

**CONSTITUTION  
AMERICAN PHYTOPATHOLOGICAL SOCIETY  
CARIBBEAN DIVISION (APS-CD)**

**[Amended and approved by majority e-vote January 2022]**

Proposed revisions to the APS-CD By-Laws: Constitution and Manual of Operations  
Business Meeting, August 2021 (original version 2004; amended version, 2011)  
Proposed Modifications and Voting of version 2022, completed January 31, 2022

**ARTICLE I: Name and Objectives**

This Division shall be known as the American Phytopathological Society, Caribbean Division. The following geographical regions are included in the Caribbean Division: Caribbean, Greater and Lesser Antilles, Central and South America, and active members working in subtropical or tropical world zones. The main objectives of the Division are:

- a) To promote the study of Phytopathology and to increase the knowledge and understanding of the importance of plant diseases and their control in subtropical and tropical agriculture.
- b) To promote a cooperative relationship with other societies with similar or complementary objectives.

**ARTICLE II: Membership and Dues**

**Section 1.** The Division shall consist of a subset of the membership of the American Phytopathological Society.

**Section 2.** All persons that are not members of the American Phytopathological Society but interested in or practicing the study and control of plant diseases, shall be eligible for *Associate Membership* at the same rate as full APS members (see the Manual of Operations).

**Section 3.** All graduate or undergraduate students interested or involved in the study of plant diseases shall be eligible for student membership at a reduced membership rate (see the Manual of Operations).

**Section 4.** Associate and Student member applications may be approved at any Annual meeting of the Division or by majority vote of the Executive Committee during the interim (Secretary-Treasurer will update the membership at the annual business meeting, or the Executive Committee by e-mail in the interim). Applications for Associate or Student membership applications must be endorsed by at least one member of the Division.

**Section 5.** The Division accepts members when an endorsement and application has been received and approved, and annual dues are paid to the American Phytopathological Society and to the Division.

**Section 6.** Each Member, Associate Member, or Student Member shall pay their annual dues as the Division shall determine, and subsequently as an ‘ACTIVE MEMBER’, shall have a vote in all matters pertaining to the activities of the Division.

**Section 7.** Current annual dues for all members are stipulated in the Manual of Operations and are subject to change by a majority vote (3:1 or 4:0) of the Executive Committee, minus the Past-President, which includes the President, Vice President, Secretary-Treasurer, and Councilor.

**Section 8.** Members and Associate and Student members are considered *active* members of the Division when they pay annual dues to the Division. If annual dues are not paid for two consecutive years, membership status will be cancelled.

### **Article III: Officers**

The officers of the Division shall consist of a President, Vice-President, Secretary-Treasurer, and Divisional Representative], and immediate Past-President. Their duties shall be those usually performed by such officers. The officers shall serve the following terms: President and Vice-President – one year; Divisional Representative – three years; and Secretary-Treasurer – two years. No Vice President or President may serve more than one time during a consecutive five-year period. The Divisional Representative may serve no more than two three-year term in six consecutive years. The Secretary-Treasurer may serve a maximum of two, two-year terms in four consecutive years. The President, Vice-President, and Secretary-Treasurer must be fully active members of the American Phytopathological Society.

The President, Vice-President, Secretary-Treasurer, Immediate Past President, and Divisional Representative must be fully active members of the American Phytopathological Society, with annual membership dues paid to the parent society, APS, and to the APS-Caribbean Division.

### **ARTICLE IV: Election of Officers**

At the request of the Divisional Representative, **the President and Vice President** of the APS-CD shall be elected by a majority vote (of the total number of voting members) of the active (dues paid) members of the Division using electronic voting (e-voting) coordinated through the assistance of APS. Nominations for **President** and **Vice President** are called for from the membership at least one month prior to the election. The Divisional Representative and Past-President will plan the logistics and coordinate the call for nominations, no less than two months prior to the next Annual Meeting date. The Divisional Representative will call for nominations from the membership through electronic communications enabled through the APS Communities portal and/or with the assistance of the APS Staff. The Vice President becomes the President at the end of each Annual APS-CD Meeting. If the President is unable to serve, the Vice President becomes the President, and an election is held within one month of the vacancy to fill the position of the Vice President. If a Vice President is unable to serve, nominations for Vice President are called for by the Divisional Representative, coordinated with the Past-President, President, Secretary-Treasurer two weeks of the vacancy.

