

KNOW ALL PEOPLE BY THESE PRESENTS:

That we associated ourselves together for the purpose of forming 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.

ARTICLE II. PURPOSE

The purpose of the Society shall be 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 have voting rights.

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 (5) 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 their dues for the current year have been received by the Secretary-Treasurer of the Society and their 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. The Executive Committee is comprised of Immediate Past President, 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

The Immediate Past President's term begins at the close of the final annual meeting at which they presided. The Past-President, President, and Vice-President each shall serve two (2) years beginning at the close of the annual meeting. The President-Elect shall become President at the close of the next annual meeting following election. Neither the President nor the Vice-President shall be immediately eligible for reelection. The Secretary-Treasurer shall serve three (3) years, beginning at close of the annual meeting. The Secretary-Treasurer shall be eligible for immediate reelection to additional terms. The Student Representative shall serve one year, beginning at the close of the annual meeting and shall be immediately eligible for reelection so long as they still hold student member status.

Section 3. Procedure for Election of Officers

Officer positions that are up for election will be determined by the President no later than February 1. The Secretary Treasurer will send a call for nominations to the membership on or before February 15. On or before March 1, nominations will close. Each candidate that has accepted a nomination must submit a 1 paragraph biography (standard format; example shown in Appendix B) in an email to the Secretary-Treasurer. The SSP officers, as a group, will discuss the final list of nominees and vote to accept or not accept each nominee. Each nominee must receive the majority of the vote of the officers to be formally added to the ballot. The ballot will then be disseminated to the SSP membership and open to vote for a minimum of 1 week. The Secretary Treasurer will count the votes (via email or electronic pole) and report the results of the election to the Executive Committee. All election candidates will be notified of the election results by the President upon counting the vote. The winners will be publicly announced at the Business meeting at the annual meeting.

Election of officers shall be by a simple majority of voting members. Other officer positions may be proposed as needs of the Society evolve. The creation of a new officer position would 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

All officers should encourage colleagues to join the society, attend the annual meeting, and engage with SSP.

(i) Immediate Past President

The Immediate Past President will serve as the ASP Council Representative. The only responsibility of the Immediate Past President is to attend (in person) the ASP Council Meeting at the Annual Meeting of the ASP, wherein they shall brief the ASP Council on matters of The Society and relay any pertinent information from the ASP Council meeting to the Ex Com and/or the SSP membership. If the Immediate Past-President cannot attend the ASP meeting and fulfill their role as the SSP's representative to ASP Council, they must notify the President at least 60 days before the ASP meeting. The President will then appoint a substitute. Should the Past President be unable to serve as ASP Council Representative, they will still maintain in their position within the Executive Committee as the Immediate Past President.

(ii) President

The President shall be 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.

(iii) President-Elect

The President-Elect shall be the Chairperson of the Program Committee, and as such, shall be responsible for organizing the program for the annual meeting. In the event of the resignation, death or incapacity of the President-Elect during her/his term of office the Executive Committee shall declare the person who received the next highest number of votes for the office to be President-Elect. If this individual is unable to accept, the Executive Committee shall nominate two willing members for the office and inform the membership of the nominations to be voted upon; this shall be completed within two weeks of nominating these members. 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.

(iv) Vice-President

The Vice-President shall be the Chair of the Social Media Committee and the Chair of the Student Awards Committee (section VII). The Vice-President may choose to appoint a member of SSP to Chair the Social Media Committee if they do not wish to do that themselves.

(v) Secretary- Treasurer

The Secretary-Treasurer shall keep records of the meetings of the Society and of the Executive Committee, conduct the routine business of the Society pertaining to the office, maintain a roster of the membership, issue a call for suggestions for nominations, issue a call for papers for the program, attend to the preparation and distribution of ballots at elections, report the 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 to reimburse SSP members for expenses incurred in attending or hosting the annual meeting of the Society and any interim meetings of the Executive Committee.

(vi) Student Representative

A Student Representative will be elected as a liaison to all student members, and will assist in the use of social media, as well as other appropriate avenues, for sharing SSP-related information with members. The Student Representative will also be involved in recruiting new members.

ARTICLE V. MEETINGS

Section 1. Functions

An annual meeting shall be held each year to provide for exchange of information pertinent to research and teaching of parasitology. The place and dates of the annual meeting shall be recommended by the Executive Committee and approved by the membership at the annual Business Meeting. The annual Business Meeting of the Society shall be held in conjunction with the annual meeting. A template for generating the Business Meeting Agenda can be accessed in Appendix A.

