

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

Manual of Operations

Officers Duties

President: The President and Divisional Forum 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 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 Divisional Forum Representative will assume the duties of the Past President.

Secretary-Treasurer: No one may serve as Secretary-Treasurer more than one consecutive term.

Divisional Forum Representative: The Divisional Forum 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 Forum 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. No one may serve as Divisional Forum Representative more than two consecutive terms.

Membership dues

Dues for the Caribbean Division are \$10.00 for Regular, Post-Doc and Student members of APS and \$10.00 for Associate Members (non-APS members).

Publication of Abstracts in Phytopathology

The fee for publishing each abstract presented at the Division meeting is \$45. 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 committee will work closely with the Secretary-Treasurer to facilitate expedient publication of the abstracts, which will be provided to the Divisional Forum Representative so that the Divisional Forum Representative

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.

Student Awards

The cash award for the Student Awards for best Oral Presentations (3) and the best Poster Presentation (1) 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 Divisional Forum Representative (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 Divisional Forum Representative 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.