The Annual Business Meeting is called to order by the President at the APS-CD Annual Meeting, and/or through an on-line forum if the meeting is virtual. At least one week in advance of the Business Meeting, members are notified of the date/time and provided a meeting Agenda. Notice will be provided electronically (email) to members on the active member APS-CD list-serve, coordinated by the APS staff or by the Divisional Representative and President through the APS Communities portal. The outgoing President (from the previous year) will serve as Past-President. The elected Vice-President will serve as President at the next annual meeting. The Executive Committee will have the right to vote to break all tie votes, with the person receiving the most votes by the EC being declared the winner.

**The Divisional Representative** shall be elected by a majority vote (of the total number of voting members) of the active (dues paid) members of the Division using electronic voting (e-voting) coordinated through the assistance of APS. The Divisional Representative and Past-President will plan the logistics and coordinate the call to the memberships for nominations, no less than two months prior to the Annual Meeting at which the representative will leave service. The Divisional Representative will call for nominations from the membership through electronic communications enabled through the APS Communities portal and/or with the assistance of the APS Staff. The newly elected Divisional Representative takes office at the end of the Annual APS-CD Meeting

Any active member of the Division may nominate a candidate after consulting with that person. The nomination must include a Nomination Letter and a brief (2-3 page) Curriculum Vitae of the candidate, which will be submitted to the Divisional Representative (who will coordinate with the rest of the Executive Committee (President, Immediate Past President, Vice President, and Secretary-Treasurer). They will proceed with selection among nominees (if more than two) and call for a secret ballot by electronic vote with the assistance of the APS Staff. The Executive Committee shall designate the nominees (following agreement to run) for any office when no nominations are received. The Divisional Representative will consult with the Executive Committee in such a situation and two nominees will be put forth. The Executive Committee will have the right to vote to break all tie votes, with the person receiving the most votes by the EC being declared the winner. Electronic voting shall be completed no later than one month prior to the end of the 3-year term and before the next Annual Meeting. The Executive Committee will have the right to vote to break all tie votes, with the person receiving the most votes by the EC being declared the winner.

**The active Division members elect the Secretary/Treasurer** shall be elected by a majority vote (of the total number of voting members) of the active (dues paid) members of the Division using electronic voting (e-voting) coordinated through the assistance of APS. The Divisional Representative and Past-President will plan the logistics and coordinate the call to the memberships for nominations, no less than two months prior to the Annual Meeting at which the representative will leave service. The Divisional Representative will call for nominations from the membership through electronic communications enabled through the APS Communities portal and/or with the assistance of the APS Staff. The newly elected Secretary-Treasurer takes office at the end of the Annual APS-CD Meeting, through transfer of documents and financial-fiduciary authority to the newly elected Sec-Treasurer.

Any active member of the Division may nominate a candidate after consulting with that person. The nomination must include a Nomination Letter and a brief (2-3 page) Curriculum Vitae of the candidate, which will be submitted to the Divisional Representative (who will coordinate with the rest of the Executive Committee (President, Immediate Past President, Vice President, and Secretary-Treasurer). They will proceed with selection among nominees (if more than two) and call for a secret ballot by electronic vote with the assistance of the APS Staff. The Executive Committee shall designate the nominees (following agreement to run) for any office when no nominations are received. The Divisional Representative will consult with the Executive Committee in such a situation and two nominees will be put forth. The Executive Committee will have the right to vote to break all tie votes, with the person receiving the most votes by the EC being declared the winner. Electronic voting shall be completed no later than one month prior to the end of the 3-year term and before the next Annual Meeting. The Executive Committee will have the right to vote to break all tie votes, with the person receiving the most votes by the EC being declared the winner.

#### **ARTICLE V: Responsibilities of the Officers**

**President:** The President is a member of the Executive Committee and has responsibility for supervision of all Division affairs during the one-year term. The President works closely with the Divisional Representative and initiates and maintains a liaison with the Annual Meeting Organizing Committee, designated by the President for the purposes of organizing the annual division meeting. The President makes all executive decisions relating to the program planning and meeting organization after consultation with the Executive Committee and Local Planning Host, responsible for local arrangements. The President will also prepare, with the assistance of the Secretary-Treasurer and Councilor, the agenda for the annual business meeting and opening ceremonies for the annual meeting. He/she will preside during the annual business meeting and closing ceremonies and present all awards.

