



**MANUAL OF OPERATIONS**  
**FOR THE**  
**AMERICAN PHYTOPATHOLOGICAL SOCIETY**  
**SOUTHERN DIVISION**

**1985**

**(REVISED MARCH 1999, JANUARY 2001, FEBRUARY 6, 2011)**

## PREFACE

This manual is intended to provide information to officers, committees and the councilor of the American Phytopathological Society, Southern Division. The listing of areas of responsibilities is not meant to be exhaustive, but provides basic activities required to continue normal operations.

## **The President**

### **I. General Responsibilities**

- A. The President, working with the Executive Committee, has responsibility for supervision of all Division activities.
- B. The President serves as a member of the Board of Directors of the Southern Association of Agricultural Scientists (SAAS) and is expected to represent the Southern Division on all matters related to SAAS.
- C. The President initiates term by calling a meeting of the Executive Committee to discuss and plan the forthcoming year's activities.
- D. The President works closely with the Divisional Forum Representative.

### **II. Preparation for and Conduct of Annual Meeting of the Division**

- A. Maintain liaison with the Program Chairman (President-Elect), Vice-President and Secretary-Treasurer on all decisions relating to the program planning and organization. Select a site for the annual meeting every third year when SDAPS does not meet with SAAS.
- B. Send APS President a letter of invitation to the annual meeting of SDAPS whenever it does not coincide with the parent society's annual meeting.
- C. Prepare, with the assistance of the Secretary-Treasurer, the agenda for the annual business meeting and opening ceremonies of the annual meeting.
- D. Preside over annual business meeting and closing ceremonies.
  - 1. Receive committee reports
  - 2. Announce winner of outstanding plant pathologist award
  - 3. Announce results of election for Vice-President and Divisional Forum Representative and appointment of the Secretary-Treasurer
  - 4. Call for report of Resolution Committee

### **III. Activities Immediately Following Annual Meeting (The President is the Immediate Past President at this time)**

- A. Letters of congratulations should be sent to new officers, graduate student and plant pathologist award winners
- B. Letters of appreciation should be sent to:
  - 1. Chair and members of the Local Arrangements Committee
  - 2. Outgoing officers and committee chairs
  - 3. Guest lecturers and other participants in the Division's functions

### **IV. Appointments**

- A. Appoint the committees of the Division, which are Archives, Membership, Finance, Graduate Student Award, Outstanding Plant Pathologist Award, Constitution and

By-Laws, Local Arrangements, and Resolutions. Members of these committees are appointed for a term to coincide with the current President's term; but in many cases it is desirable to have committee members to continue to serve at the discretion of the new President to maintain continuity.

- B. Appoint a new Secretary-Treasurer when necessary.

## **President-Elect**

### **I. General Responsibilities**

- A. The President-Elect shall become President upon completion of the term of office and is announced during the business of the annual meeting, except in cases where the Southern Division meets with the parent society. In this case the President-Elect assumes Presidential duties at the end of the annual APS meeting.
- B. The President-Elect stands ready to act in behalf of the President in all official functions and should therefore work very closely with the President in case such a need exists.

### **II. Specific Responsibilities**

- A. President-Elect is Chairman of the Program Committee for the Southern Division annual meeting and will receive abstracts from the membership. When the Division meets with SAAS he or she will organize the program and submit to the Secretary of SAAS the finalized program for printing by SAAS. When SDAPS meets separately from APS and SAAS, he will be responsible for arranging the entire program in close working relationship with the Local Arrangements Committee at the host location. Duties will include the usual activities associated with the meeting plus program preparation and printing and room and location assignments.
- B. Maintain close contact with the Secretary-Treasurer and Vice-President of SDAPS and the Local Arrangements Committee concerning the program and abstract submissions and presentations.
- C. Send abstracts of papers presented at the annual meeting to APS Headquarters after the meeting.

### **III. Suggested Activities**

- A. When the SDAPS meets with APS, make arrangements to have a Southern Division business meeting and obtain a room assignment, date and time on the printed APS program. Also, make arrangements to have Graduate Student Awards papers identified on the APS program and have these scheduled early enough so that the SDAPS awards can be presented at the time of the APS awards ceremony. It is

suggested that these matters be coordinated with the APS Program Committee at the time of the "call for abstracts."

- B. When the SDAPS meets with SAAS, the following should be accomplished in November.
  - 1. Receive abstracts and sort for program arrangement
  - 2. Contact individuals for session chairs at annual meeting
  - 3. Arrange the program to prevent conflicts with SAAS business meeting
  - 4. Prepare the program to be submitted to SAAS Secretary before the deadline for printing
  - 5. Forward a tentative copy of the program to SDAPS Secretary-Treasurer to be sent during the second newsletter.
- C. When the SDAPS does not meet with SAAS, the following should be accomplished in November.
  - 1. Receive abstracts and sort for program arrangement
  - 2. Contact individuals for session chairs at annual meeting
  - 3. Work with officers of other organizations meeting jointly with SDAPS
  - 4. Prepare the program and be responsible for printing it
  - 5. Forward a tentative copy of the program to SDAPS Secretary-Treasurer to be sent during the second newsletter.

