- e) Shall make quarterly reports of the portfolio's balances and performance to the President and Second Vice President.
- f) Monthly reports of the portfolio's balances and performance shall be distributed to the Finance Committee Chair and the

Treasurer. All investments shall be made in consultation with the portfolio manager selected by the Committee.

i. FORAY COMMITTEE

- a) Shall be composed of at least six NAMA members; Persons who have served as chairpersons of the foray committees of clubs which have hosted a NAMA Foray shall be considered to be strong candidates for membership on the committee.
- b) Shall be responsible for assuring that at least one official NAMA foray approved by the Board of Trustees is held annually in North America.
- c) Shall foster the development of regional and exotic NAMA forays and provide assistance and advice to organizations and individuals hosting them.
- d) The NAMA Foray Chair or his or her delegate shall:
 - (1) Maintain and periodically update the document known as "The NAMA Foray Guide" containing general and specific policies and guidelines on hosting NAMA forays.
 - (2) Conduct, as approved by the President on a case-by-case basis, inspections of sites proposed for NAMA forays to ensure that such sites meet the minimum requirements required for a successful NAMA foray.
 - (3) Present to the Board of Trustees at its annual meeting information sufficient to make decisions with respect to host clubs and proposed sites for future forays.
 - (4) Ensure that information about all NAMA forays is published in *The Mycophile* at least twice prior to the foray registration deadline.
 - (5) Ensure that at every NAMA foray, time is made available to conduct a workshop or discussion group in the following areas of interest: beginner's workshop, photography, mycophagy and toxicology.
 - (6) Contact the previous MSA/NAMA award recipient and arrange for a talk at the annual foray or an article to

be published in *Mcllvainea*.

j. HARRY AND ELSIE KNIGHTON AWARD SELECTION COMMITTEE

- a) The Harry and Elsie Knighton Service Award, presented annually, was established by the Board of Trustees to recognize and encourage individuals who have distinguished themselves in service to their local organizations. It was named for Harry and Elsie Knighton who founded The North American Mycological Association in 1967.
- b) The awards committee chair will solicit nominations from club presidents, regional trustees, and the membership.
- c) In consultation with previous Knighton Award Winners, the Awards Committee Chair will select the awardee.
- d) The Award consists of an individual plaque; publicity for the recipient and his or her local organization in NAMA's newsletter; a one year NAMA membership; and registration, housing and foray fees for one annual foray within the next three following. When present to do so, the recipient of the award shall present the award to the next year's recipient.

k. MARKETING COMMITTEE

- a) Shall be composed of not less than six members who have expressed an interest in developing ways to promote NAMA and increase membership;
- b) Shall explore ways to improve communication with affiliated clubs and the mycological community at large;
- c) Shall develop materials to promote membership in NAMA to current and prospective members and through NAMA affiliated clubs;
- d) Shall promote NAMA in various traditional media and social networking websites to attract new members.
- e) The committee will also work with other NAMA committees to promote their purpose and goals.

I. MEDICINAL MUSHROOM COMMITTEE

- a) Shall promote the exchange of information on mushrooms for medicinal value, including but not limited to seeking presenters for lectures and workshops at annual forays and providing material for NAMA publications.
- b) Shall submit or recruit for publication in *The Mycophile* and/or *Mcllvainea* articles related to medicinal mushrooms, or reviews of books published on the subject.
- c) Shall update NAMA members on research and developments in the field via reprints of articles by various experts in the field.
- d) Shall consist of at least three members knowledgeable in the subject of medicinal mushrooms.

m. TOXICOLOGY COMMITTEE

- a) Shall be composed of the list of emergency identifiers as published on the NAMA website.
- b) Shall include persons knowledgeable in the areas of:
 - (1) Chemistry of toxins involved in mushroom poisoning.
 - (2) Medical aspects of mushroom poisoning.
 - (3) Toxicologic or taxonomic aspects of mushroom poisoning.
- c) Committee members shall submit reports to the NAMA poison case registry for all human or animal poisoning cases where the definite or probably identity of the mushroom has been established or where highly unusual symptoms were observed. Reports should not be submitted where there was a suspected mushroom ingestion but no symptoms. Reports need not be submitted where, at the minimum, a reasonable guess as to the mushroom identity could not be made and the symptoms were routine mushroom poisoning symptoms.
- d) Shall submit or recruit for publication in *Mcllvainea* articles related to mushroom toxicology.
- e) Shall use other means to acquire and distribute information on mushroom poisoning.