**Vice-President:** The Vice-President is a member of the Executive Committee and shall become President upon completion of the term of office and is elected at the annual meeting, during the business meeting. The Vice-President is elected during the business meeting as the representative of the country to host the meeting, which will be held two years before the present (current year) meeting, is approved by majority vote of the active Division members present. The Vice-President stands ready to act on behalf of the in-coming President during the year prior to his/her presidency and to take responsibility for all official functions and should therefore work very closely with the President in case such a need arises.

**Immediate Past-President:** The Immediate Past-President is a member of the Executive Committee and is the Chair of the Frederick L. Wellman Award Committee, and together with the Secretary-Treasurer, Councilor, and two active members of the Division (not members of the Executive Committee), which will be appointed by the Divisional Representative, comprise the Frederick L. Wellman Award and the Student Award's Committees.

**Secretary-Treasurer:** The Secretary-Treasurer is a member of the Executive Committee and is responsible for: maintaining the membership listing and email and mailing addresses, sending reminders if membership dues are late, sending announcements to the membership regarding the

date and location of the annual meeting, and other announcements as requested by the Executive Committee or Committee Chairs. The Secretary-Treasurer prepares an annual report of the financial situation of the Division, reports such information at the annual business meeting, collects annual dues, prepares, and sends a newsletter before and after the annual meeting, and prepares an article for the *Phytopathology News* reporting the activities that took place during the annual meeting. The Secretary-Treasurer records the minutes of the annual business meeting, send them to the membership within three months following the meeting requesting review/modification of points, and report those minutes for approval at the business meeting the following year.

**Divisional Representative:** The Divisional Representative assumes office at the meeting of the new APS Council on the year he/she is elected and is a member of the Executive Committee. The term of the Divisional Representative is three years (and may not exceed two consecutive terms in six years). The Divisional Representative is expected to represent the best interests of the division in all matters before the Council. He/she is expected to be present at all meetings of the Council and at the annual meeting of the Division. Should the Divisional Representative be unable to attend an annual division or APS Council meetings, he/she is responsible for identifying a knowledgeable replacement and to brief the individual concerning matters before the annual APS meeting of Divisional Representatives. The search for such a replacement should begin with the President of the Division, and progress to the Vice-President, and then the Secretary-Treasurer. Should none of the Division officers be able to attend, the Divisional Representative, after consultation with the Secretary-Treasurer, will appoint a member of the Caribbean Division that is in good standing. The Divisional Representative serves as the liaison between the Council of the Society and the officers and members of the Division. In this capacity the Divisional Representative should inform the APS-CD officers of the actions, initiatives, or changes in policies of interest and/or concern to the Division. He/she should also report to the Division membership, in the Annual Meeting of the Division, on APS Council actions and society affairs and convey to the Council all Division requests and decisions directed to this body. He/she may also solicit membership responses by mail or e-mail to facilitate mid-term APS Council meeting actions. The Divisional Representative is also responsible for inviting the APS President to attend the annual division meeting.

## **Article VI: Committees**

*Ad hoc* (temporary) and standing committees may be appointed by consensus of the President and Councilor. A committee report will be presented in the annual business meeting. An *Ad hoc* committee will be dissolved by the President and Councilor when the purpose for the committee has been satisfied.

### **Standing Committees:**

**Frederick L. Wellman Award Committee:** The committee is chaired by the Immediate Past-President who serves together with the Councilor, Secretary-Treasurer, and three non-Executive Committee members that will be appointed by the Councilor and announced at the business meeting. The committee Chair is responsible for announcing by e-mail the call for nominations from the active Division membership at least three months prior to the annual meeting. A nominee must be an active member of the Division. The Chair will receive the documentation supporting each candidate and will provide copies of the documentation to each member of the committee of five. The committee will confidentially discuss the candidates based on their merits taking into

account the criteria established by the APS-CD Constitution. The Chair will be responsible for communicating with the committee to complete the process expediently. The Chair will call for a Committee vote by e-mail from the Committee no later than one month prior to the date of the next annual meeting. The winner will be the nominee that receives the most votes.