## **Vice-President**

### **I. General Responsibilities**

- A. The Vice-President shall become President-Elect upon completion of the term of office or when President-Elect assumes duties of President
- B. The Vice-President should work closely with President and President-Elect to become familiar with operations of the Southern Division

### **II. Specific Responsibilities**

- A. The Vice-President is a member of the Executive Committee
- B. The Vice-President is to assist the President-Elect in program development and at the same time begin planning the program for the following year
- C. Solicit new members through Department Heads, Extension, USDA, industry and other government agencies. Chair the Membership Committee
- D. Serve as a member of the Graduate Student Awards Committee
- E. Serve as chair of the Travel Award Committee

## **The Immediate Past-President**

### **I. General Responsibilities**

- A. Serves as a member of the Executive Committee for 1 year and as chairman of the Graduate Student Award Committee and the Constitution and By-Laws Committee
- B. Chair the graduate student paper session at the annual meeting
- C. Serves as a resource person for the President in all areas of Southern Division activities
- D. Send letters of appreciation and congratulations immediately following annual meeting (see listings under Presidential responsibilities)

## **The Secretary-Treasurer**

- I. The Executive Committee appoints a Secretary-Treasurer for a term of office of three years.

### **II. General Responsibilities**

- A. Handle all finances relating to cost of meeting including: reception, award money for recipients, and incidentals relating to annual meeting
- B. Handle registration at the annual meeting
- C. Record minutes at the Executive Committee and Business meetings
- D. Prepare and send newsletters to SDAPS members
- E. Order plaques and prepare certificates for award winners
- F. Send Financial Report and Minutes of meetings to APS headquarters for IRS purposes and send report to APS Necrology Committee
- G. Maintain accurate list of SDAPS members, addresses, and dues paid

### **III. Suggested Activities for August**

- A. Forward the following information to members
  - 1. Announcement of coming annual meeting
  - 2. Information on hotel accommodations
  - 3. Description of graduate student award and requirements
  - 4. Description of outstanding plant pathologist award and requirements
  - 5. Description and requirements for abstracts and deadline
  - 6. Attach nomination ballot for new officers
  - 7. List dates and location next SAAS meeting
  - 8. Dues reminders for membership
- B. Contact Local Arrangements Chair to send out notices to industry sponsors for reception funds
- C. Receive reception funds

- D. Forward notice of meeting to Phytopathology News announcing Southern Division forthcoming meeting

#### **IV. Suggested Activities for November**

- A. Prepare a treasurer's report, membership report, and necrology report
- B. Forward announcements to officers of Executive Committee Meeting
- C. Contact local arrangement chairman concerning reception and inform him of the funds available for this function
- D. Notify committee chairman of deadline for committee reports
- E. Forward a tentative copy of the program with final ballots to the membership

#### **Divisional Forum Representative**

The Divisional Forum Representative for Southern Division is elected by ballot to serve as the member of the Divisional Forum of the parent society for a period of three years.

##### **I. General Responsibilities:**

- A. The Divisional Forum Representative assumes office at the meeting of the new Divisional Forum on the year in which he or she is elected
- B. The member of the Divisional Forum is expected to represent the best interests of the division in all matters before the Divisional Forum. He or she is expected to be present at all meetings of the Divisional Forum. Should the Divisional Forum Representative be hindered from attending any of the meetings, it is his or her responsibility to obtain an acceptable replacement and to brief the individual concerning matters before the Divisional Forum. The search for a replacement should begin with the President of the Division and progress to the President-Elect, Vice-President and then the Secretary-Treasurer. Should none of the Division officers be able to attend, the President in concert with the Divisional Forum Representative should appoint some member of the Southern Division in good standing.
- C. The Divisional Forum Representative is a member of the Annual Meeting Site Selection and the Nomination Committees of the Society.
- D. The Divisional Forum Representative serves as the liaison between the Divisional Forum of the Society and the officers and members of the Division. In this capacity the councilor should inform the Division officers of the Divisional Forum's actions which are of interest and concern to the Division. He or she should also report to the Division membership, in annual meetings of the Division, on Divisional Forum actions and society affairs and convey to the Divisional Forum all Division requests and decisions directed to this body. He or she may also solicit

membership responses by mail to facilitate mid-term Divisional Forum meeting actions.

- E. Serve as liaison between APS chapters in divisional states and APS headquarters.
- F. Prepare a poster of all divisional student award recipients for the APS annual meeting when such meeting is held within the Southern Division

### **Committees**

**Archives** - Primary function of this committee is to acquire and maintain a record of all significant activities of the Division including photographs, biographies, and anecdotes of present and past members. Permanent storage of records is provided at the host institution of the archivist.

**Membership** - To organize and coordinate recruitment of new members including student members. The committee is chaired by the Vice President.

**Finance** - To serve as an advisory body to the Executive Committee on long range financial planning especially the management of reserve funds for the Division. Audit the financial records of the Division.

**Graduate Student Award** - Committee members judge graduate student oral presentations according to set criteria and select winning candidates. The committee is chaired by the Past President.

**Outstanding Plant Pathologist Award** - Committee members have responsibilities for evaluating candidates submitted by membership. Members on the committee represent the following areas: Teaching, Extension, Research, Administration, and Industry. One new member is added to the committee each year with the Chair rotating off.

**Constitution and By-Laws** - This committee has responsibility for updating and/or revising the constitution and by-laws for membership approval. The committee is chaired by the Past President.

**Local Arrangements** - This committee is charged with the responsibility of, hosting the annual meeting. To coordinate, arrange and prepare the social activity designated as the reception, the breaks, and the graduate student appreciation luncheon at each annual meeting, within the bounds of the budgetary allotment available through Secretary-Treasurer's office. Provide projectors and necessary equipment for paper sessions. Solicit funds from industry and prepare a poster acknowledging the sponsors. Arrange for photographs of new officers, outstanding plant pathologist award winner, graduate student award winners, and any representative activities for the APS Newsletter

**Resolutions** - This committee is charged with preparing resolutions at conclusion of each annual meeting. Appropriate resolutions are presented dealing with issues and



proclamations developed during the annual meeting.

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