

**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**

**Revised 2017**

**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 be entitled to vote on all matters affecting 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 (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 her/his dues for the current year have been received by the Secretary-Treasurer of the Society and her/his 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**

Immediate Past President shall serve two (2) years, beginning at the close of the annual meeting, wherein that person presided. The exiting Immediate Past-President will rotate into ASP Council Representative position, to serve two (2) years. The President and Vice-President each shall serve two (2) years, also 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.

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

Election of officers shall be by a simple majority of voting members.

### **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 is the chair of the Nominating Committee for officer elections. This officer will appoint two (2) additional officers to serve on the Nominating Committee and oversee the election process as detailed below (section VII).

#### **(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 by ballot; this shall be completed within two weeks of nominating these members.

#### **(iv) Vice-President**

The Vice-President shall be the public relations officer for the Society and the Chair of the Student Awards Committee (section VII). In the absence of the President from any meeting the Vice-President shall discharge the duties of the office. In the event of the death or resignation of the President, the Vice-President shall become President of the Society.

#### **(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. She/he 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.

**(vi) Virtual Committee Chair**

The Virtual Committee Chair shall maintain and update the society web page. Other officer positions may be proposed as needs evolve in the society and elected by ballot.

**(vii) 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 representatives of the Society to the ASP and ASB shall be non-voting members 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 his or her appointments of committees.

**ARTICLE VII. COMMITTEES**

**Section 1. Standing Committees**

**(i) Auditing Committee**

The Auditing Committee shall consist of a chairperson and 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 of judges that selects the Byrd-Dunn Student Paper Awardee (for SSP graduate students) and the Ciordia-Stewart-Porter Awardee (for SSP undergraduate students). 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 for three year staggered terms (one person to be appointed annually). The member who has served 2 years on this committee shall be the chairperson in his/her third year. The Meritorious Service Award shall recognize an individual for outstanding teaching, research and/ or community service enhancing the science of parasitology. Early in the academic year, the committee shall issue an annual Call 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 three months prior to the Annual Meeting. This award is presented as appropriate and not necessarily 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.

**(iii) 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.

**(iv) 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.

**(v) Nominating Committee**

The Nominating Committee shall be composed of the Immediate Past-President and two (2) additional members (one may be the Secretary Treasurer) appointed by the Chair. The Immediate Past-President shall serve as chair. The Secretary Treasurer, regardless of whether or not she/he was appointed to serve on the Nominating Committee, will send a call for nominations on or before 15 February that precedes the annual meeting. On or before 1 March, nominations will close. Each candidate must submit a 1 paragraph biography (standard format; example shown in Appendix B) and accept the nomination in an email to the Nominating Committee Chair. The Committee will poll members of the Executive Committee for additional suggestions regarding nominees. The SSP officers, as a group, will discuss the final list of nominees and vote to accept or not accept each nominee prior to the ballot being disseminated to the SSP membership. On or before 15 March, the Secretary Treasurer will count the votes (via email or electronic pole) and

report the results of the election to the Committee Chair, who then announces the winners at the annual meeting. Voting shall be open for one week.

**(vi) 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.

**(vii) 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.

**(viii) Tellers Committee**

The Chairperson of the Tellers Committee, appointed by the President for a term of one year, shall appoint one other member. The Tellers Committee shall receive annual election ballots, tabulate the votes and notify the Secretary-Treasurer and Executive Committee of the results.

**(ix) Resolutions Committee**

The Chairperson of the Resolutions Committee, appointed by the President for a term of one year, shall appoint two other members. One of these shall be a member of the Local Arrangements Committee. This Committee shall formulate and present to the Society through the Executive Committee such resolutions as may be considered worthy of action by the Society at the General Business Meeting.

**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**

The annual membership dues for full members shall be eight dollars (\$8.00), and for student members four dollars (\$4.00) annually. 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**

## Appendix A

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 Program Committee 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 proposed amendment to these Bylaws shall be sent to the membership sixty (60) days before the annual meeting. Proposed amendments shall be adopted if approved by two-thirds (2/3) of the members voting by mail ballot or by two thirds (2/3) of the voting members present at the annual meeting. Amendments shall take effect at the close of the meeting at which they were adopted.

## **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

Virtual 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. Secretary Treasurer's Report (Secretary-Treasurer)**

4a. *Dues/fees Update*

**5. 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*

**6. 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?*

**7. Web Site Update (Website Committee Chair)**

**8. 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*

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

**10. Tellers Committee (President)**

**11. Meritorious Service Award Committee**

*(ad hoc, committee members & chair appointed by SSP President; approved by SSP Council)*

**12. Council Representative to ASP**

10a. *Communication/ news from ASP council shared with SSP membership*

**13. 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*
- 14. Meeting Sites Approved (President)**  
14a. *Read off meeting sites*  
2016 Charlotte, NC (Alexa Rosypal)  
2017 XXXX  
2018 XXXX  
2019 XXXX  
14b. *Encourage members to consider hosting a meeting at their home institution*
- 15. Other Business (President)**  
15a. *Ask for any other comments or business*
- 16. 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]*
- 17. 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*
- 18. Resolutions Committee Report (President)**  
18a. *Humorous synopsis of meeting (5 minutes), read by Resolution Committee Chair*
- 19. Transferal of power (and the gavel) to President-elect**  
19a. *President hands gavel to President-elect*  
19b. *Photo of transfer of gavel*
- 20. 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.

**Mailing Address:** 203 Swingle Hall; Department of Fisheries and Allied Aquacultures; College of Agriculture; Auburn University; Auburn, Alabama, 36849.

**Email:** [ash.bullard@auburn.edu](mailto:ash.bullard@auburn.edu).