**Student Awards Committee:** The Councilor will appoint three non-Executive Committee active members to serve on the Student Awards Committee, which will be announced at the previous year's business meeting. The three appointed members of the committee will represent two different areas of expertise in the discipline of Plant Pathology (Bacteriology, Virology, Mycology, Nematology, Biochemistry, Genetics, etc.). The committee will consist of those members together with the Past-President, Secretary-Treasurer, and Councilor. The Councilor will appoint a Chair from the Committee membership. The Chair of the Awards Committee will prepare in advance an evaluation form with the evaluation criteria clearly established and distribute them to the evaluators (Award committee). The Chair will hold a brief organizational meeting prior to the beginning of the paper sessions at the annual meeting to explain the format of the evaluation form and the evaluation process to evaluators. The Chair will collect the results and report the names of the awardee(s) to the Councilor (who will have placed the order for the four certificates in advance of the meeting). Checks for the cash awards will be prepared by the Secretary-Treasurer at the Annual meeting after the results of the competition are known, and together with a plaque, will be awarded to each student winner at the Closing Banquet.

## **Article VII: Meetings**

**Section 1:** The Executive Committee can call for an ordinary or extraordinary/emergency meeting when deemed necessary by any member of the Executive Committee.

**Section 2:** The Executive Committee will call for a business meeting to be held each year during the Annual Meeting.

**Section 3:** Description of the Annual Meeting.

The Annual Meeting will be arranged as follows:

**Educational Meeting:** During the annual meeting, the attendees will have opportunities to learn, share and exchange professional experiences. The following activities should be included at the annual meeting: conferences, workshops, symposia, oral and poster presentations, exhibitions, and field trips.

**Business Meeting:** The President will preside over the business meeting. Robert's Rules of Order will be observed. During this meeting the President, Secretary-Treasurer, Divisional Representative, and Chairs of the Standing Committees will present their reports to the membership. The President will give his/her report. The Secretary-Treasurer will read the minutes of the last meeting and the President will ask for approval of the minutes. The Secretary-Treasurer will report on the financial status of the Division. The Secretary-Treasurer will present an update of the membership and provide a copy of the member's names, mailing addresses, and email addresses to the Executive Committee. The Councilor will give his/her report. Standing and *Ad hoc*

committees will be called upon to give their reports. The President will call for discussion of any new proposals received during the year as, 'Old Business'. Motions will be entertained, and voting will proceed. Included as Old Business will be a discussion of proposals for meeting sites in subsequent years (typically the next three). A vote will be taken to determine the location of the annual meeting that will be held two years from the present. In so doing, the Vice President will be elected and will serve as such during the next year and will preside at next year's business meeting. The Vice President will serve as President for the meeting to be held two years later. The President will call upon the Vice-President (elected the previous year) to update the group on next year's meeting. The President will call for items of 'New Business' for discussion. The newly elected Vice-President will present an invitation for the next meeting. The meeting will be adjourned.

**Closing Banquet & Ceremonies:** The Division President and the APS President, when present, will make Concluding remarks. The President will introduce the APS President. The President will announce the winners of any elections. The location and date of the next annual meeting and provide information available concerning considerations for meetings for the following one to two years, as information is available. The newly elected Vice-President will present details of the meeting site and announce the names of the Executive Organizing Committee and local arrangements director, appointed by the Vice President. Student Awards and lastly, the Frederick L. Wellman Award are presented at the Awards Ceremony. The President will make special announcements and closing remarks and declare the meeting adjourned. The Councilor and President will be responsible for ensuring photographs will be taken to document and archive the relevant activities and will provide them to the Secretary-Treasurer to submit to the APS Newsletter with the meeting report.

#### **Section 4: Awards**

**Frederick L. Wellman Award:** Awarded to an individual who has an outstanding career as an established Plant Pathologist. This is the highest distinction bestowed by the APS-CD to a distinguished Plant Pathologist that has worked during their career for the betterment of the science and profession in the context of the Caribbean Division. Nominees for the award will be evaluated based on quality, originality, and quantity of their published research, and based on service to the APS-CD and to the science and profession of Plant Pathology in general.