Section 2. Meeting Sites

The place of such meetings should be determined at least three years in advance of the meeting from offers obtained through members and other friends of the Society. Meeting sites, recommended by the Meeting Site Committee and approved by the Executive Committee, shall be announced at the annual Business Meeting of the Society and approved by the membership.

ARTICLE VI. EXECUTIVE COMMITTEE

There shall be an Executive Committee of the Society composed of current officers. The representative of the Society to ASP, if they are not also the Immediate Past President, shall not be a member of the Executive Committee. 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

(i) 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.

(ii) Awards Committees

(a) Student Awards Committee

The Vice-President of the Society chairs the committee and appoints the members who serve as the judges that select the Byrd-Dunn Student Paper Awardee (for SSP graduate students), the Ciordia-Stewart-Porter Awardee (for SSP undergraduate students), and Poster Award (for any SSP student). If award guidelines are proposed for revision, the revised draft document must be furnished to the SSP officers 3 weeks before the abstract due date for the annual meeting such that the officers can conduct a simple majority vote to accept or reject the revision. The Student

Awards Committee shall be responsible for judging student presentations and presenting each award. Participation in the competition shall be limited to dues-paying undergraduate, graduate, or professional Student Members of the Society. It is recommended that the Vice-President select an even number of non-student members as judges, such that the total number of judges, including the Vice-President, is an odd number and precludes a tie vote.

(b) Meritorious Service Award Committee

The members of the Meritorious Service Award Committee are appointed by the President. The Meritorious Service Award shall recognize an individual for outstanding teaching, research and/or community service enhancing the science of parasitology. The call for Meritorious Service Award Nominations including the guidelines for eligibility will be sent out no later than the call for abstracts for the annual meeting. 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 one month prior to the Annual Meeting. This award is presented as appropriate and not necessarily on an annual basis.

(c) 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.

(d) In Memoriam Committee

The committee shall be composed of a chairperson appointed by the President and the Secretary-Treasurer. 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.

(e) Local Arrangements Committee

The Local Arrangements Committee 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. All plans for the Annual Meeting shall be completed and sent to the Secretary-Treasurer three (3) months in advance of the meeting for inclusion in the Annual Meeting Announcement and Call For Papers. Sixty days after the meeting, a record of accounts and all unexpended funds will be sent to the Secretary-Treasurer.

(f) Meeting Site Committee

The Chairperson of the Meeting Site Committee, appointed by the President, shall select other members with agreement of the Executive Committee. These shall include the SSP representative to ASP. The Meeting Site Committee shall recommend to the Executive Committee the places where future Annual Meetings shall be held three (3) months prior to the current Annual Meeting of the Society.

(g) Program Committee

The Chairperson of the Program Committee, the President-Elect of the Society, shall select his/her assistants. The Program Committee, collaborating with the Local Arrangements Committee shall receive and schedule scientific papers/posters to be presented and coordinate scheduled events. These may include, but are not limited to, arranging the Annual Presidential Symposium, the Annual Society Luncheon program, and the Society Business Meeting.

(h) 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.

(i) Social Media Committee

The Vice President will be Chairperson of this committee, unless they've appointed someone else, and the Student Representative will also serve on this committee. This committee will be in charge of running

the Society's social media accounts. Opening any new social media accounts will require approval from the Executive Committee 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

(i) 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 these Bylaws follows the following process. The proposed amendment is emailed to the President. The ExCom will hold a meeting to vet the amendment. If the amendment is deemed reasonable (by simple majority vote of the Executive Committee), the President shall email the proposed amendment to the membership for consideration. The President shall hold a meeting (virtual or the annual meeting) for discussion of the proposed amendments at least 30 days after distribution of 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. After the meeting, the Executive Committee will determine whether any additional amendments are needed and will then distribute the final proposed amendments 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.

Business Meeting Agenda

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

CALL TO ORDER (President)

- 1. Approval of Minutes from previous SSP meeting (President)**
 - 1a. *Motion to accept / modify minutes from previous SSP meeting*

- 2. Introduction of SSP Officers (President)**
 - 2a. *Current officers stand & be recognized/ applause*
 - Immediate past president
 - President
 - President-elect
 - Vice president
 - Secretary treasurer
 - Ex-Officio and List-serve manager
 - Website Committee Chair
 - Social Media Committee Chair
 - ASP Council representative
 - 2b. *Previous officers stand & be recognized/ applause*
 - 2c. *Welcome distinguished visitors & guests/ applause*

- 3. Local Committee (Local committee chair)**

- 4. Approval of New Members (President)**
 - 6a. *All new members asked to stand*
 - 6b. *Motion to accept new members*
 - 6c. *All those in favor? // All those opposed?*

