

## **KNOW ALL PEOPLE BY THESE PRESENTS**

**That we associated ourselves to form a scientific society and nonprofit organization in 1969 in the state of Tennessee and for that purpose did hereby adopt these**

## **ARTICLES OF ORGANIZATION AND BYLAWS SOUTHEASTERN SOCIETY OF PARASITOLOGISTS**

### **ARTICLE I. NAME**

The name of this organization shall be the Southeastern Society of Parasitologists, hereafter referred to as "the Society" or "the SSP".

### **ARTICLE II. PURPOSE**

The purpose of the Society is to advance the discipline of parasitology and promote parasitological research and teaching by providing formal (by means of the Annual Meeting of the Southeastern Society of Parasitologists) and informal discussions of research and teaching of parasitology and for fellowship among workers in parasitology and related fields of study.

### **ARTICLE III. MEMBERSHIP**

The Society shall be open to all interested persons, regardless of their place of employment, residence, or affiliation in other recognized societies. All members shall be entitled to vote on matters of the Society.

#### **Section 1. Full Members**

Full members shall be individuals who have terminated their formal academic training, i.e., are no longer regarded as a "student" and do not fall under the class of "emeritus" membership.

#### **Section 2. Student members**

Student members shall be individuals enrolled as undergraduate, graduate, or professional (veterinary, medical, etc.) students in a recognized educational institution.

#### **Section 3. Emeritus members**

Emeritus members shall be individuals who have retired from professional duties and who have been full members for at least five consecutive years immediately preceding their retirement. Emeritus members shall have the same rights and privileges as full members.

#### **Section 4. New members**

A new member shall achieve active status in the Society with all rights and privileges pertaining thereto when dues for the current year have been received by the Secretary-Treasurer of the Society and application has been approved by the Executive Committee.

### **ARTICLE IV. OFFICERS**

#### **Section I. Names of Officers**

The officers of the Society comprise the Executive Committee (ExCom). **The Executive Committee comprises the President, President-Elect, Vice-President, Secretary-Treasurer, and Student Member-At-Large.** Only full and emeritus members are eligible for election to these offices, with the exception of the Student Member-At-Large, which requires student membership.

#### **Section 2. Terms of Office**

**All officers serve 2-year terms, except the Secretary Treasurer who serves a 3-year term.** Each term begins and ends at the close of the annual meeting. The Secretary Treasurer is the only position that can be elected to consecutive terms. An ExCom officer is eligible to be elected again for any officer position.

#### **Section 3. Procedure for Election of Officers**

The Secretary Treasurer shall send a Call for Nominations to the SSP membership on or before February 1st. Nominations shall close on March 1st. The candidate who accepts the nomination shall email their 1-page biographical sketch (formatted as in Appendix B) to the Secretary-Treasurer. The ExCom shall discuss and vote to accept or reject each nominee by 2/3 majority. The Secretary Treasurer shall mail the ballot to the SSP membership and accept voting for 4 weeks (voting closes on April 1st). The Secretary Treasurer will count the votes (via email or electronic pole) and report results to the ExCom.-Election of officers shall be by a simple majority of voting members, and the Secretary Treasurer shall notify the winners, and then the society at large, by email immediately upon counting the votes. Other officer positions can be proposed as needed. The creation of a new officer position shall be voted upon by voting members with the simple majority passing the motion for the creation of the new officer position.

#### **Section 4. Duties of Officers**

Each officer is required to participate in the business of the society and fulfill their duties in office. In the case of a chronically absent ExCom member (e.g., who fails to attend/participate in the annual meeting, email discussions, online meetings, or telephone conferences etc.), any ExCom member can propose that the ExCom formally warn the absentee ExCom member and then, if necessary,

subsequently remove them by unanimous vote of the ExCom. In the event of the removal, resignation, death or incapacity of an officer, the ExCom shall declare the person who received the next highest number of votes for the office. If this individual is unable to accept, the ExCom shall seek two nominees and follow voting procedures above. This shall be completed within two weeks of the nomination. **In the absence of the President from any meeting the President-Elect shall discharge the duties of the office. In the event of the death or resignation of the President, the President-Elect shall become President of the Society.**

### **President**

The President shall lead the ExCom, serve as the directing officer of the Society, and, in addition to the usual duties of that office, shall appoint or re-appoint members of standing and special committees, as well as representatives of the Society to other organizations. The president will organize the Executive Committee Meeting, which is to be held before the opening of each annual meeting. The President will provide an agenda to the SSP Officers prior to the meeting. **The President is the SSP Representative to ASP Council, is expected to report the activities of the SSP to ASP at the annual meeting of the ASP (or the President can assign a proxy to attend the ASP meeting).**

### **President-Elect**

The President-Elect chairs the Program Committee and therefore organizes the Program & Abstracts Booklet and Scientific Program for the annual meeting of the SSP.