#### **Requirements:**

1. The nominee must have been a longstanding and current member of APS-CD.
2. The nominee must have received his or her terminal degree at least twenty years prior to the year in which the award is given. There is no minimum age requirement.
3. An individual may receive the Frederick L. Wellman Award only once in his or her career.
4. Self-nomination is not allowed.
5. A Nominator must have been an active member of the APS-CD for at least ten years.

#### **Documents for nomination:**

1. A nominating letter, including a detailed account of the nominee's outstanding contributions to the science and profession of Plant Pathology.
2. A current Curriculum Vitae, including a list of the nominee's publications.
3. Three additional letters of support from the active APS-CD membership.

The nominator should prepare the completed nomination packet and send it to the Councilor of the APS-CD.

**Note:** The committee may choose to make more than one award or no award in a given year, if appropriate. Presentation of the award, a plaque, will take place at the awards ceremony at the annual meeting of the APS-CD. The recipient will be notified in advance so that they may plan to attend the Award presentation.

**Student Awards:** The APS-CD will give four Student Awards, each consisting of a Certificate and a cash award by the Student Awards Committee. The awards will be given for:

1. Oral Presentation: There will be three Oral Presentation Awards in the following categories: BS/Agricultural Engineer, Masters, and Doctoral.
2. Poster Presentation: There will be one award, for which all students presenting a poster is eligible.

**Note:** Awardees will not be selected unless at least five students compete for a given award.

#### **Article VIII:**

The provisions of the By-Laws of the American Phytopathological Society pertaining to the organization and regulation of Divisions of the Society shall be followed in the operation of the Caribbean Division.

#### **Article IX: Amendments**

This constitution may be amended at any annual business meeting by a majority vote of all active Division members, notice of the proposed amendment having been sent to all the members at least one month prior to the meeting. Additional items may be added to the Manual of Operations following discussion and adoption by majority vote of active Division members at the annual business meeting.



**Manual of Operations**  
**[Amended by Majority e-vote January 2022]**

**[Business Meeting, San Juan PR March 30, 2022 members voted in person (23 of 23 approved, opposed 0) to amend the Moo to modify the Cash prize amounts for best oral presentations and poster; indicated stipulations for increasing membership rate and abstract fee]**

**Officers Duties**

**President:** The President and Divisional Representative jointly or after consultation with the other, may appoint standing and special committees for the Division. The President is also expected to work closely with the American Phytopathological Society in organizing the annual meeting when the parent society meeting is held at the same location as the annual Division meeting, typically when this occurs within the boundaries of the Caribbean Division. No person may hold the presidency more than once every five years.

**Vice-President:** Ideally, the President will appoint the Vice President to the organizing committee for the subsequent Annual meeting. No person may hold the Vice-presidency more frequently than once every five years.

**Immediate Past-President:** The Immediate past-president will be a member of the Executive Committee and will be responsible for seeking potentially interested hosts/venues for future Annual meetings to assure meeting sites are in place at least two, and preferably three consecutive years. If the Immediate Past-President will not attend the annual meeting, the Divisional Representative will assume the duties of the Immediate Past President. The Immediate Past-President serves a one-year term.

**Secretary-Treasurer:** The Secretary-Treasurer assumes the usual duties and consults the Executive Committee on all matters of spending or proposed spending. An independent audit of the account is to be conducted no less than once every three years, with the assistance of the primary APS financial officers. No one may serve as Secretary-Treasurer more than two consecutive terms.

**Divisional Representative:** The Divisional Representative is responsible for arranging for Award plaques and certificates that will be presented at the annual division meeting and after the meeting, for procuring fees for the publication of the abstracts in *Phytopathology* from the President and his/her organizing committee. Fees will be forwarded to the Secretary-Treasurer for payment to *Phytopathology*. Also, in collaboration with the Organizing Committee of the annual meeting, the Divisional Representative will provide to APS Headquarters relevant information pertaining to the organization and location of the annual meeting, which is to be posted on *APSnet* no less than eight months (initial information: date, location) in advance of the meeting. The Divisional Representative may serve no more than two consecutive terms.

All past officers may seek or agree to proposed nomination to serve again in any position after 8 years have lapsed.