- 5.**

- 6. Secretary Treasurer's Report (Secretary-Treasurer)**
 - 4a. *Dues/fees Update*

- 7. Auditing Committee (Designee, not a member of SSP Council)**
 - 5a. *Designee reviews accounts prior to Business meeting*
 - 5b. *Designee reports if books are in order or not*

- 8. Web Site Update (Website Committee Chair)**

- 9. Social Media Update (Social Media Chair)**

- 10. In Memoriam Committee (President-elect)**
 - 8a. *Report all SSP members who have died since last SSP meeting*
 - 8b. *Moment of silence for deceased members*
 - 8c. *5-10 minute presentation for any deceased member as requested*

- 11. Nominating Committee (Immediate Past-President)**

- 12. Meritorious Service Award or President's Award (if applicable)**

- 13. Council Representative to ASP**
 - 10a. *Communication/ news from ASP council shared with SSP membership*

- 14. Executive Committee (President)**

Appendix A

- 13a. *Report outcomes & resolutions from Executive Committee meeting*
13b. *Bring to a vote any matters that require membership voting/ approval*
- 15. Meeting Sites Approved** (President)
14a. *Read off meeting sites for next 2-3 years* 14b. *Encourage members to consider hosting a meeting at their home institution*
- 16. Other Business** (President)
15a. *Ask for any other comments or business*
- 17. Program Committee** (vice President)
16a. *Report (i) total # abstracts presented, (ii) # undergrad talks, (iii) # graduate student talks, (iv) # institutions represented, (v) # states represented [draw data from Program & Abstracts Booklet]*
- 18. Student paper competition ceremony** (Vice President- doc entitled "Awards Ceremony Script")
17a. *Bring all students in paper competitions to front of meeting hall*
17b. *Group photo then dismiss*
17c. *History of Ciordia-Stewart-Porter Award, dollar amount associated with award, purpose of award*
17d. *Announce winner of CSP Award, photo of VP, student, student's advisor with check + plaque*
17e. *History of Byrd-Dunn Award, dollar amount associated with award, purpose of award*
17f. *Announce winner of BD Award, photo of VP, student, student's advisor with check + plaque*
- 19. Resolutions Committee Report** (President)
18a. *Humorous synopsis of meeting (5 minutes), read by Resolution Committee Chair*
- 20. Transferal of power (and the gavel) to President-elect**
19a. *President hands gavel to President-elect*
19b. *Photo of transfer of gavel*
- 21. Motion to Adjourn & Adjourn**
20a. *New President (formerly President-elect) hits gavel to adjourn meeting*

Appendix B

Format of biographical sketch for candidates seeking an SSP elected office:

BULLARD, Stephen (Ash). PARASITE TAXONOMY, HOST-PARASITE RELATIONSHIPS.

Current Position: Associate Professor of Parasitology, School of Fisheries, Aquaculture, & Aquatic Sciences, Auburn University, Auburn, Alabama, USA. Deputy 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: Undergraduate Research Assistant, USC (1994); National Science Foundation Research Experiences for Undergraduates, Tennessee Aquarium Research Institute (1995-1997); Graduate Research Assistant, USM-GCRL (1997-2007); National Science Foundation Postdoctoral Fellow, USM-GCRL (2007-2008); Adjunct Faculty USM-GCRL (2008-present); Assistant Professor of Fisheries, AU (2008-2014); Joint Appointee Department of Biological Sciences, AU (2010-present); Adjunct Faculty, Dauphin Island Sea Lab; Associate Editor, Journal of Parasitology (2009-present).

Awards and Honors: Director's Research Award (Junior Faculty), College of Agriculture, AU (2012); Dean's Grantsmanship Award, College of Agriculture, AU (2011); Ashton Cuckler New Investigator Award, ASP (2008); Outstanding PhD Student of College of Science and Technology, USM (2005); Jessup Fellowship, Philadelphia Academy of Sciences (2004); Cum Laude (BS), USC (1997); Howard Hughes Scholar, USC (1996-1997); Presidential Scholar, USC (1993-1997).

Membership/Activities: Southeastern Society of Parasitologists Vice President (2014), President-elect (2015), President (2016). Referee for 35 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 and systematics, metazoan parasite-aquatic vertebrate/invertebrate interactions, microbial pathobiology. Research funding from National Science Foundation, NOAA SeaGrant, Gulf of Mexico Research Initiative, Alabama Agriculture Experiment Station, US Department of Agriculture, and contracts with various state agencies.

Author of: 79 refereed publications that include 35 student co-authors.

Why Running: XXX