### **Vice-President**

The Vice President chairs the Student Awards Committee.

### **Secretary- Treasurer**

The Secretary-Treasurer shall keep records of the meetings of the Society and of the ExCom, maintain a membership roster, call for nominations, call for papers, prepare and distribute election ballots, report activities of the office to the Society at the annual meeting, and notify individuals of their election to membership and office in the Society. The Secretary- Treasurer shall receive and disburse all funds of the Society, keeping the necessary records of dues and funds expended. They shall at all times coordinate the efforts of this office with those of the other officers of the Society and shall report annually to the membership all receipts and expenditures. The Secretary-Treasurer may be authorized by the Executive Committee for reimbursement for expenses incurred in attending the annual meeting of the Society and any interim meetings of the Executive Committee.

### **Student Member-At-Large**

The Student Member-At-Large is the liaison to all student members.

## **ARTICLE V. MEETINGS**

### **Section 1. Functions**

The main objectives of the SSP are to have a successful and well-attended annual meeting and to promote the study of parasites. The annual meeting shall provide exchange of information pertinent to research and teaching of parasitology. The annual Business Meeting of the Society shall be held in conjunction with the annual meeting. Appendix A is a template for the Business Meeting Agenda.

### **Section 2. Meeting Sites**

Ideally, the place of such meetings should be determined far in advance of the meeting. The ExCom shall work with the membership to select a meeting site. The ExCom shall appoint a local organizing committee (LOC) for the meeting.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Society composed of current officers. This committee shall vote on membership applications, shall be responsible for Society procedures, shall authorize expenditure of Society funds by the Secretary-Treasurer, and shall advise the President in their appointments of committees.

## **ARTICLE VII. COMMITTEES**

### **Section 1. Standing Committees**

The President can propose to create or eliminate standing committees by simple majority of the ExCom.

#### **Auditing Committee**

The Auditing Committee shall consist of two members appointed by the President to serve one year. The Auditing Committee shall review the financial records of the society and perform accepted accounting tests of the books and investment accounts of the Society. The results of this examination shall be reported first to the Executive Committee and then to the membership at the general Business Meeting of the Society.

#### **Awards Committees**

##### **Student Awards Committee**

The Vice President chairs the Student Awards Committee and appoints 2 others (the Awards Committee shall have 3 members) to anonymously serve on the judging panel for the Byrd-Dunn Award (for SSP graduate students) and the Ciordia-Stewart-Porter Awardee (for SSP undergraduate students). Each award will be given only once to an individual. **The SSP allows**

only a single presenter for each oral presentation in the Scientific Program (no co-presenters). Poster presentations are intended for first-time undergraduate students only. LOC should limit number of posters (ensuring to fill the oral presentation program). The Student Awards Committee shall judge student presentations, and the Vice President will present each award (only dues-paying undergraduate, graduate, or professional student members of the SSP are eligible for an award). To be eligible for an award, the student must attend the Business Meeting in person and receive the award.

#### **Meritorious Service Award Committee**

The Meritorious Service Award Committee will comprise members appointed by the President. The Meritorious Service Award shall recognize an individual for outstanding teaching, research, or service enhancing the field of parasitology. The Executive Committee will issue a call early in the academic year, for Meritorious Service Award Nominations including the guidelines for eligibility. The name of any person recommended by the Meritorious Service Awards Committee to be a recipient of the Meritorious Service Award will be sent to the SSP Executive Committee two months prior to the Annual Meeting. This award is presented as appropriate and not necessarily on an annual basis.

#### **President's Award Committee**

The members of this committee shall be all Past Presidents of the Society. The current President shall serve as the Chair. Criteria for the President's Award shall be decided by a majority of committee members voting. The President's Award shall be made only when deemed appropriate.

#### **In Memoriam Committee**

The committee comprises a chair appointed by the President. The In Memoriam Committee shall prepare a list of members who have died since the last annual meeting of the Society and prepare a report for presentation to the Executive Committee and to the membership at the general Business Meeting of the Society.

#### **Local Organizing Committee**

The Local Organizing Committee (LOC) shall plan, coordinate and conduct all aspects of the Annual Meeting of the Society. The Chair shall be appointed by the President with agreement of the Executive Committee to serve one year. Committee members may be appointed to assist the Chair. Sixty days after the meeting, a record of accounts and all unexpended funds will be sent to the Secretary-Treasurer.

#### **Meeting Site Committee**

The Chair of the Meeting Site Committee is appointed by the President and shall select other

members with agreement of the Executive Committee. The Meeting Site Committee shall recommend to the Executive Committee the places where future Annual Meetings shall be held.

