

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

**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:

2. 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.
3. 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, Associate Members and students.

**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 to be *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 Councilor. Their duties shall be those usually performed by such officers. The officers shall serve the following terms: President and Vice-President - one year; Councilor - three years; and Secretary-Treasurer - two years. No Vice President or President may serve more than one time during a five-year period of time. The Councilor may serve no more frequently than two consecutive terms (6 years). The Secretary-Treasurer may not serve more than two consecutive terms (4 years).

The President, Vice-President, Councilor, and Secretary-Treasurer must be fully active members of the American Phytopathological Society.

The Executive Committee shall fill any vacancies occurring in the interim between elections.

The Executive Committee shall consist of the President, Vice-President, Secretary-Treasurer, Councilor, and the immediate Past President. All actions of the Executive Committee or officers must be approved by the active Division membership present during the annual business meeting or in emergency during the interim by electronic or regular mail to the active membership.

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

**The President and Vice President** of the APS-CD shall be elected by a majority vote by the active members of the Division during the annual business meeting. The President will be the representative from the country that assumes responsibility for organizing the next annual meeting. For a country to be considered 'the host' of the next annual meeting, the local active APS member-Representative(s) must present a letter of request to the APS-CD Councilor, with the name of a potential candidate that would willingly assume the position of Vice-President if a majority vote approving the proposed meeting site is received. The elected Vice-President will then serve as President at the next annual meeting. The President from the previous year will serve as Past-President at that same annual meeting.

**The active members of the Division elect the Councilor** by a majority vote through a closed ballot electronically (APS headquarters) prior to or at the annual business meeting.

The Councilor shall announce the election to the members of the Caribbean Division no less than two weeks prior to the date of the next election if electronic voting is used, or no less than one month if the election will be held at the annual business meeting. Any active member of the Division may nominate a candidate after consulting with that person. The nomination must include a Nomination Letter and the Curriculum Vitae (Biosketch) of the candidate, which will be sent to the Councilor prior to the announcement of nominees. The Executive Committee shall designate the nominees for any office when no nominations are received. The Councilor will consult with the Executive Committee in such a situation and two nominees will be put forth. Nominees will be announced by email or at the business meeting and the election will be held immediately thereafter. 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** by a majority vote through a closed ballot electronically (APS headquarters) prior to or at the annual business meeting. The Councilor shall announce the election to the members of the Caribbean Division no less than two weeks prior to the date of the next election if electronic voting is used, or no less than one month if the election will be held at the annual business meeting. Any active member of the Division may nominate a candidate after consulting with that person. The nomination must include a Nomination Letter and the Curriculum Vitae (Biosketch) of the candidate, which will be sent to the Councilor prior to the election. The Executive Committee shall designate the nominees for any office when no nominations are received. The Councilor will consult with the Executive Committee in such a situation and at least two nominees will be put forth. Nominees will be announced by email or at the business meeting and the election will be held immediately thereafter. 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 Councilor and initiates and maintains a liaison with the Organizing Committee designated by the President for the purposes of organizing the annual division meeting. The President makes on all decisions relating to the program planning and organization. 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 subsequent to the present 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, which will be appointed by the Councilor, comprise the Frederick L. Wellman Award and the Student Award's Committees. When the immediate past-president cannot serve as the Chair of the Wellman committee, the Councilor will preside.

**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 the annual meeting article, including an article on the winner of the Wellman Award for the *Phytopathology News*. The Secretary-Treasurer records the minutes of the annual business meeting, send them to the membership within two months following the meeting requesting review/modification of points, and report those minutes for approval at the business meeting the following year.

**Councilor:** The Division Councilor assumes office at the meeting of the new APS Council on the year he/she is elected and is a member of the CD Executive Committee. The term of the Councilor is three years. The Councilor 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 Councilor 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 Council. 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 Councilor after consultation with the Secretary-Treasurer should appoint a member of the Caribbean Division that in good standing. The Division Councilor serves as the liaison between the Council of the Society and the officers and members of the Division. In this capacity the councilor should inform the Division officers of the Council's actions which are 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 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 Council meeting actions. The Councilor is responsible for inviting the APS President to attend the annual

division meeting and will assist he/she in making arrangements and inform what specific activities the CD would like them to participate.

