

**CONSTITUTION**  
**AMERICAN PHYTOPATHOLOGICAL SOCIETY, NORTH CENTRAL DIVISION**

ARTICLE 1

This Division shall be known as the North Central Division of the American Phytopathological Society (APS).

ARTICLE II

Membership and Dues

Sec. 1. The Division shall consist of members of the APS residing within the North Central States: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, and contiguous provinces in Canada. APS members residing outside the previously named states who may have common interests with North Central Division members are also invited to join.

Sec. 2. Each member shall pay annually such dues as the Division may determine and shall have a vote in all matters pertaining to the Division, except routine matters between meetings may be handled by the Executive Committee.

Sec. 3. To dissolve: In the event that the Division should be dissolved, all funds in the treasury and other assets shall be turned over to the American Phytopathological Society.

ARTICLE III

Officers

The officers of the Division shall consist of a president, vice president, secretary-treasurer, and divisional forum representative. The president shall preside over the annual meeting and meetings of the Executive Committee. The vice president shall preside in the president's absence. The secretary-treasurer shall record minutes of all meetings, shall make disbursements, and keep accurate financial records of the Division. The divisional forum representative shall make both an oral and written annual report at the annual Division business meeting. The officers shall serve the following terms: president, vice president, and secretary-treasurer, one, one, and three years, respectively, or until their successors are elected. The divisional forum representative will serve a term of three years on the Divisional Forum. The divisional councilor will be elected from among the eligible divisional forum representatives. 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, divisional forum representative and the immediate past president. All actions of the Executive Committee or officers shall be subject to approval by the Division. The Executive Committee is authorized to conduct either a mail or electronic ballot of the North Central Division membership on urgent matters of policy between annual meetings, provided the ballot is accompanied by suitable explanatory information.

ARTICLE IV  
Election of Officers

The president, vice president and secretary-treasurer shall be elected by a majority vote of the members present at the annual business meeting of the Division. Nominations may be presented both from the floor, and by a nominating committee appointed by the president. The divisional forum representative shall be elected by a majority of the mail or electronic ballots of members of the North Central Division. Nominations may be made by the nominating committee and/or by a petition approved by the candidate and signed by five members of the North Central Division. The secretary will distribute information about the candidates along with the ballot. Ballots must be returned to the secretary two weeks prior to the annual business session. In the event that no candidate receives a majority of the votes, the members present at the annual business session shall elect the divisional forum representative from between the two candidates receiving the greatest number of votes.

ARTICLE V  
Committees

Temporary and standing committees may be appointed by the president and shall deliver their reports to the Division in the annual business session.

ARTICLE VI  
Meetings

Annual meetings shall be held at such place and time as may be determined in the previous annual business meeting or by the Executive Committee and additional meetings may be arranged by the Executive Committee at its discretion. Where possible, annual meetings shall be held in rotation among member states.

Amendment

This constitution may be amended by a least one month prior published notice, then by three-fourths majority vote of the members attending the annual meeting.

STANDING RULES

The rules under which the North Central Division of the APS shall operate are as follows:

Dues

1. Any dues voted by the Division shall be collected by the APS office along with the annual APS dues. APS members who do not pay Division dues have no voting privileges.

Annual Meeting

The annual meeting of the Division shall be held during the summer and shall include at least one business session. The scientific session shall emphasize experimental and demonstrational material and informal discussions of plant pathological problems. Symposia, paper or poster sessions may be held at the discretion of the host institution. The president or his or her designated person shall serve as program chairperson, and will distribute advance notice of

meetings of the Division to all members. Abstracts of papers and posters presented at formal sessions at annual Division meetings shall be prepared by the authors to APS specifications for publication by APS.

#### Expenses

2. The secretary-treasurer shall be authorized to make necessary expenditures for the conduct of the business of the Division.

#### Auditing Committee

3. Upon the election of a new secretary-treasurer, the president shall appoint an auditing committee to audit the accounts of the Division.

#### Amendments

5. Standing rules may be amended by a majority vote of the members voting at any regular meeting of the Division. The Constitution and By-Laws of the APS should take precedent over any apparent conflict with this Constitution and Standing Rules.

#### Guidelines for Operations of the North Central Division

The operations of the North Central Division are subject to its Constitution and Standing Rules as well as the Constitution and policies of the parent APS; however, many aspects of operation are not covered by formal rules. These guidelines are offered on the basis of past experiences to assist future officers in conducting the business of the Division.

##### I. Finances

Primary expenses are related to the costs of: 1) conducting the annual divisional meetings, 2) the Early Career Award, 3) the Distinguished Service Award, 4) Graduate Student paper and poster awards, and 5) travel awards for graduate students attending the meeting for the first time. Criteria for the awards are available on the NC Division website.

Income is derived from three sources:

1. Divisional dues – \$10.00 at the present time, collected by the parent society. The funds are available to the Division upon request by the secretary-treasurer.
2. Registration fees from the annual divisional meeting. The host institution determines fees. Efforts are usually made to cover costs of the meeting through registration fees, supplemented by any local gifts or grants that may be available. The divisional treasury thus provides a reserve in the event of unforeseen costs.
3. Gifts, grants, and host departmental funds, referred to above. It is common practice for the host institution to establish a temporary account through which funds are handled, until conclusion of the meeting. How this is done varies among institutions. Many campuses have conference offices which offer assistance. Others choose to administer the funds through a departmental account. If divisional treasury funds are required, these are obtained upon written request to the NCD secretary-treasurer. Financial transactions are subject to a periodic audit as directed by the constitution.

## II. Location and sequence of meeting sites.

Efforts are made to rotate meeting locations routinely by states. A list of past meetings and locations is posted on the NC Division website. At times when the APS annual meeting is held within the division, it is at the discretion of the host institution to plan a separate meeting or to meet jointly with the APS annual meeting. Site determination is made three years in advance. After consulting the meeting list, an invitation is requested from the chairman/head of the department of the next host state for presentation at the business meeting. A nominations committee is appointed for this purpose.

## III. Officer Selection

This is directed by the constitution. Since the president also serves as the program chairperson for the annual meeting, it is customary to choose a person from the state that will host the Division during that year.

Nominations for divisional forum representative from the Nominating Committee along with an invitation to submit additional nominations by petition will be published in the first announcement of the NCD annual meeting. The second mailing to the NCD members will contain the information about the candidates and the ballots.

## IV. Program for the annual meeting.

Programs are variable and determined primarily by the host institution. Interests and directions of the Society, Division, and/or Executive Committee should be taken into account. In recent years, some provisions for paper and poster sessions have been included in an effort to comply with parent society suggestions. More recently, student contest have been included. Many divisional members appreciate an opportunity to become acquainted with host research and instruction facilities through tours and open houses. Strengths of local departments often guide the program format.

## V. Logistics of the Annual Meeting preparation

The host institution should attempt to select the date prior to the preceding annual meeting so that it can be announced at that time. The announcement should also be forwarded to APS for inclusion in *Phytopathology News* and on APSnet.

NC Divisional meetings are held, in the summer by constitutional directive.

It is helpful to announce preliminary information via e-mail or web site at least four months prior to the meeting, especially if abstracts are requested. Abstract instructions should be posted on the divisional website. The APS business office should be consulted for directions concerning fees and processing of abstracts for publication.

Amended June 15, 2012