### **Program Committee**

The President-Elect is the Chair of the Program Committee and determines, writes, compiles, and completes the Annual Meeting Program and Abstracts of the SSP.

### **Website Committee**

The Website Committee Chairperson will be appointed by the President and will be in charge of maintaining the Society's webpage. The Chairperson is free to appoint additional members to the committee if needed.

### **Social Media Committee**

The chair of the Social Media Committee is appointed by the ExCom. The Social Media Committee will maintain the Society's social media accounts. Opening any new social media accounts will require approval from the ExCom by a 2/3's majority vote. The Chairperson may appoint additional members to the committee if needed.

### **Section 2. Special Committees**

Subject to ratification by the Executive Committee, the President shall fill any committee vacancies as may occur and shall appoint such other committees as deemed necessary.

## **ARTICLE VIII. FINANCES**

### **Section I. Dues**

Emeritus members shall be exempt from payment of dues. Changes in dues may be made by the Executive Committee, subject to approval of the membership. Failure to pay dues for one (1) fiscal year (January 1 - December 31) shall be considered as resignation from membership in the Society. Reinstatement may occur following the payment of back dues.

### **Section 2. Auditing**

Reports of the Secretary-Treasurer shall be audited by the Auditing Committee, the method to be determined by the Executive Committee.

### **Section 3. Disbursement of funds if society disbands**

Society funds will be gifted to the American Society of Parasitologists.

## **ARTICLE IX. AFFILIATIONS**

The Southeastern Society of Parasitologists is an Affiliated Organization of the American Society of Parasitologists (ASP) and shall comply with all sections of Article IX of the ASP Bylaws governing Affiliated Societies.

## **ARTICLE X. PUBLICATIONS**

The Official Publication of the Society shall consist of the Annual Meeting Program and Abstracts of the Southeastern Society of Parasitologists. It shall be prepared by the President-Elect and published online (and archived as a PDF on the official SSP webpage) in collaboration with the Secretary-Treasurer of the Society. There may be such other publications as the Executive Committee and Society may authorize.

## **ARTICLE XI. RULES OF ORDER**

### **Section 1. Application and Procedure**

The Society, its officially constituted committees, and its officers and members shall observe in their conduct the procedures defined in these Bylaws and in the special and general rules of order of the Society.

### **Section 2. Special Rules of Order**

Quorum: A quorum for the transaction of business for the Society shall be those members present at the annual Business Meeting.

### **Section 3. General Rules of Order**

Robert's Rules of Order, Revised, shall govern deliberations in all cases where they are applicable and are not inconsistent with this instrument or special rules of the Society.

## **ARTICLE XII. AMENDMENTS**

Any amendment to the Bylaws shall be sent to the membership. Bylaws will be distributed to the membership and have 30 days to examine them. At the annual meeting, the President will lead discussion on the proposed amendments. Individuals unable to attend the meeting may e-mail their comments to the Secretary-Treasurer at least 24 hours prior to the meeting. These comments will be read at the meeting. The Executive Committee will distribute the final draft of the revised Bylaws to the membership for a vote. Voting members will be given one week to vote. The proposed amendments shall be adopted if approved by two-thirds (2/3) of the vote. The Secretary-Treasurer will share results of the vote with the membership and if amendments were approved, they shall go into effect immediately and an updated version of the Bylaws

shall be shared on the SSP website.

**Appendix A**  
**The 60-minute SSP Business Meeting Agenda**

Southeastern Society of Parasitologists XXXXXX (SSP President) Presiding XX April 20XX

1. Approval of minutes from previous SSP meeting (President)
2. Recognize current, outgoing, and incoming SSP Officers (President)
3. Local Committee report (LOC Committee Chair)
4. Secretary Treasurer's report (Secretary-Treasurer)
5. Auditing Committee (2 Designees)
6. Approve new members (President)
7. In Memoriam Committee (President)
8. Nominating Committee (President)
9. ExCom report (President)
10. Student Paper Awards
11. Resolutions Committee Report
12. Transfer of gavel to incoming President
13. Motion to Adjourn & Adjourn

## Appendix B

### EXAMPLE 1-PAGE BIOSKETCH FOR SSP EXCOM OFFICER BALLOT:

**BULLARD, Stephen (Ash).** PARASITOLOGY, TAXONOMY.

**Current Position:** Auburn University Alumni Professor, School of Fisheries, Auburn University, Auburn, Alabama, USA. Director, Southeastern Cooperative Fish Parasite and Disease Project.

**Education:** University of South Carolina, Columbia, South Carolina BSc (Marine Biology, Cum Laude) 1997; University of Southern Mississippi, Gulf Coast Research Laboratory, MSc (Coastal Sciences, Parasitology) 2002; USM-GCRL, PhD (Coastal Sciences, Parasitology) 2007.