## **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. Guidelines are specified in the Manual of Operations.

**Student Awards Committee:** The Executive Committee will appoint two-three active members to serve on the Student Awards Committee, which will be determined in advance if possible and reported at the pre-meeting Executive Committee 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/or the Councilor. The President will appoint a Chair from the Committee membership. Guidelines are provided in the Manual of Operations.

**Website Committee:** The Executive Committee has responsibility for maintaining the Division website at APS Headquarters. Guidelines are provided in the Manual of Operations. The Councilor will take responsibility for coordinating efforts amongst the Executive Committee to update and maintain the website.

## **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 Manual of Operations outlines the components of a traditional meeting program.

**Business Meeting:** The President will preside over the business meeting, which will be held annually. Robert's Rules of Order will be observed. The President is responsible for providing an Agenda. The Executive Committee should be consulted when preparing the Agenda. Additional information on protocol is included in the Manual of Operations.

**Closing Banquet & Ceremonies:** the Division President and the APS President will make Concluding remarks, if present at the closing banquet. The President will organize the specific structure of the meeting using guidelines in the Manual of Operations.

#### **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 on the basis of quality, originality, and quantity of their published research, and on the basis of 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 two-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, are 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

### Officers Duties

**President:** The President and Councilor 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 should appoint the Vice President to the organizing committee for the subsequent annual meeting. No person may hold the Vice-presidency more than once every five years.

**Immediate Past-President:** If the Immediate Past-President will not attend the annual meeting, the Councilor will assume the duties of the Past President.

**Secretary-Treasurer:** The Secretary-Treasurer serves a two-year term. No one may serve as Secretary-Treasurer more than two consecutive terms, but the person may be re-elected following a one term reprieve.

**Councilor:** The Councilor serves for a three-year term. The Councilor 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 Councilor 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. No one may serve as Councilor more than two consecutive terms, but the person may be re-elected following a one term reprieve.

**Meeting Venue:** The annual meeting shall not be held in the same location more frequently than once every five years.

### Membership dues

Dues for the Caribbean Division are \$5.00 for Students and \$10.00 for Regular (APS members) and Associate Members (non-APS members).

### Publication of Abstracts in Phytopathology

The fee for publishing each abstract presented at the Division meeting is \$55. The Secretary Treasurer will receive payment for all abstracts to be published in *Phytopathology*, and will submit payment 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 committee

will work closely with the Secretary-Treasurer to facilitate expedient publication of the abstracts, which will be provided to the Councilor so that the Councilor can submit the abstracts to APS publication department. Abstracts and fees should be submitted for publication no later than one month after the annual meeting. All abstracts will be published free of charge by the On-Line Journal

## **Awards**

### **Student Awards**

The cash award for the Student Awards for best Oral Presentations (2-3) and the best Poster Presentation (1-2) will be \$100.00.

### **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.

### **Standing Committees:**

**Frederick L. Wellman Award Committee:** 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 Chair of the Awards Committee will prepare in advance an evaluation form with the evaluation criteria clearly established and distribute it 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 and President at the Annual meeting after the results of the competition are known, and/or together with a plaque, will be awarded to each student winner at the Closing Banquet.

**Website Committee:** Items for posting should be submitted through the Councilor who should maintain close ties to the St. Paul MN office regarding website posting, updating information regarding meetings dates and locations.

### **Annual Meeting**

**Education and Professional Meeting:** The following activities should be included at the annual meeting: conferences, workshops, symposia, oral and poster presentations, exhibitions and field trips.

**Abstracts.** Abstract format should conform to the APS style. Information on abstract format can be obtained at <http://apsnet.org/meetings/div/instruct.asp>. Abstracts are submitted in advance according to the program announcement. A fee of \$55 is due to the President/ Local organizing committee to cover the cost of abstract publication in *Phytopathology*.

**Business Meeting:** During this meeting the President, Secretary-Treasurer, Councilor and Chairs of the Standing Committees will present their reports to the membership. The APS CD 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 members' 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. No venue will be considered more than once during a five-year period of time. 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 APS CD President and the APS President will make Concluding remarks, if present. The APS CD 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.