### **Annual Meeting Site selection**

The annual meetings will be organized at least two years in advance, to include the current meeting, such that two and when possible, three meeting locations are on the docket after the most recent Annual Business Meeting (where proposals are reviewed and voted upon, annually). Proposals are welcomed up to three years in advance. The Divisional Representative and Past-President will coordinate the electronic (email) call for meeting proposals, annually.

For a locale/country member to serve as ‘the host (on location) and Chair of Local Arrangements Committee’ of an annual meeting, the local active APS member(s) will present a letter of invitation to host the meeting in said locale/country/to the APS-CD Divisional Representative and immediate Past-President minimally two years prior to the next scheduled meeting. The membership will determine the location of the next meeting by majority vote with voting held during the Annual Business Meeting, approving the proposed meeting site is agreed upon. The active APS member-Representatives (country/locale) will select one individual to serve as Chair of the Local Organizing Committee, with the others serving on the committee under the direction of the Chair. The time of year for the Annual meeting may fluctuate [typically Sept-April] to accommodate the respective locale (seasonal considerations, hotel and travel costs, weather) and to avoid dates that conflict with the national APS meeting or other APS Division Annual Meetings.

### **Membership dues**

Dues for the Caribbean Division\* are \$5.00 for Students and \$15.00 for Regular (APS members) and Associate Members (non-APS members).

\*Dues for the Caribbean Division may be adjusted as deemed necessary, by vote of the membership at the Annual Business meeting. Dues to consider are for Students, Regular (APS members) and Associate Members (non-APS members).

See the APS-CD website for ‘group rates’ available to offshore APS-CD members.

### **Publication of Abstracts in Phytopathology**

The fee for publishing each abstract presented at the Division meeting is \$45\* or other amount, if such an amendment is passed by majority vote at the Annual Business meeting. The Secretary Treasurer will receive payment for abstracts and submit to APS headquarters. The President will determine the most expedient method for collecting abstract fees when considering the structure and methods of payment for the annual meeting. The President’s organizing committee will work closely with the Secretary-Treasurer to facilitate expedient publication of the abstracts, which will be provided to the Divisional Representative who will submit the abstracts to APS publication department. Abstracts and fees should be submitted for publication no later than one month after the annual meeting. \*The fee for publishing each abstract presented at the Division meeting may be adjusted as deemed necessary, by vote of the membership at the Annual Business meeting or by e-voting if the need arises before the next business meeting, per above.

**Student Cash Awards will be presented to students enrolled in M.S. or Ph.D. program (no plaque will be awarded, practice to be discontinued 2022).**

The Best Oral Presentation-First Place winner will attend next the APS annual meeting and present their winning talk. APS will provide partial support to help the student attend the annual meeting.

The cash award for the Best Oral Presentations by M.S. or Ph.D. student will be:

First place \$300.00

Second Place \$200.00

Undergraduate B.S. or Engineer

First place \$100.00

The cash award for Best Poster Presentation will be:

Best Poster: \$100.00

Each winner will receive an APS-CD Certificate of Honor signed and presented by the APS-CD President to the winner during the Annual Meeting Banquet.

### **Wellman Award**

The Chair does not vote unless a tie vote occurs; in which case the Chair will be responsible for casting one vote to break the tie vote. The Chair will announce the outcome of the vote to the Committee by email. The Chair will communicate the recommendation to the President, Secretary-Treasurer, and Councilor (who will place the order for the inscribed plaque, which will be presented at the time of the award presentation at the Closing Banquet), and the Secretary-Treasurer will notify the awardee (and prepare the check for the cash award). If the Past President is unable to serve, the Councilor should be contacted by the Past-President, with a request to fulfill these responsibilities. It is not essential that this award be given each year. The cash award for the Fredrick Wellman Award will be \$200. The amount of the award may be modified by majority vote at the Annual Business Meeting.

*Approved amendments to ver2004 to ver2011 to ver2022, incorporated by J.K. Brown January 31, 2022.*

*Approved amendments to ver2022 MOO, Cash & Awards for Student Presentations, stipulations for membership rate and abstract fees, according to APS-CD and APS, respectively. Incorporated by J.K. Brown following Business Meeting, San Juan, PR 23 present; March 30, 2022*