- f) Shall maintain a list of qualified identifiers in as many cities and states as possible in order to provide mushroom identification advice in the event of a mushroom poisoning. The contact information for the identifiers shall be maintained on the NAMA website.

n. VOUCHER COLLECTION PROJECT COMMITTEE

- a) Shall act as a liaison between NAMA and The Field Museum, Chicago, to document and preserve fungal specimens as foray voucher collections. The Field Museum, in its discretion, shall process and act as the repository for storage of the voucher collections and the pictorial database (offering access via the internet) and shall be in charge of loans of the collections to accredited institutions for bona fide research.
- b) Shall be composed of at least three NAMA members; the Chair, who must be a NAMA member, shall be a staff mycologist of The Field Museum. The recorder serves as an ex officio member of the committee.
- c) Shall have approval rights over the voucher program procedures developed by The Field Museum staff.
- d) Shall communicate with the Foray leadership, the Chief Mycologist and the relevant committees of affiliated mushroom club(s) hosting the Annual Foray (and, if feasible, NAMA Regional forays) to ensure that the needed space, materials (including computer and printer), and assistants (including photographers and NAMA- sponsored graduate students) are available during the foray, that the foray labels and database are in form and content compatible with the information previously collected and needed by the field Museum's voucher program, and that participating mycologists are informed of the voucher program.
- e) Shall recognize that the first priority given to submitted foray specimens shall be for display for species representation, provided that the Chief Mycologist may make an exception for a collection which merits special attention based on its fragility or particular scientific value; the second priority shall be to the preservation of representative voucher collections of each species; the third priority shall be to other programs such as mycophagy and dyeing; and with the approval of the original collector, the last priority shall be to individuals making personal collections,. In order to meet the need for

display and for preserving a voucher collection (particularly those of uncommon finds), the committee may put specimens on display the day before drying and/or split the collection between the display table and the dryer.

- f) Shall acknowledge that the individual collector shall have rights to a collection over NAMA and The Field Museum and may dispose of a collection as he or she choose and that collections may be split among interested parties.
- g) Shall ensure that collectors (and their collections numbers) are acknowledged in the NAMA voucher database.
- h) Shall coordinate efforts to minimize the expenses of and obtain funds for the support of the voucher program.
- i) Shall assess the success of the voucher program.
- j) Shall ensure that a general report of collections is submitted for publication in *Mcllvainea*.

o. WEBSITE COMMITTEE

- a) Shall be composed of four or more members who have an interest in developing the website to promote the educational and outreach goals of the organization. Membership shall include the Website Administrator.
- b) Shall consult with the Website Administrator about design, content, and graphics of the website.
- c) Shall assist the Website Administrator in technical decisions about web hosting, structure, and navigation.
- d) Shall work in concert with the Publications Committee to coordinate the content of *The Mycophile* and *Mcllvainea*, messaging, outreach and the educational message of NAMA. The committee will also work with the other NAMA committees to promote their purpose and goals.
- e) Shall suggest ways to use the website to promote NAMA in the mycological community, and to strengthen NAMA's relationship with affiliated clubs and professional mycology organizations.
- f) It shall be the policy of NAMA to post only classes and events of affiliated clubs and other non-profit entities on its

website. Exceptions may be considered by the committee and a vote taken if necessary.

g) Duties of the Website Administrator

- (1) Creates, maintains, updates, and designs materials on the NAMA website in a timely manner.
- (2) Works with the various committee chairs and officers to update and add content for their sections of the website.
- (3) Works with the Treasurer and Chief Operating Officer to ensure that the web hosting and domain names are kept current.
- (4) When needed, the Website Committee and Website Administrator shall consult on matters of policy and appropriateness of content. The Website Administrator shall also confer with the Website Committee regarding technical issues and when to hire outside consultants for specific solutions.
- (5) As stated elsewhere in this Manual, the Website Administrator shall, upon termination, promptly convey all NAMA records and properties in his or her possession, including passwords and login information, to the Chief Operating Officer and/or the new Website Administrator.

(6)

p. **Fundraising Committee**

- a) Shall solicit suggestions and create recommendations for fundraising activities and ideas. When possible, shall oversee and administer fund-raising activities. Funds may be raised for operation expenses, capital projects or the scholarship fund. Recommend potential opportunities, including grants, to the executive committee when appropriate.
- b) Shall submit or recruit for publication in *The Mycophile* articles related to fundraising.
- c) Shall consist of at least three members.

VII. AMENDMENT

These regulations and policies may be amended, upon prior notice, by a majority vote of the authorized and elected trustees present at any duly called meeting of the Board.