**Professional Experience:** 2024-2029. Auburn University Alumni Professor, Auburn University Alumni Association; 2024-2026. Chair, Aquatic Animal Health & Aquaculture Joint Working Group, Assoc. of Fish and Wildlife Agencies (AFWA); 2019-present. Professor of Parasitology, School of Fisheries, Aquaculture & Aquatic Sciences, Auburn University. Auburn, AL; 2019-present. Director, Southeastern Cooperative Fish Parasite & Disease Project, Auburn University. Auburn, AL; 2020-present. Extraordinary Professor, Northwest University (Environmental Sciences), Potchefstroom, South Africa; 2021-2024. Member, College of Agriculture Tenure and Promotion Committee; 2021-2024. Panel member (Aquatic Invasive Pathogens), Gulf and South Atlantic Regional Panel on Aquatic Invasive Species; 2021-2023. Technical Working Group, USDA-APHIS National Aquatic Animal Health Plan (Bullard representing AFWA); 2018-2022. Curator of Parasites, Museum of Natural History, Auburn University. Auburn, AL; 2017-2020. Faculty Senator, University Senate, Auburn University; 2019-2020. Graduate Program Officer, Auburn University, School of Fisheries, Aquaculture & Aquatic Sciences; 2014-2019. Associate Professor, Auburn University, School of Fisheries, Aquaculture & Aquatic Sciences; 2014-2023. Adjunct Faculty, Dauphin Island Sea Lab, Dept of Marine Sciences, Univ of South Alabama. Dauphin Isl., AL; 2010-2023. Joint Faculty Appointee, Dept of Biological Sciences, College of Science & Math, Auburn University. Auburn, AL; 2009-2023. Associate Graduate Faculty, Gulf Coast Research Laboratory, Univ Southern Mississippi, Ocean Springs, MS; 2008-2014. Assistant Professor, Auburn University, School of Fisheries, Aquaculture & Aquatic Sciences; 2007-2008. Postdoc, University of So. Mississippi, Gulf Coast Research Laboratory, Ocean Springs, Mississippi.

**Awards and Honors:** 2024-2029. Auburn University Alumni Professor, Auburn University Alumni Association; 2025. College of Agriculture Grantsmanship Award for Extramural Funds; 2023. Dean's Research Award Nominee, College of Agriculture, Auburn University; 2023-2024. President-elect, Southeastern Society of Parasitologists; 2023. Grantsmanship Award, College of Agriculture, Auburn University; 2022. Honorary Member, Rocky Mountain Conference of Parasitologists; 2022. Outstanding Sportfish Restoration Project, Fisheries Research and Surveys Category, American Fisheries Society; 2022. Newton Kingston Keynote Lecturer, Rocky Mountain Conference of Parasitologists, 8-10 Sept 2022; 2020. Henry Baldwin Ward Medalist (mid-career research award for Parasitology), American Society of Parasitologists; 2020. Grantsmanship Award, College of Agriculture, Auburn University; 2020. Keynote Speaker, International Congress on Parasites of Wildlife (ICPOW; South Africa); 2019. Keynote Speaker, East Coast Trout VI Workshop. Frostburg State University, Frostburg, MD; 2018-2022. Council-Member-at-Large (elected, national society), American Society of Parasitologists (ASP); 2013-2017. VP, President-elect, President, Imm. Past Pres., Council Rep ASP, SE Soc of Parasitologists (SSP); 2012. Research Award, College of Agriculture, Agriculture Experiment Station; 2011. Grantsmanship Award, College of Agriculture, Auburn University; 2008. Ashton Cuckler New Investigator Award (early career award for Parasitology), American Society of Parasitologists.

**Membership/Activities:** Southeastern Society of Parasitologists: Vice President (2014), President-elect (2015), President (2016), President-elect (2023-2025), President (2025-2027). Referee for 40 scientific journals and 5 federal agencies; American Society for Parasitologists (Associate Editor JP, 2009-present; Teller's Committee, 1999; Committee on Awards, 2000; Student Council Member-at-Large, 2004; Local Committee, 2005; Student Paper Awards Committee, 2008-09; Nominating Committee, 2008-10; CP Read Mentor Award Committee, 2009-12; Council Member at Large 2012-2015); World Aquaculture Society (Student Awards Judge, 2011).

**Research:** Parasite taxonomy, systematics, life cycles, pathology, aquatic animal health, fish disease diagnostics. Research funding from USDA, USFWS, NSF, NOAA, SeaGrant, GOMRI, ADCNR, GADNR, SCDNR, NWRC, TWRA, KDFWR, WVDNR, AGFC, MDC.

**Author of:** 185 refereed publications.